

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

A course designed to build on the skills and knowledge established in Business Computer Applications II. Solving business problems that require advanced use and integration of productivity applications for data management, data analysis, and information presentation represent the framework of the course. The course includes an examination of career and industry certification opportunities as they relate to the skills and knowledge acquired.

| | | | |
|------|--------------------|------|-----------------|
| Term | Semester/Trimester | Preq | BE 0310/BE 0320 |
|------|--------------------|------|-----------------|

Notes:

Business Law BLaw_7: Demonstrate Knowledge of Computer Law

BLaw_7.1 Explain how the advances in computer technology impact upon such areas as property law, contract law, criminal law, and international law.

| | |
|--------------------------------|---|
| Learning Indicator: BLaw_7.1.1 | Define the key terms and new issues involved in computer law including security, privacy, computer crime and viruses |
| Learning Indicator: BLaw_7.1.2 | Determine when a computer program can be protected by a patent or a copyright and explain the steps in applying for each |
| Learning Indicator: BLaw_7.1.3 | Identify the circumstances under which the copyright of a computer program has been violated |
| Learning Indicator: BLaw_7.1.4 | Determine when computer-related contracts are service contracts and when they are sale of goods contracts |
| Learning Indicator: BLaw_7.1.5 | Outline the various claims and defenses that are available in civil suits involving computer contracts |
| Learning Indicator: BLaw_7.1.6 | Explain how common law, constitutional law, statutory law, and administrative regulations can be used to prevent the use of computers to invade privacy |
| Learning Indicator: BLaw_7.1.7 | Outline the various types of federal and state statutes designed to combat computer crime |
| Learning Indicator: BLaw_7.1.8 | Discuss the impact of the law of different countries and the impact of international law on computer law |

Career Development CDev_2: Demonstrate Knowledge of Career Research

CDev_2.1 Utilize career resources to develop a knowledge base of career information.

| | |
|--------------------------------|---|
| Learning Indicator: CDev_2.1.1 | Identify and learn about careers of family members and/or friends |
| Learning Indicator: CDev_2.1.2 | Define and give examples of career clusters |
| Learning Indicator: CDev_2.1.3 | List and describe various types of occupations in the community (e.g., banker, realtor, etc.) |
| Learning Indicator: CDev_2.1.4 | Identify community business people and learn about career opportunities |
| Learning Indicator: CDev_2.1.5 | Use a variety of research tools in the career exploration process (e.g., computer assisted programs, newspapers, books) |
| Learning Indicator: CDev_2.1.6 | Research several occupational interests |
| Learning Indicator: CDev_2.1.7 | Explain advantages of early career planning |
| Learning Indicator: CDev_2.1.8 | Select and use resources available for projecting career opportunities and trends |
| Learning Indicator: CDev_2.1.9 | Investigate educational opportunities (e.g., resources for training/retraining, career transition) |

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

Learning Indicator: CDev_2.1.10 Design a questionnaire to be used for career exploration interview (e.g., educational requirements, starting salaries, career ladder opportunities)

CDev_2.2 Utilize a Career Information Database to prepare a career portfolio.

Learning Indicator: CDev_2.2.1 Prepare pictorial and/or written documents related to career exploration using a variety of technological resources such as the computer and the Internet

Learning Indicator: CDev_2.2.2 Develop pictorial and/or written documents based on selected career information

Learning Indicator: CDev_2.2.3 Prepare a career portfolio that includes career research materials and work samples

Learning Indicator: CDev_2.2.4 Identify a network of business people to assist in securing a job

CDev_2.3 Demonstrate an understanding of career opportunities at an international level.

Learning Indicator: CDev_2.3.1 List products from other countries and the occupations related to them

Learning Indicator: CDev_2.3.2 Describe the impact of the global economy on job availability

Learning Indicator: CDev_2.3.3 Relate career interests to opportunities in the global economy

Learning Indicator: CDev_2.3.4 Explore entrepreneurship opportunities in international trade

Career Development CDev_3: Demonstrate Knowledge of Workplace Expectations

CDev_3.1 Relate work ethic to career development.

Learning Indicator: CDev_3.1.1 Demonstrate personal qualities related to employability (e.g., promptness, getting along with others, dependability)

Learning Indicator: CDev_3.1.2 Demonstrate responsible behavior related to personal property (e.g. homework, portfolio, school/home communications)

Learning Indicator: CDev_3.1.3 Discuss the importance of a job well done to an individual and a business

Learning Indicator: CDev_3.1.4 Describe how the following groups depend on one another, work together, and share responsibilities: family members, peers at school, co-workers

Learning Indicator: CDev_3.1.5 State ways in which honesty and integrity affect relationships with others

Learning Indicator: CDev_3.1.6 Describe how honesty and integrity of co-workers affect work performance

Learning Indicator: CDev_3.1.7 Illustrate how personal qualities transfer from school to the workplace

Learning Indicator: CDev_3.1.8 Discuss and/or role-play the effects of a well-developed work ethic on worker and workplace productivity

Learning Indicator: CDev_3.1.9 Model positive workplace behaviors

CDev_3.2 Relate workplace relationships to career development.

Learning Indicator: CDev_3.2.1 Demonstrate the importance of cooperation among people to accomplish a task

Learning Indicator: CDev_3.2.2 Describe work-related activities in the home, community, and school

Learning Indicator: CDev_3.2.3 Explain the importance of dress code, attendance, and other expectations in the workplace

Learning Indicator: CDev_3.2.4 Explain the importance of respect for the feelings and beliefs of others

Learning Indicator: CDev_3.2.5 Demonstrate appropriate social skills for the workplace

Learning Indicator: CDev_3.2.6 Demonstrate problem-solving skills

Learning Indicator: CDev_3.2.7 Describe how the workplace environment influences behavior

Learning Indicator: CDev_3.2.8 Show how behavior influences the actions of co-workers

Learning Indicator: CDev_3.2.9 Practice appropriate interpersonal skills for working with and for others

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

- Learning Indicator: CDev_3.2.10 Role-play appropriate and inappropriate employer and employee interactions in workplace situations
- Learning Indicator: CDev_3.2.11 Role-play teamwork and cooperation in business situations
- Learning Indicator: CDev_3.2.12 Discuss the importance of positive attitudes in creating a positive working atmosphere

CDev_3.3 Relate workplace diversity to career development.

