

INTEGRATED BUSINESS APPLICATIONS 1
NEW COURSE NAME: DIGITAL WORKPLACE APPLICATIONS 2022-23
COURSE CODE: 5020

This is a certification preparation course for Microsoft Office Specialist (MOS) Associate/Expert 2013, 2016, or higher.

COURSE DESCRIPTION: Integrated Business Applications 1 provides in-depth instruction in Microsoft Office applications that will lead to national certifications demonstrating career-readiness. The applications covered include MS Word, MS Excel, MS PowerPoint, and MS Access (optional), as well as collaborative tools that are used in a virtual work environment.

Students will learn the features and tools for each of the application programs and apply their knowledge to various problem-based activities. In addition, students will apply key critical thinking skills and practice ethical and appropriate behavior for the responsible use of technology. Upon completion of this course, students will be prepared to earn nationally-recognized industry certifications.

OBJECTIVE: Given the necessary equipment, supplies, and appropriate software, the student will be able to successfully complete the standards necessary to earn nationally-recognized industry certifications.

NOTE: Refer to the Microsoft website to obtain skills standards for each certification exam.

COURSE CREDIT: 1 unit (120 hours)

RECOMMENDED GRADE LEVELS: 9 – 12

RECOMMENDED PREREQUISITE: None

COMPUTERS REQUIRED: one computer per student with Microsoft Office Suite 2013 or higher installed

A. SAFETY

Proficient professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Review school safety policies and procedures.
2. Review classroom safety rules and procedures.
3. Review safety procedures for using equipment in the classroom.

4. Identify major causes of work-related accidents in office environments.
5. Demonstrate safety skills in an office/work environment.

B. STUDENT ORGANIZATIONS

Proficient professionals know the academic subject matter, including professional development, required for proficiency within their area. They will use this knowledge as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).
2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
3. Explain the benefits and responsibilities of being a member of a CTSO.
4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.
5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

C. TECHNOLOGY KNOWLEDGE

Proficient professionals know the academic subject matter, including the ethical use of technology as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; cyberbullying; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).
5. Discuss legal issues and the terms of use related to copyright laws, Creative Commons, fair use laws, and ethics pertaining to downloading of images, photographs, Creative Commons, documents, video, sounds, music, trademarks, and other elements for personal use.
6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

D. PERSONAL QUALITIES AND INTERPERSONAL SKILLS

Proficient professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate creativity and innovation.
2. Demonstrate critical thinking and problem-solving skills.
3. Demonstrate initiative and self-direction.
4. Demonstrate integrity.
5. Demonstrate work ethic.
6. Demonstrate conflict resolution skills.
7. Demonstrate listening and speaking skills.
8. Demonstrate respect for diversity.
9. Demonstrate customer service orientation.
10. Demonstrate teamwork.

E. PROFESSIONAL KNOWLEDGE

Proficient professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their positions. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate global or “big picture” thinking.
2. Demonstrate career and life management skills and goal-making.
3. Demonstrate continuous learning and adaptability skills to changing job requirements.
4. Demonstrate time and resource management skills.
5. Demonstrates information literacy skills.
6. Demonstrates information security skills.
7. Demonstrates information technology skills.
8. Demonstrates knowledge and use of job-specific tools and technologies.
9. Demonstrate job-specific mathematics skills.
10. Demonstrates professionalism in the workplace.
11. Demonstrates reading and writing skills.
12. Demonstrates workplace safety.

F. OFFICE OVERVIEW

Proficient business professionals demonstrate knowledge and skills necessary to use workplace application software as needed in their positions. The following accountability criteria are considered essential for students in any program of study pursuing Microsoft Office Specialist: Associate Certification.

1. Identify common features found throughout the suite of applications, (e.g., QAT,

- groups, ribbons, status bar, scrollbar, etc.)
2. Demonstrate the use of shortcut keys.
 3. Create, modify, and use templates.
 4. Identify and use the Help feature.
 5. Identify and use the backstage view, if available.
 6. Customize the Mini-toolbar.
 7. Customize ribbons.
 8. Customize the status bar.
 9. Create folders.
 10. Differentiate between Save and Save As (different name, location, or format).
 11. Discuss file properties.
 12. Locate and open existing documents.
 13. Attach, upload, and download files.
 14. Analyze advantages and disadvantages between cloud and desktop applications.

