

**BUSINESS  
COMPUTER APPLICATIONS, INTRODUCTORY**

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XXXXXXXXXXXXXXXXXX	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY
<b>Essential Questions</b>					Why study Computer Applications?  What is cheating?	How can I use Excel to keep track of my grades?	How can I use existing documents in new applications?			
<b>Content</b> in terms of essential concepts and topics					Operating Your Computer  Word 2003: Business and Personal Communication	Word 2003: Business and Personal Communication  Excel 2003: Business and Personal Finance	Access 2003: Using Databases  PowerPoint 2003: The Power of Presentations  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.					Activities Applications Projects	Activities Applications Projects Grades	Activities Applications Projects Presentations			