- Learning Indicator: CDev_3.3.1 Discuss the importance of being able to work productively with people who are different from oneself
- Learning Indicator: CDev_3.3.2 Describe ways in which work may be affected by social and economic problems
- Learning Indicator: CDev_3.3.3 Provide an example of how personal beliefs and attitudes affect decision-making
- Learning Indicator: CDev_3.3.4 Show how behavior towards diversity influences the actions of co-workers
- Learning Indicator: CDev_3.3.5 Identify the changing roles of men and women in business and family
- Learning Indicator: CDev_3.3.6 Describe different cultural behaviors and expectations
- Learning Indicator: CDev_3.3.7 Discuss advantages and disadvantages of entering non-traditional occupations
- Learning Indicator: CDev_3.3.8 Identify stereotypes, biases, and discriminatory behaviors that may impact opportunities for protected classes in certain occupations
- Learning Indicator: CDev_3.3.9 Discuss social and economic factors that have resulted in changing career patterns for women and men
- Learning Indicator: CDev_3.3.10 Specify techniques for eliminating gender bias and stereotyping
- Learning Indicator: CDev_3.3.11 Formulate strategies for working effectively with co-workers of varying age groups

CDev_3.4 Relate workplace communication skills to career development.

- Learning Indicator: CDev_3.4.1 Practice effective interpersonal skills in a work relationship
- Learning Indicator: CDev_3.4.2 Express thoughts and ideas succinctly using various forms of communication (e.g., verbal, written, body language, etc.)
- Learning Indicator: CDev_3.4.3 Explain the importance of tolerance and flexibility in interpersonal and group situations
- Learning Indicator: CDev_3.4.4 Illustrate strategies for responding to and working with individuals under stress
- Learning Indicator: CDev_3.4.5 Develop skills to give/receive constructive criticism
- Learning Indicator: CDev_3.4.6 Demonstrate appropriate workplace communication skills and competencies

Career Development CDev_4: Demonstrate Knowledge of Career Strategy

CDev_4.2 Demonstrate an understanding of the goal setting process through setting short- and long-term career goals.

- Learning Indicator: CDev_4.2.1 Identify problems that interfere with obtaining career goals
- Learning Indicator: CDev_4.2.2 Apply steps in the decision-making process; evaluate consequences of decisions
- Learning Indicator: CDev_4.2.3 Describe how career development is a continuous process with a series of choices
- Learning Indicator: CDev_4.2.4 Determine how the expectations of others affect career goals
- Learning Indicator: CDev_4.2.5 Identify personal goals that may be satisfied through a combination of work, community, social, and family roles
- Learning Indicator: CDev_4.2.6 Analyze personal leisure choices in relation to lifestyle and the attainment of career goals
- Learning Indicator: CDev_4.2.7 Compare advantages and disadvantages of various secondary and post secondary programs to the attainment of career goals

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

| | |
|---------------------------------|--|
| Learning Indicator: CDev_4.2.8 | Relate skills developed in academic and technical programs to career goals |
| Learning Indicator: CDev_4.2.9 | Determine how educational achievement impacts one's choice of a college major, further training, and/or entry into the job market |
| Learning Indicator: CDev_4.2.10 | Relate the necessity of lifelong learning to one's ability to achieve goals |
| CDev_4.3 | Develop an individual career plan. |
| Learning Indicator: CDev_4.3.1 | Explain the importance of planning |
| Learning Indicator: CDev_4.3.2 | Develop a career plan that includes the investigation of career clusters |
| Learning Indicator: CDev_4.3.3 | Design a career plan that includes self-assessment, research, career alternatives, and high school course options |
| Learning Indicator: CDev_4.3.4 | Create and implement a career plan that includes the required steps to transition from high school to post secondary education/training or the workplace |
| Learning Indicator: CDev_4.3.5 | Explore appropriate employment opportunities and further education |
| Learning Indicator: CDev_4.3.6 | Continue to revise and update one's career plan |

Career Development CDev_5: Demonstrate Knowledge of School-to-Work Transition

| | |
|--------------------------------|--|
| CDev_5.1 | Utilize different workplace experiences to make an effective transition from school to work. |
| Learning Indicator: CDev_5.1.1 | Develop an awareness of occupational opportunities (e.g., speakers and field trips) |
| Learning Indicator: CDev_5.1.2 | Research a variety of career clusters (e.g. field trips, speakers, case studies, shadowing, or community service) |
| Learning Indicator: CDev_5.1.3 | Experience paid/unpaid work opportunities in one or more career clusters (e.g., shadowing, mentoring, cooperative work experiences, or community service) |
| CDev_5.2 | Develop an employment portfolio. |
| Learning Indicator: CDev_5.2.1 | Maintain a journal of career-oriented experiences (e.g., speakers and field trips) |
| Learning Indicator: CDev_5.2.2 | Identify examples of work to be included in a portfolio |
| Learning Indicator: CDev_5.2.3 | Prepare resumes and cover letters |
| Learning Indicator: CDev_5.2.4 | Develop a portfolio (e.g. resume, sample cover letter, awards, extracurricular activities, and community service) |
| Learning Indicator: CDev_5.2.5 | Demonstrate portfolio presentation skills |
| Learning Indicator: CDev_5.2.6 | Enhance a portfolio through revisions (e.g., resume, sample cover letter, sample applications, career plan, examples of work and technical skills, awards, community service, and career information database) |
| Learning Indicator: CDev_5.2.7 | Present a career portfolio |
| Learning Indicator: CDev_5.2.8 | Use portfolio in job search process |
| CDev_5.3 | Develop strategies to search for jobs of interest. |
| Learning Indicator: CDev_5.3.1 | Demonstrate proper etiquette for greeting and meeting people |
| Learning Indicator: CDev_5.3.2 | Demonstrate appropriate interviewing techniques (e.g., portfolio presentation, questioning, dress, and etiquette) |
| Learning Indicator: CDev_5.3.3 | Explain the importance of interview follow-up |
| Learning Indicator: CDev_5.3.4 | List tasks to be completed following interview |
| Learning Indicator: CDev_5.3.5 | Identify steps to prepare for an interview |

