# Applied Business Technology Applications Course No. 33110 Credit: 1.0

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| --- | --- | --- | --- |
| **Student name:**  |  | **Graduation Date:** |  |

Pathways and CIP Codes: **Finance (52.0801); Marketing (52.1402)**

Course Description: **Technical Level:** Teach students advanced software skills using database, spreadsheet, word processing and publications software, with a focus on serving financial clients and interpreting and analyzing financial documents.

Directions:The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.

3. Proficient Achievement:Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.

2. Limited Achievement:Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.

1. Inadequate Achievement:Student lacks knowledge, skills or professional attitude.

0. No Instruction/Training:Student has not received instruction or training in this area.

**Prerequisite:** 10004/60004 – Computer Applications

## Benchmark 1: IDENTIFY THE SPECIFICATIONS AND CONFIGURATIONS OF COMPUTER HARDWARE.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 1.1 | Define computer hardware concepts and terminology. |  |
| 1.2 | Identify current and emerging hardware technologies. |  |
| 1.3 | Explain the importance of backing up data. |  |

## Benchmark 2: IDENTIFY THE ROLE OF AN OPERATING SYSTEM.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 2.1 | Identify and use operating system and utility features. |  |

## Benchmark 3: USE THE INTERNET TO FIND INFORMATION AND DETERMINE ITS CREDIBILITY.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 3.1 | Define Internet concepts and terminology. |  |
| 3.2 | Identify and use current and emerging Internet capabilities. |  |
| 3.3 | Explore the multimedia capabilities of the World Wide Web.  |  |
| 3.4 | Locate information using appropriate search procedures and approaches through a variety of search engines and Boolean logic.  |  |
| 3.5 | Unpack files using compression software. Organize and archive files.  |  |

## Benchmark 4: USE WORD PROCESSING SOFTWARE TO CREATE, EDIT, AND PRODUCE PROFESSIONAL DOCUMENTS.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 4.1 | Define and utilize word procesing software terms and concepts in professional documents. |  |
| 4.2 | Create, modify, save, and output financial documents for professional purposes. |  |
| 4.3 | Employ advanced word processing functions for finance-related documents, including review and edit functions. |  |
| 4.4 | Enhance financial publications using various fonts, styles, attributes, justification, etc. to effectively communicate financial information. |  |
| 4.5 | Integrate financial graphics in documents while adhering to basic principles of graphic design and visual communication. |  |
|  4.6 | Use and format endnotes and footnotes in financial documents. |  |
| 4.7 | Utilize mail merge to create documents, such as letters, labels, emails, and envelopes, while identifying and including data sources using fields. |  |
| 4.8 | Create tables and incorporate them into word processing documents for financial reporting. |  |
| 4.9 | Prepare financial publications using desktop and cloud publishing applications for online publication. |  |

## Benchmark 5: CREATE A SPREADSHEET AND CHARTS FOR PROBLEM-SOLVING.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 5.1 | Copy, move, and add data to worksheets and workbooks. |  |
| 5.2 | Employ advanced spreadsheet utility tools for data analysis, including navigation and formatting. |  |
| 5.3 | Configure and customize worksheets and workbooks for financial purposes, including view, toolbar, and display customization. |  |
| 5.4 | Configure worksheets and workbooks for distribution, including printing or online publishing for financial reporting. |  |
| 5.5 | Secure workbook formulas before sharing with others to protect data integrity. |  |
| 5.6 | Utilize various options for inserting data into cells and ranges, including special paste and auto fill, and apply advanced formatting options for cells and ranges. |  |
| 5.7 | Create, format, and use advanced table functions to summarize data, and utilize advanced functions, such as conditional, lookup, and string functions, for financial analysis. |  |
| 5.8 | Differentiate the use of relative and absolute cell references in financial calculations and analysis. |  |
| 5.9 | Determine the best visual presentation for data, using charts or sparklines, and apply advanced formatting on charts and sparklines for financial reporting. |  |
| 5.10 | Differentiate the use of relative and absolute cell references. |  |
| 5.11 | Determine how to best visually present your data, using charts or sparklines. |  |
| 5.12 | Utilize advanced formatting on charts and sparklines. |  |
| 5.13 | Create, format, and use advanced pivot table functions to summarize data for in-depth financial analysis. |  |

