

Wichita Public Schools

Business & Computer Studies Standards

Computer Applications 1

Prerequisite: Computer Keyboarding or Instructor Approval

Recommended Grade Levels: 9 – 12

Credit: .5 each semester

Course Description for Computer Applications 1

This course introduces the student to the software of the business world and is taught in a business computer lab. This course includes computer concepts, word processing, basic spreadsheets with charts and graphs, and basic database design. Students will create and format documents correctly for business and personal use. A business simulation will be used to introduce the student to the business environment and those documents frequently used.

COURSE STANDARDS (Power Standards are identified in bold)

Upon completion of these courses, students will be able to:

- Demonstrate proper care of equipment and materials.
- Identify and describe the basic functions of a computer system including operating systems.
- Utilize computer terminology and identify hardware and software characteristics of a computer.
- Identify the major uses of a computer as a tool for organizing and solving problems.
- Examine the various career opportunities available in the information/technology field.
- Discuss current issues relating to business computer usage such as ethics, security, privacy, etc.
- **Utilizes basic word processing features - spell check, save, print, format business personal letters, memos, reports, etc.**
- **Utilizes basic spreadsheet features and terminology - including formulas and charts and graphs.**
- **Utilizes basic database features - creating, revising, storing, retrieving, printing and basic reports.**
- Create basic computer presentation - creating slides with transitions, demonstrating a basic slide show presentation.

Revised, July 2004