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

- Learning Indicator: CDev_5.3.6 Model behavior that contributes to a successful interview
- Learning Indicator: CDev_5.3.7 Develop criteria for selecting prospective employers
- Learning Indicator: CDev_5.3.8 Conduct a job search

CDev_5.4 Demonstrate an understanding of all elements involved in the job application process.

- Learning Indicator: CDev_5.4.1 Locate a job opening
- Learning Indicator: CDev_5.4.2 Complete a resume
- Learning Indicator: CDev_5.4.3 Prepare for an interview
- Learning Indicator: CDev_5.4.4 Participate in an interview
- Learning Indicator: CDev_5.4.5 Complete tests required
- Learning Indicator: CDev_5.4.6 Complete forms required
- Learning Indicator: CDev_5.4.7 Complete an application letter
- Learning Indicator: CDev_5.4.8 Complete a follow-up letter
- Learning Indicator: CDev_5.4.9 Complete an acceptance letter
- Learning Indicator: CDev_5.4.10 Evaluate a job offer
- Learning Indicator: CDev_5.4.11 Evaluate a job rejection

Communications Comm_1: Demonstrate Knowledge of Foundations of Communications

Comm_1.2 Obtain and interpret information through reading.

- Learning Indicator: Comm_1.2.1 Establish a vocabulary
- Learning Indicator: Comm_1.2.2 Read for enjoyment and appreciation
- Learning Indicator: Comm_1.2.3 Read textbooks for information
- Learning Indicator: Comm_1.2.4 Express reading comprehension by restating, annotating, or summarizing
- Learning Indicator: Comm_1.2.5 Retain and interpret information gained through reading
- Learning Indicator: Comm_1.2.6 Apply reading skills to gather information from casual print media
- Learning Indicator: Comm_1.2.7 Obtain appropriate information from graphics, maps, or signs
- Learning Indicator: Comm_1.2.8 Locate and record information from written resources, including current business periodicals
- Learning Indicator: Comm_1.2.9 Analyze the integrity of printed materials
- Learning Indicator: Comm_1.2.10 Read and follow simple directions; evaluate results
- Learning Indicator: Comm_1.2.11 Determine if clarification is necessary in written instructions
- Learning Indicator: Comm_1.2.12 Distinguish between fact and opinion in written materials; identify propaganda and its impact on decision-making
- Learning Indicator: Comm_1.2.13 Expand scope of reading materials to include simple business terms
- Learning Indicator: Comm_1.2.14 Use corporate vocabulary appropriate for entry-level jobs
- Learning Indicator: Comm_1.2.15 Expand scope of reading materials to include business-related publications
- Learning Indicator: Comm_1.2.16 Use contextual clues to recognize word meaning
- Learning Indicator: Comm_1.2.17 Determine when printed media may have been used out of context to distort reality
- Learning Indicator: Comm_1.2.18 Use basic research techniques
- Learning Indicator: Comm_1.2.19 Interpret business correspondence, professional articles, and supporting graphic materials.
- Learning Indicator: Comm_1.2.20 Interpret information from manuals, computer printouts, and electronic sources

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

Learning Indicator: Comm_1.2.21 Select an appropriate reading method for a particular situation (e.g., skimming, scanning, speed reading, and in-depth reading)

Learning Indicator: Comm_1.2.22 Distinguish between literal and inferential statements

Comm_1.3 Communicate in a written format in a clear, courteous, concise, and correct manner on personal and professional levels.

Learning Indicator: Comm_1.3.1 Discuss the importance of correct spelling, grammar, word usage, mechanics, and legible writing

Learning Indicator: Comm_1.3.2 Write logical, coherent phrases, sentences, and paragraphs incorporating correct grammar, mechanics, and word usage

Learning Indicator: Comm_1.3.3 Compose simple requests for information, reports, and summaries; edit and revise written work

Learning Indicator: Comm_1.3.4 Outline to facilitate logical and understandable written documents

Learning Indicator: Comm_1.3.5 Use acceptable standards for grammar, mechanics, and word usage

Learning Indicator: Comm_1.3.6 Write coherent business correspondence, instructions, descriptions, summaries, and reports using appropriate formats

Learning Indicator: Comm_1.3.7 Proofread documents to ensure correct grammar, spelling, and punctuation

Learning Indicator: Comm_1.3.8 Distinguish between paraphrasing, documentation, and plagiarism; use proper documentation procedures to avoid plagiarism

Learning Indicator: Comm_1.3.9 Demonstrate a sensitivity to language bias (e.g., sexist, gender, race, religious, physically challenged, etc.) and avoid use of language bias

Learning Indicator: Comm_1.3.10 Use note taking skills incorporating critical listening and reading techniques

Learning Indicator: Comm_1.3.11 Identify factors affecting the readability of text