## Benchmark 6: UTILIZE A DATABASE.

### Competencies

| **#** | **DESCRIPTION** | **RATING** |
| --- | --- | --- |
| 6.1 | Define and explain database concepts and terminology related to data management and organization for a client database.  |  |
| 6.2 | Modify, maintain, save, query, and output database information for financial purposes. |  |
| 6.3 | Categorize different fields into the most appropriate data types for effective data management and retrieval. |  |
| 6.4 | Explain the purposes and benefits of financial databases in organizing and managing large volumes of data for efficient retrieval and analysis for clients. |  |
| 6.5 | Demonstrate the responsibilities of a database administrator in a real-world context, including data security, performance optimization, and data integrity maintenance. |  |
| 6.6 | Compare and contrast use of database vs spreadsheet in financial applications. |  |

## Benchmark 7: USE PRESENTATION SOFTWARE TO CREATE, EDIT, AND PRODUCE PROFESSIONAL PRESENTATIONS.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 7.1 | Define and explain presentation concepts and terminology related to financial reporting and communication. |  |
| 7.2 | Use a design template and text slide layout to create financial presentations tailored for specific audiences. |  |
| 7.3 | Create, modify, save, and output professional presentations using design principles tailored for finance-related content. |  |
| 7.4 | Utilize links in presentations to provide additional resources and references for financial information. |  |
| 7.5 | Create slides with speaker notes specifically tailored for presentations to provide additional context and information. |  |
| 7.6 | Use recordings, transitions, animation, and music to enhance presentations and engage the audience effectively. |  |
| 7.7 | Prepare and present presentations for both in-person and online audiences, adapting to the specific needs of financial stakeholders. |  |
| 7.8 | Research a variety of presentation programs and identify appropriate applications specifically tailored for financial reporting and communication. |  |

## Benchmark 8: IDENTIFY ETHICAL AND SOCIAL STANDARDS OF CONDUCT REGARDING THE USE OF INFORMATION AND TECHNOLOGY.

### Competencies

| **#** | **Description** | **RATING** |
| --- | --- | --- |
| 8.1 | Define ethical and social standards of conduct when using technology. |  |
| 8.2 | Analyze various organizational approaches to utilizing technology ethically. |  |
| 8.3 | Understand the role of user agreements and data ownership. |  |
| 8.4 | Define and articulate key ethical principles relevant to the development and use of current AI capabilities, such as fairness, transparency, accountability, and privacy. |  |

## Benchmark 9: IDENTIFY SECURITY THREATS AND SOLUTIONS.

### Competencies

| **#** | **Description** | **Rating** |
| --- | --- | --- |
| 9.1 | Define security terminology and concepts. |  |
| 9.2 | Distinguish between and among unintentional and intentional threats. |  |
| 9.3 | Identify and report security threats, both physical and digital, in compliance with company standards. |  |
| 9.4 | Recognize potential security concerns when working remotely or in the public domain. |  |
| 9.5 | Research and identify secure ways to transfer sensitive data between devices and individuals. |  |
| 9.6 | Relate the ways in which an organization can secure its system. |  |

## Benchmark 10: INFORMATION SYSTEMS MANAGEMENT

### Competencies

| **#** | **Description** | **rating** |
| --- | --- | --- |
| 10.1 | Explain the importance of information systems management. |  |
| 10.2 | Choose between different e-commerce models to represent a situation. |  |
| 10.3 | Demonstrate how the Internet has affected commerce. |  |

I certify that the student has received training in the areas indicated.

Instructor Signature:

For more information, contact:

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