

Bemidji Area School Business Education Objectives

Computer Applications		Grades 9 -12
Students will work with Microsoft Word, Excel, PowerPoint, or Access and have the opportunity to become MCAS certified (Microsoft Computer Applications Specialist). This is a valuable credential recognized worldwide and lets employers know you have reached a high level of computer literacy and proficiency. *This course may be repeated for credit.		
Standard	Benchmarks	
1. Identify, use, and customize productivity software; diagnose and solve software problems.	<ul style="list-style-type: none"> • Select one of the following Microsoft applications in which to specialize and have the opportunity to become MCAS certified: Word, PowerPoint, Excel, or Access 	
2. Employ technological tools to expedite workflow	<ul style="list-style-type: none"> • Use information technology tools to manage and perform work responsibilities 	
3. Develop proficiency in using applications vocabulary	<ul style="list-style-type: none"> • Identify vocabulary and meanings for terms commonly used in Word, PowerPoint, Excel, and/or Access 	
4. Develop proficiency in using PowerPoint, or	<ul style="list-style-type: none"> • Plan, create and revise presentations, including executing basic skills such as opening, editing, and running, saving and closing a file • Format slides using design templates, slide and title masters, styles, bullets and numbering, headers and footers, and speaker notes • Create visual appeal with images, Smart Art, charts animation effects, and sound and video effects • Share presentations for collaboration and review with others • Assess information requirements and prepare materials that achieve a workplace goal efficiently and effectively 	
5. Develop proficiency in using Word, or	<ul style="list-style-type: none"> • Create and edit memos, letters, and reports of varying complexity • Apply appropriate formatting elements and styles to a range of documents types • Add graphics or other visual elements to enhance written communication • Plan, research, write, revise, and publish documents to meet specific information needs • Given a workplace scenario requiring a written solution, assess the communication purpose and then prepare the materials that achieve the goal efficiently and effectively 	
6. Develop proficiency in using Excel, or	<ul style="list-style-type: none"> • Employ spreadsheet applications to organize and manipulate data • Create and edit spreadsheets of varying complexity • Format cells, columns, and rows as well as entire workbooks in a uniform, attractive style • Perform calculations and analyses on data using spreadsheets • Plan, research, create, revise and publish worksheets and workbooks to meet specific communication needs 	
7. Develop proficiency in using Access	<ul style="list-style-type: none"> • Use, plan, develop, and maintain database management systems • Manipulate data elements • Manage interrelated data elements • Analyze interrelated data elements • Generate reports showing interrelated data elements 	