Learning Indicator: Comm_1.3.12 Compare drafts to final documents and make editorial changes

Learning Indicator: Comm_1.3.13 Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous

Learning Indicator: Comm_1.3.14 Compose messages that promote positive human behavior

Learning Indicator: Comm_1.3.15 Use a wide variety of references and resources (both electronic and printed) for the purpose of writing business documents

Learning Indicator: Comm_1.3.16 Write formal and informal reports using suitable format supported by appropriate graphic aids

Learning Indicator: Comm_1.3.17 Use the direct or indirect approach in appropriate correspondence situations

Learning Indicator: Comm_1.3.18 Analyze and respond in writing to routine business problems both individually and collaboratively

Learning Indicator: Comm_1.3.19 Write business communications that are sensitive to multicultural situations

Learning Indicator: Comm_1.3.20 Write appropriate messages for specific audiences, i.e., using empathy in a message, or addressing specific needed improvements

Learning Indicator: Comm_1.3.21 Write business communications that reflect international differences and address current practice and protocol

Communications Comm_3: Demonstrate Knowledge of Technological Communications

Comm_3.1 Use technology to enhance the effectiveness of communications.

Learning Indicator: Comm_3.1.1 Demonstrate proper telephone etiquette, including cellular phones

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

| | |
|---------------------------------|--|
| Learning Indicator: Comm_3.1.2 | Demonstrate basic keyboarding and computer functions |
| Learning Indicator: Comm_3.1.3 | Use basic software applications (e.g., word processing, spreadsheets, etc.) |
| Learning Indicator: Comm_3.1.4 | Use CD-ROMs, laser disks, videos, and modems for knowledge acquisition |
| Learning Indicator: Comm_3.1.5 | Project a positive first impression on the telephone |
| Learning Indicator: Comm_3.1.6 | Use the telephone to gather personal and consumer information |
| Learning Indicator: Comm_3.1.7 | Use basic functions of databases, spreadsheets, and programming languages by formatting documents |
| Learning Indicator: Comm_3.1.8 | Refine documents using an electronic spell checker, a thesaurus and a grammar checker |
| Learning Indicator: Comm_3.1.9 | Use a wide variety of references and research resources such as electronic bulletin boards and information services |
| Learning Indicator: Comm_3.1.10 | Operate electronic message technologies to include voice mail, conference calls, pagers, and e-mail |
| Learning Indicator: Comm_3.1.11 | Use computer networks (e.g., communicating computers, Internet, or on-line databases) to facilitate collaborative or individual learning and communicating |
| Learning Indicator: Comm_3.1.12 | Discuss the use of the following communication systems: WATS lines, LAN systems, cellular technology, and voice recognition dictation |
| Learning Indicator: Comm_3.1.13 | Enhance documents through the use of advanced layout, design, and graphics production software and scanning hardware |
| Learning Indicator: Comm_3.1.14 | Address the ethical issues regarding ownership of information generated electronically |
| Learning Indicator: Comm_3.1.15 | Apply the rules of electronic messaging etiquette |
| Learning Indicator: Comm_3.1.16 | Evaluate the select messages which may be addressed best by electronic media |
| Learning Indicator: Comm_3.1.17 | Incorporate the use of international electronic resources such as the Internet to complete higher level projects |
| Learning Indicator: Comm_3.1.18 | Use techniques to protect confidential messages that are transmitted via technology to avoid identity theft |

Communications Comm_4: Demonstrate Knowledge of Employment Communications

Comm_4.1 Integrate all forms of communication in the successful pursuit of a career.

| | |
|---------------------------------|---|
| Learning Indicator: Comm_4.1.1 | Write a simple application letter and resume for simulated job opportunities |
| Learning Indicator: Comm_4.1.2 | Role-play interview situations for simulated job opportunities |
| Learning Indicator: Comm_4.1.3 | Discuss the importance of an informal personal network in job search strategy |
| Learning Indicator: Comm_4.1.4 | Use a personal network in the job search situation |
| Learning Indicator: Comm_4.1.5 | Write a formal application letter, resume, and follow-up letter for job opportunities |
| Learning Indicator: Comm_4.1.6 | Participate in and analyze mock interviews, emphasizing critical times at the beginning and the end of an interview |
| Learning Indicator: Comm_4.1.7 | Discuss and demonstrate the importance of appropriate dress in an interview situation |
| Learning Indicator: Comm_4.1.8 | Respond to mock interview questions |
| Learning Indicator: Comm_4.1.9 | Complete job application forms |
| Learning Indicator: Comm_4.1.10 | List and discuss qualities that employers expect in potential employees |
| Learning Indicator: Comm_4.1.11 | Use correct strategies for accepting or rejecting an offer |
| Learning Indicator: Comm_4.1.12 | Discuss alternative sources for job placement (e.g., career centers, employment agencies, headhunters, etc.) |

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

- Learning Indicator: Comm_4.1.13 Discuss potential problems with signing employment contracts
- Learning Indicator: Comm_4.1.14 Use established network of professionals to assist in the job search
- Learning Indicator: Comm_4.1.15 Discuss the significance of nonverbal communications in the interviewing process
- Learning Indicator: Comm_4.1.16 Prepare a list of questions to ask interviewer
- Learning Indicator: Comm_4.1.17 Research the job market and specific potential employers
- Learning Indicator: Comm_4.1.18 Discuss appropriate oral and written steps in leaving a job (resignation, down-sizing, exit interview)
- Learning Indicator: Comm_4.1.19 Discuss expectations of an exit interview

Computation *Comp_5: Demonstrate Knowledge of Statistics and Probability*

Comp_5.1 Analyze and interpret data using common statistical procedures.

