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**COMPUTER BUSINESS APPLICATIONS 2**

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**Course Description:**

Students will develop spreadsheet and presentation software skills needed for high school, college and various technology careers, in addition to building on their word processing and internet skills developed in CBA 1. Students will gain experience in preparing business forms, tables, presentations, and charts. The most current software appropriate to the industry will be utilized.

**Course Expectations:**

Students will:

* Demonstrate correct use of presentation software terminology.
* Create, format, and edit presentations.
* Enhance presentations (e.g., sound, animation, graphics, transitions, and video).
* Apply design and layout principles to presentations.
* Set print specifications for outline, slides, handout, etc.
* Deliver an oral presentation.
* Utilize proper presentation etiquette (e.g., number of bullets, lines, words, and notes).
* Integrate input from various software applications
* Demonstrate correct use of spreadsheet terminology.
* Create, design, and edit spreadsheets.
* Create basic formulas.
* Format cell, column, and row contents (e.g., font, color, alignment, shading).
* Format columns and rows 6. Use basic functions/formulas (e.g., auto sum, average, IF).
* Create, format, and edit charts and graphs.
* Interpret and organize spreadsheet data (e.g., sort and filter).
* Set print specifications for formulas, graphs, worksheets, etc.
* Integrate spreadsheets in other applications.
* Use advanced functions/formulas (e.g., payment, future value, statistical).
* Demonstrate protecting and freezing features.
* Use relative and absolute cell references.
* Manipulate multiple worksheets in a workbook

**St. Louis Community College Articulation (register in CATEMA + grade of 80%)**

* Business Computer Applications: IS 151

**Google Class**

**Code: cxk7664**

A google class has been created that corresponds with daily classroom instruction. In this class we will learn Microsoft Excel and Microsoft PowerPoint. You can gain access to those programs by logging in to this link: [https://horizon-wan.hazelwood.k12.mo.us](https://horizon-wan.hazelwood.k12.mo.us/)

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**Course Content:**

1. **Spreadsheet Applications**
	1. Spreadsheet terminology
	2. Create, format, edit spreadsheets
	3. Basic formulas
	4. Format cell contents
	5. Create charts and graphs
	6. Determine validity and interpret data
2. **Presentation Software**
	1. Presentation terminology
	2. Transitions and animations
	3. Design templates
	4. Edit layout: font size, content, scheme, bullets, order, etc.
	5. Print specifications: outline, slide, overhead
3. **Explore the Internet**
	1. Internet terminology
	2. Principle usages of the Internet: search engines, URLs, etc.
	3. Evaluate internet sources
	4. Internet safety
	5. Copyright principles
	6. Email

**Course Power Vocabulary:**

1. alignment
2. autosum
3. bold
4. borders
5. cell
6. chart
7. columns
8. data
9. fills
10. flip
11. fonts
12. forma
13. formula
14. function
15. graphics
16. indent
17. italics
18. label
19. legends
20. margins
21. move
22. spreadsheet
23. table
24. tab
25. underlining
26. animation
27. bullets
28. clipboard
29. crop
30. facing
31. pages
32. focal point
33. graphics
34. layers
35. master pages
36. move
37. rotate
38. scale
39. size
40. templates
41. transition
42. watermarks