G. ASSOCIATE WORD

Proficient business professionals demonstrate competency in the correct application of the principle features of word processing software as needed in their positions. The following accountability criteria are considered essential for students in any program of study pursuing Microsoft Office Specialist: Associate Certification.

1. Manage Documents

- a. Demonstrate navigation tools (Search for text; link to locations within documents, move to specific locations and objects in documents; and show and hide formatting symbols and hidden text).
- b. Format documents (set up document pages; apply style sets; insert and modify headers and footers; and configure page background elements).
- c. Save and share documents (save documents in alternative file formats; modify basic document properties; modify print settings; and share documents electronically).
- d. Inspect documents for issues (locate and remove hidden properties and personal information; locate and correct accessibility issues; and locate and correct compatibility issues).

2. Insert and Format Text, Paragraphs, and Sections

- a. Insert text and paragraphs (find and replace text; and insert symbols and special characters).
- b. Format text and paragraphs (apply themes; apply text effects; apply formatting by using Format Painter; set line and paragraph spacing and indentation; apply built-in styles to text; clear formatting; and align text).
- c. Create and configure document sections (format text in multiple columns; insert page, section, and column breaks; and change page setup options for a section).

3. Manage Tables and Lists

- a. Create tables (convert text to tables; convert tables to text; create tables by specifying rows and columns; modify table structure (insert/delete rows/columns, change cell formats, merge cells; change height/width; and and and rotate text)).
- b. Modify tables (sort table data, configure cell margins and spacing; merge and split cells; resize tables, rows, and columns; split tables; and configure a repeating row header).
- c. Create and modify lists (format paragraphs as numbered and bulleted lists; change bullet characters and number formats; define custom bullet characters and number formats; increase and decrease list levels; restart and continue list numbering; and set starting number values).

4. Create and Manage References

- a. Create and manage reference elements (insert footnotes and endnotes; modify footnote and endnote properties; create and modify bibliography citation sources; and insert citations for bibliographies).
- b. Create and manage reference tables (insert and customize tables of contents; and insert bibliographies).

5. Insert and Format Graphic Elements

- a. Insert illustrations and text boxes (insert shapes; insert pictures; insert 3D models; insert SmartArt graphics; insert screenshots and screen clippings; and insert text boxes).
- b. Format illustrations and text boxes (apply artistic effects; apply picture effects and picture styles; remove picture backgrounds; format graphic elements; format SmartArt and Word Art graphics; and format 3D models).
- c. Add text to graphic elements (add and modify text in text boxes; add and modify text in shapes; and add and modify SmartArt graphic content).
- d. Modify graphic elements (position objects; wrap text around objects; and add alternative text to objects for accessibility).

6. Manage Document Collaboration

- a. Add and manage comments (add comments; review and reply to comments; resolve comments; and delete comments).
- b. Manage change tracking (track changes; review tracked changes; accept and reject tracked changes; and lock and unlock change tracking)

H. ASSOCIATE EXCEL

Proficient business professionals demonstrate competency in the correct application of the principle features of electronic spreadsheet software as needed in their positions. The following accountability criteria are considered essential for students in any program of study pursuing Microsoft Office Specialist: Associate Certification

1. Manage Worksheets and Workbooks

- a. Import data into workbooks (import data from .txt and .csv files).
- b. Navigate within workbooks (search for data within a workbook; and navigate to named cells, ranges or workbook elements)
- c. Format worksheets and workbooks (modify page set-up; adjust row heights and column widths; and customize headers and footers).
- d. Customize options and views (customize the quick access toolbar; display and modify workbook content in different views; freeze worksheet rows and columns; change window views; modify basic workbook properties; and display formulas).
- e. Configure content for collaboration (set a print area; save workbooks in alternative file formats; configure print settings; and inspect workbooks for issues).

2. Manage Data Cells and Ranges

- a. Manipulate data in worksheets (paste data by using special paste options; fill cells by using Auto Fill; insert and delete multiple columns or rows; and insert and delete cells).
- b. Format cells and ranges (merge and unmerge cells; modify cell alignment, orientation, and indentation; format cells by using Format Painter; wrap text within cells; apply number formats; apply cell formats from the Format Cells dialog box; apply cell styles; and clear cell formatting).
- c. Define and reference named ranges (define a named range; name a table).
- d. Summarize data visually (insert Sparklines; and apply and remove built-in conditional formatting).