- Learning Indicator: Comp_5.1.1 Construct, read, and interpret tables, charts, and graphs
- Learning Indicator: Comp_5.1.2 Make inferences about data from tables, charts, and graphs
- Learning Indicator: Comp_5.1.3 Estimate and calculate measures of central tendency (mean, median, mode)
- Learning Indicator: Comp_5.1.4 Use probability concepts to represent and solve problems involving uncertainty
- Learning Indicator: Comp_5.1.5 Calculate frequency distributions
- Learning Indicator: Comp_5.1.6 Calculate standard deviations

Computation *Comp_6: Demonstrate Knowledge of Problem-Solving Applications*

Comp_6.5 Use mathematical procedures to analyze and solve business problems for financial statements.

- Learning Indicator: Comp_6.5.1 Calculate net sales, cost of goods sold, gross profit, operating expenses, and net profit for the income statement
- Learning Indicator: Comp_6.5.2 Calculate total assets, liabilities, and owner's equity for the balance sheet
- Learning Indicator: Comp_6.5.3 Calculate the cash flow and determine cash sufficiency for a given period of time
- Learning Indicator: Comp_6.5.4 Calculate the change in equity for the statement of change of owner's equity or retained earnings statement
- Learning Indicator: Comp_6.5.5 Calculate the distribution of profit/loss to the proprietor, partners, or stockholders

Economics and Personal Finance *EcPF_15: Demonstrate Knowledge of Making Career Choices*

EcPF_15.1 Relate personal interests, wants and abilities to career choices and assess how conditions in the labor market may affect career choices.

- Learning Indicator: EcPF_15.1.1 Give examples of various types of jobs
- Learning Indicator: EcPF_15.1.2 Explain how types and availability of jobs are determined by consumer demand
- Learning Indicator: EcPF_15.1.3 Assess personal interests, abilities, and life goals
- Learning Indicator: EcPF_15.1.4 Differentiate among various occupational choices (e.g., service, manufacturing, agricultural, public service, professional, technical)
- Learning Indicator: EcPF_15.1.5 Analyze the characteristics and requirements of occupations of interest
- Learning Indicator: EcPF_15.1.6 Discuss the factors that affect income such as supply and demand, location, level of education, type of industry, union or non-union membership, gender, ethnicity, skill levels, and work ethics
- Learning Indicator: EcPF_15.1.7 Identify trends that cause change in the labor market

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

| | |
|----------------------------------|---|
| Learning Indicator: EcPF_15.1.8 | Describe the role of entrepreneurs in our economy, and assess entrepreneurship as a career option |
| Learning Indicator: EcPF_15.1.9 | Use a rational decision-making process in the selection of possible career choices |
| Learning Indicator: EcPF_15.1.10 | Produce a plan for preparing to enter a specific career |

Entrepreneurship Entr_5: Demonstrate Knowledge of Accounting

Entr_5.1 Explain why it is important to keep appropriate records to make business decisions.

| | |
|--------------------------------|--|
| Learning Indicator: Entr_5.1.1 | Identify the reasons for keeping business records |
| Learning Indicator: Entr_5.1.2 | Describe problems that might occur as a result of not keeping business records |
| Learning Indicator: Entr_5.1.3 | Describe the resulting consequences to a business of specific problems relating to keeping poor quality business records |

Information Systems IS_1: Demonstrate Knowledge of the Foundations of Information Systems

IS_1.3 Identify the need for applications of technology in business, industry, society and on a global scale.

| | |
|------------------------------|--|
| Learning Indicator: IS_1.3.1 | Demonstrate the ability to access information regarding applications of computers and technology in business, industry, society and on a global scale |
| Learning Indicator: IS_1.3.2 | Cite uses of computer and technology in business, industry, society and on a global scale |
| Learning Indicator: IS_1.3.3 | Create a brief list of business, industry, society and global references and sources where information about applications of computers and technology can be found |

Information Systems IS_2: Demonstrate Knowledge of Industry Standard Software Applications

IS_2.1 Select and apply word processing software.

| | |
|-------------------------------|--|
| Learning Indicator: IS_2.1.1 | Explain the purposes, functions, and common features of word processing software |
| Learning Indicator: IS_2.1.2 | Explain the meaning of common word processing terminology |
| Learning Indicator: IS_2.1.3 | Sequence and define steps of an information processing cycle |
| Learning Indicator: IS_2.1.4 | Use word processing software to demonstrate file functions including creating, modifying, storing, retrieving, printing, and merging documents |
| Learning Indicator: IS_2.1.5 | Demonstrate editing functions including cutting, pasting, importing and exporting text and graphics |
| Learning Indicator: IS_2.1.6 | Apply layout and insert functions including tabs, margins, hanging indents, word-wrap, columns, headers/footers, and tables |
| Learning Indicator: IS_2.1.7 | Apply formatting functions including fonts, sizes, styles, and positioning |
| Learning Indicator: IS_2.1.8 | Apply word processing functions including spell checking, thesaurus, grammar checking, and the help functions of the software |
| Learning Indicator: IS_2.1.9 | Proofread and edit documents for accuracy and content, and for correct grammar, spelling, and punctuation |
| Learning Indicator: IS_2.1.10 | Input, edit, store, and output letters, memorandums, tables, and reports |
| Learning Indicator: IS_2.1.11 | Use an office operations manual |

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

IS_2.2 Select and apply spreadsheet software.

