

**BUSINESS  
COMPUTER APPLICATIONS, ADVANCED**

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XXXXXXXXXXXXXXXXXX	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
<b>Essential Questions</b>								What is the meaning of ethics?	How can I use Excel for my personal finances?	What can I do with my portfolio project?
<b>Content</b> in terms of essential concepts and topics								Word 2003: Advanced Business Communication	Excel 2003: Advanced Business Finances	Outlook 2003: Time and Resource Management  Integrating Applications
<b>Standards/Skills</b> i.e., processes and skills emphasized Indiana Academic Standards plus MCSC skills								1.1.1 7.1.3 8.2.3 1.1.2 7.1.4 8.2.4 1.1.3 7.1.5 8.3.1 1.1.4 7.1.6 8.3.2 1.1.5 8.1.1 8.3.3 1.1.6 8.1.2 8.3.4 1.1.7 8.1.3 1.1.8 8.1.5 7.1.1 8.2.1 7.1.2 8.2.2	8.4.1 5.1.4 5.3.1 8.4.2 5.1.5 5.3.2 8.6.1 5.1.8 5.3.3 8.6.2 5.2.1 5.3.4 8.7.1 5.2.2 5.4.1 8.7.2 5.2.3 5.4.2 8.8.1 5.2.4 5.4.3 5.1.1 5.2.5 5.4.4 5.1.2 5.2.6 5.1.3 5.2.7	2.1.1 4.1.1 4.3.1 2.1.2 4.1.2 4.3.2 2.1.3 4.1.3 4.3.3 2.1.4 4.1.4 4.4.1 2.2.1 4.1.5 5.7.1 4.2.1 8.8.5 4.2.2 4.2.3 4.2.4
<b>Products/Assessments</b> It is assumed that teachers will assess students with traditional tests.								Applications Projects	Applications Projects	Activites Applications Projects Presentations