| | |
|-------------------------------|---|
| Learning Indicator: IS_2.2.1 | Explain the purposes, functions, and common features of spreadsheet software |
| Learning Indicator: IS_2.2.2 | Explain the meaning of common spreadsheet terms |
| Learning Indicator: IS_2.2.3 | Use spreadsheet software to demonstrate file functions including creating, saving, loading, printing, and merging documents |
| Learning Indicator: IS_2.2.4 | Demonstrate editing functions including inserting, cutting, pasting, and importing of text into spreadsheets |
| Learning Indicator: IS_2.2.5 | Apply formatting functions including fonts, styles, size, and formulas |
| Learning Indicator: IS_2.2.6 | Apply layout functions including columns, rows, and sheets |
| Learning Indicator: IS_2.2.7 | Demonstrate ability to apply tool functions including sorting, navigating, and searching |
| Learning Indicator: IS_2.2.8 | Apply tools including spell checking, thesaurus, grammar checking, and the help functions of the software |
| Learning Indicator: IS_2.2.9 | Design and enter common formulas that permit users to analyze spreadsheet data |
| Learning Indicator: IS_2.2.10 | Test spreadsheet formulas and design for accuracy |

IS_2.3 Select and apply database software.

| | |
|------------------------------|--|
| Learning Indicator: IS_2.3.1 | Explain the purposes, functions, and common features of database software |
| Learning Indicator: IS_2.3.2 | Explain the meaning of common database terminology |
| Learning Indicator: IS_2.3.3 | Identify the differences between integrated and dedicated software |
| Learning Indicator: IS_2.3.4 | Use database software to demonstrate file functions including creating, saving, loading, printing, and merging documents |
| Learning Indicator: IS_2.3.5 | Demonstrate editing functions including inserting and deleting records and fields |
| Learning Indicator: IS_2.3.6 | Demonstrate ability to apply layout functions including creating fields, tags, and records |
| Learning Indicator: IS_2.3.7 | Demonstrate ability to apply functions such as query, sorting, navigating, and retrieval of data |
| Learning Indicator: IS_2.3.8 | Demonstrate ability to apply word processing tools including spell checking, thesaurus, and grammar checking |
| Learning Indicator: IS_2.3.9 | Demonstrate ability to plan, create, modify, and print reports |

IS_2.4 Select and use multimedia software to create media rich projects.

| | |
|------------------------------|--|
| Learning Indicator: IS_2.4.1 | Select and apply multimedia software appropriate for specific tasks |
| Learning Indicator: IS_2.4.2 | Explore three emerging multimedia software programs and identify differences |
| Learning Indicator: IS_2.4.3 | Create multimedia projects collaboratively |
| Learning Indicator: IS_2.4.4 | Identify and select appropriate multimedia file formats and properties |
| Learning Indicator: IS_2.4.5 | Create multimedia content and prepare it for delivery |
| Learning Indicator: IS_2.4.6 | Configure multimedia delivery tools |

Information Systems IS_3: Demonstrate Knowledge of Common Applications of Information Systems

IS_3.1 Identify, select, evaluate, and use application software.

| | |
|------------------------------|---|
| Learning Indicator: IS_3.1.1 | Identify the types of application software and explain their purpose or use |
| Learning Indicator: IS_3.1.2 | Select application software types appropriate for specific tasks |
| Learning Indicator: IS_3.1.3 | Describe emerging application software |

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

Learning Indicator: IS_3.1.4 Use reference materials, such as on-line help, vendor bulletin boards, tutorials, and manuals available for application software

Learning Indicator: IS_3.1.5 Identify, select, and apply the features of software products, such as galleries, templates, and macros

Learning Indicator: IS_3.1.6 Evaluate application software products in terms of their features

Learning Indicator: IS_3.1.7 Select application software products appropriate to various computer platforms

Learning Indicator: IS_3.1.8 Import and export text, data, and images between software programs

IS_3.2 Install, upgrade, and customize application software.

Learning Indicator: IS_3.2.1 Store and maintain application software

Learning Indicator: IS_3.2.2 Install, upgrade, and customize application software

Information Systems IS_4: Demonstrate Knowledge of File and Database Management Systems

IS_4.1 Enter, sort, retrieve, and evaluate data from databases.

Learning Indicator: IS_4.1.1 Explain the nature and interrelationships of fields, records, files, and databases

Learning Indicator: IS_4.1.2 Sequence and define steps of an information processing cycle

Learning Indicator: IS_4.1.3 Describe search strategies and use them to solve common information problems

Learning Indicator: IS_4.1.4 Sort and retrieve data from files and databases

Learning Indicator: IS_4.1.5 Locate requested information on a computer printout

Learning Indicator: IS_4.1.6 Edit and verify printout information

IS_4.2 Plan, develop, and modify file specifications and database schema.

Learning Indicator: IS_4.2.1 Plan and develop record specifications

Learning Indicator: IS_4.2.2 Use database application development tools to create information systems to solve organization problems

Learning Indicator: IS_4.2.3 Identify and describe electronic and microform storage media

Learning Indicator: IS_4.2.4 Evaluate and select electronic and microform storage media appropriate to tasks

Learning Indicator: IS_4.2.5 Explain, compare, and contrast sequential, direct, and indexed sequential file structures

Learning Indicator: IS_4.2.6 Identify and select file structures appropriate to specific applications

Learning Indicator: IS_4.2.7 Modify record structures

Information Systems IS_6: Demonstrate Knowledge of Adaptations for Students with Special Needs

IS_6.1 Select and apply information for special needs students.

Learning Indicator: IS_6.1.1 Demonstrate knowledge of sources of information regarding adaptation of instruction for students with special needs

Learning Indicator: IS_6.1.2 Demonstrate knowledge of basic adaptive devices for students with special needs including alternate display and input technologies

IS_6.2 Select and apply information systems across the curriculum.

Learning Indicator: IS_6.2.1 Demonstrate how information systems can support learning in all curriculum areas

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

Learning Indicator: IS_6.2.2 Select and apply information systems hardware and software appropriate to accomplish tasks across the curriculum

Information Systems IS_7: Demonstrate Knowledge of Information Systems Ethical Issues

IS_7.1 Establish and use a personal code of ethics for information systems use and management.

Learning Indicator: IS_7.1.1 Identify and explain property, privacy, access, and accuracy issues pertaining to information systems

Learning Indicator: IS_7.1.2 Analyze various information systems to distinguish ethical issues and problems

Learning Indicator: IS_7.1.3 Develop a code of ethics for information systems

Learning Indicator: IS_7.1.4 Apply ethical considerations to the operation and management of information systems common to organizations

Learning Indicator: IS_7.1.5 Demonstrate knowledge of laws and statutes relative to use of technology including copyright, equal access, fair use, educational opportunity, and least restrictive learning environment

Learning Indicator: IS_7.1.6 Discuss ethical and human issues relative to the use of technology in schools

Information Systems IS_10: Demonstrate Knowledge of Operating Systems, Environments, and Utilities

IS_10.1 Identify, select, evaluate, use, install, upgrade, customize, diagnose and solve problems with various types of operating systems, environments, and utilities.

Learning Indicator: IS_10.1.1 Describe various types of operating systems, environments, and utilities

Learning Indicator: IS_10.1.2 Describe emerging operating systems technology

Learning Indicator: IS_10.1.3 Perform "start-up" procedures on a computer system

Learning Indicator: IS_10.1.4 Use operating system commands

Learning Indicator: IS_10.1.5 Demonstrate a knowledge of operating systems/languages

Learning Indicator: IS_10.1.6 Prepare flow charts for business applications

Learning Indicator: IS_10.1.7 Import, export, and merge data stored in different formats

Learning Indicator: IS_10.1.8 Compare and contrast the functions and features of different operating systems, environments, and utilities

Learning Indicator: IS_10.1.9 Select operating systems, environments, and utilities appropriate to specific hardware and software

Learning Indicator: IS_10.1.10 Organize and maintain directories and files using various operating systems

Learning Indicator: IS_10.1.12 Diagnose and repair installation and operational problems of operating systems, environments, and utilities

Learning Indicator: IS_10.1.11 Install operating systems, environments, and utilities

Information Systems IS_15: Demonstrate Knowledge of Database Design

IS_15.1 Demonstrate knowledge and the use of Elements for Database Design.

Learning Indicator: IS_15.1.1 Identify and examine data

Learning Indicator: IS_15.1.2 List reasons for significance of data and tracing and sorting

Learning Indicator: IS_15.1.3 Measure importance of describing information requirements

Learning Indicator: IS_15.1.4 Distinguish between a conceptual model and physical implementation

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

- Learning Indicator: IS_15.1.5 Define and give an example of an entity
- Learning Indicator: IS_15.1.6 Distinguish between an entity and an instance of an entity
- Learning Indicator: IS_15.1.7 Identify aspects of a business about which data must be known
- Learning Indicator: IS_15.1.8 Name and describe attributes for a given entity
- Learning Indicator: IS_15.1.9 Distinguish between an attribute and its value
- Learning Indicator: IS_15.1.10 Select and justify a unique identifier (UID) for an entity
- Learning Indicator: IS_15.1.11 Identify an entity relationship diagram (ERD)
- Learning Indicator: IS_15.1.12 List the major types of databases
- Learning Indicator: IS_15.1.13 Interpret and describe relationship optionality
- Learning Indicator: IS_15.1.14 Interpret and describe relationship cardinality
- Learning Indicator: IS_15.1.15 Related entities by applying the rules of cardinality and optionality

IS_15.5 Demonstrate knowledge and apply modeling change in a database design.

- Learning Indicator: IS_15.5.1 Distinguish between using date as an attribute and DAY as an entity in a data model, depending on business requirements
- Learning Indicator: IS_15.5.2 Solve the problem of keeping characteristics of a date by constructing a model that uses DAY as an entity
- Learning Indicator: IS_15.5.3 Identify at least three time-related constraints that can result from a time sensitive model
- Learning Indicator: IS_15.5.4 Define and give an example of conditional nontransferability in a time-constraint
- Learning Indicator: IS_15.5.5 Solve the business requirement of tracking changes in price or values by constructing a model that uses a historical entity
- Learning Indicator: IS_15.5.6 Describe the meaning of journaling/logging
- Learning Indicator: IS_15.5.7 Apply the rule of using DATE as an entity successfully

Information Systems IS_14: Demonstrate Knowledge of Information Systems Careers

IS_14.1 Describe positions and career paths in information systems.

- Learning Indicator: IS_14.1.1 Identify positions and career paths in the field of information systems
- Learning Indicator: IS_14.1.2 Identify common tasks performed by information systems workers
- Learning Indicator: IS_14.1.3 Describe education, experience, skills, and personal requirements for careers in information systems
- Learning Indicator: IS_14.1.4 Recognize the impact of technological change on information systems positions and the resulting need for lifelong learning and retraining

Information Systems IS_16: Demonstrate Knowledge of Database SQL Programming

IS_16.13 Demonstrate ability to use Database Objects.

- Learning Indicator: IS_16.13.1 Name and define five database objects
- Learning Indicator: IS_16.13.2 List at least three useful characteristics of a sequence
- Learning Indicator: IS_16.13.3 Construct and execute a sequence that correctly includes INCREMENT BY, START WITH, MAXVALUE and NOMAXVALUE, MINVALUE and NOMINVALUE, CYCLE and NOCYCLE, CACHE and NOCACHE

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

| | |
|---------------------------------|--|
| Learning Indicator: IS_16.13.4 | Provide evidence to support the assigned topic: "How is the use of sequences related to the definition of the unique identifier (UID) as used in data modeling?" |
| Learning Indicator: IS_16.13.5 | Provide evidence to support the assigned topic: "What possible advantage could there be to using a consistent data type and length for UIDs?" |
| Learning Indicator: IS_16.13.6 | Query the data dictionary using USER_SEQUENCES to confirm a sequence definition |
| Learning Indicator: IS_16.13.7 | Apply the rules for using NEXTVAL to generate sequential numbers for use in a table |
| Learning Indicator: IS_16.13.8 | List the advantages of caching sequence values |
| Learning Indicator: IS_16.13.9 | Name three reasons why gaps can occur in a sequence |
| Learning Indicator: IS_16.13.10 | Define an index and its use as a schema object |
| Learning Indicator: IS_16.13.11 | Define ROWID and its use in locating information in a database |
| Learning Indicator: IS_16.13.12 | Name the conditions that cause an index to be created automatically |
| Learning Indicator: IS_16.13.13 | Create and execute a CREATE INDEX statement |
| Learning Indicator: IS_16.13.14 | List four conditions that warrant creating an index; list five conditions that do not warrant creating an index |
| Learning Indicator: IS_16.13.15 | Query the data dictionary to confirm the existence of an index |
| Learning Indicator: IS_16.13.16 | Construct and execute a function-based index that allows case-insensitive searches |
| Learning Indicator: IS_16.13.17 | Construct and execute a DROP INDEX statement |
| Learning Indicator: IS_16.13.18 | Provide evidence to support the assigned topic: "Discuss the advantages of indexes for queries and the potential disadvantages for DML" |
| Learning Indicator: IS_16.13.19 | Construct a synonym and use the data dictionary to confirm its definition |

IS_16.14 Explain Basic Database Systems and the need for Database Security.

| | |
|---------------------------------|--|
| Learning Indicator: IS_16.14.1 | Construct and execute a GRANT ON TO [WITH GRANT OPTION] statement to assign privileges to objects in their schema to other users and/or PUBLIC |
| Learning Indicator: IS_16.14.2 | Construct and execute a statement to REVOKE object privileges from other users and/or from PUBLIC |
| Learning Indicator: IS_16.14.3 | Compare the difference between object privileges and system privileges |
| Learning Indicator: IS_16.14.4 | Query the data dictionary to confirm privileges granted |
| Learning Indicator: IS_16.14.5 | Explain the purpose of a database link |
| Learning Indicator: IS_16.14.6 | Apply SQL concepts to create a functional database appropriate for a small business |
| Learning Indicator: IS_16.14.7 | Create table components and layouts using a wizard |
| Learning Indicator: IS_16.14.8 | Create the application's pages, page style, and popup list of values (LOVs) using a wizard |
| Learning Indicator: IS_16.14.9 | Create input forms using a wizard |
| Learning Indicator: IS_16.14.10 | Input data into the CUSTOMERS, SUBJECTS, PUBLISHERS, and ITEM_TYPES tables using a wizard |
| Learning Indicator: IS_16.14.11 | Define the terms COMMIT, ROLLBACK, and SAVEPOINT as they relate to data transactions |
| Learning Indicator: IS_16.14.12 | List three advantages of the COMMIT, ROLLBACK, and SAVEPOINT statements |
| Learning Indicator: IS_16.14.13 | Explain why it is important, from a business perspective, to be able to control the flow of transaction processing |
| Learning Indicator: IS_16.14.14 | Explain the difference between system security and data security as it relates to a database |

Idaho PTE Business Education Course with Essential Learning Outcomes and Learning Indicators

| | | | |
|-----------------|------------------------------------|------|-------|
| Course Title | BUSINESS COMPUTER APPLICATIONS III | | |
| SDPTE Course ID | BE 0330 | IBED | 10005 |

Learning Indicator: IS_16.14.15 Provide evidence to support the topic, "Why is it important, from a business perspective, to be able to set up user accounts with different types of access permissions?"

Learning Indicator: IS_16.14.16 List 5 system privileges and explain their functions

Learning Indicator: IS_16.14.17 Write a statement to create a user

Learning Indicator: IS_16.14.18 Write a statement to GRANT privileges such as CREATE SESSION, CREATE TABLE, CREATE SEQUENCE, CREATE VIEW, and CREATE PROCEDURE

Learning Indicator: IS_16.14.19 Define and explain the advantages of a role

Learning Indicator: IS_16.14.20 Define a database link and explain the object privileges that apply with a remote database

Management Mgmt_3: Demonstrate Knowledge of Financial Decision Making

Mgmt_3.2 Analyze financial data in order to make long-term and short-term plans.

Learning Indicator: Mgmt_3.2.1 Distinguish between short- and long-term plans

Learning Indicator: Mgmt_3.2.2 Describe how a sales forecast can be a short- or long-term plan

Management Mgmt_7: Demonstrate Knowledge of General Management skills

Mgmt_7.2 Describe and use technology as it relates to the management process.

Learning Indicator: Mgmt_7.2.1 Describe the role of technology in the overall management process

Learning Indicator: Mgmt_7.2.2 Use current technology in various facets of the managerial process

Management Mgmt_11: Demonstrate Knowledge of Operations Management

Mgmt_11.3 Apply generally accepted operations management principles and procedures to managing inventory.

Learning Indicator: Mgmt_11.3.1 Identify the problems associated with having too much or too little inventory

Learning Indicator: Mgmt_11.3.2 Apply methods used to count and inspect incoming inventory

Learning Indicator: Mgmt_11.3.3 Identify the basic forms of inventory carried by a manufacturing firm (e.g., materials and parts, work in process, finished goods)

Learning Indicator: Mgmt_11.3.4 Identify appropriate situations in which a Just-In-Time inventory system can and should be used

Learning Indicator: Mgmt_11.3.5 Develop a system for maintaining inventory control (e.g., receiving, tracking, securing, reordering)