3. Manage Tables and Table Data

- a. Create and format tables (create Excel tables from cell ranges; apply table styles; and convert tables to cell ranges).
- b. Modify tables (add or remove table rows and columns; configure table style options; and insert and configure total rows).
- c. Filter and sort table data (filter records; and sort data by multiple columns).

4. Perform Operations by using Formulas and Functions

- a. Insert references (insert relative, absolute, and mixed references; and reference named ranges and named tables in formulas).
- b. Calculate and transform data (perform calculations by using the AVERAGE(), MAX(), MIN(), and SUM() functions; count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions; and perform conditional operations by using the IF() function).
- c. Format and modify text (format text by using RIGHT(), LEFT(), and MID() functions; format text by using UPPER(), LOWER(), and LEN() functions; and format text by using the CONCAT() and TEXTJOIN() functions).

5. Manage Charts

- a. Create charts (create charts; and create chart sheets).

- b. Modify charts (add data series to charts; switch between rows and columns in source data; and add and modify chart elements).
- c. Format charts (apply chart layouts; apply chart styles; and add alternative text to charts for accessibility).

I. ASSOCIATE POWERPOINT

Proficient business professionals demonstrate competency in the correct application of the principle features of presentation graphics software as needed in their positions. The following accountability criteria are considered essential for students in any program of study pursuing Microsoft Office Specialist: Powerpoint Associate Certification.

1. Manage Presentation

- a. Modify slide masters, handout masters, and note masters (change the slide master theme or background; modify slide master content; create slide layouts; modify slide layouts; modify the handout master; and modify the notes master).
- b. Change presentation options and views (Change slide size; display presentation in different views; and set basic file properties).
- c. Configure print settings for presentation (Print all or part of a presentation; print notes pages; print handouts; and print in color, grayscale, or black and white).
- d. Configure and present slide shows (Create custom slide shows; configure slide show options; rehearse slide show timing; set up slide show recording options; and present slide shows by using Presenter View).
- e. Prepare presentations for collaboration (Mark presentations as final; protect presentations by using passwords; inspect presentations for issues; add and manage comments; preserve presentation content; and export presentations to other formats).

2. Manage Slides

- a. Insert slides (Import Word document outlines; insert slides from another presentation; insert slides and select slide layouts; insert Summary Zoom slides; and duplicate slides).
- b. Modify slides (Hide and unhide slides; modify individual slide backgrounds; and insert slide headers, footers, and page numbers).
- c. Order and group slides (Create sections; modify slide order; and rename sections).

3. Insert and Format Text, Shapes, and Images

- a. Format text (Apply formatting and styles to text; format text in multiple columns; and create bulleted and numbered lists).
- b. Insert links (Insert hyperlinks; insert section zoom links and slide zoom links).
- c. Insert and format images (Resize and crop images; apply built-in styles and effects to images; and insert screenshots and screen clippings).
- d. Insert and format graphic elements (Insert and change shapes; draw by using digital

ink; add text to shapes and text boxes; resize shapes and text boxes; format shapes and text boxes; apply built-in styles to shapes and text boxes; and add alt text to graphic elements for accessibility).

- e. Order and group objects on slides (order shapes, images, and text boxes; align shapes, images, and text boxes; group shapes and images; and display alignment tools).

4. Insert Tables, Charts, SmartArt, 3D Models, and Media

- a. Insert and format tables (create and insert tables; insert and delete table rows and columns; and apply built-in table styles).
- b. Insert and modify charts (create and insert charts; modify charts).
- c. Insert and format SmartArt graphics (insert SmartArt graphics; convert lists to SmartArt graphics; and add and modify SmartArt graphic content).
- d. Insert and modify 3D models (insert 3D models; modify 3D models).
- e. Insert and manage media (insert audio and video clips; create and insert screen recordings; and configure media playback options).

5. Apply Transitions and Animations

- a. Apply and configure slide transitions (Apply basic and 3D slide transitions; configure transition effects).
- b. Animate slide content (animate text and graphic elements; animate 3D models; configure animation effects; configure animation paths; and reorder animations on a slide).
- c. Set timing for transitions (set transition effect duration; configure transition start and finish options).

J. VIRTUAL ENVIRONMENTS

Proficient business professionals demonstrate a variety of knowledge and skills when working within a virtual environment. The following accountability criteria are considered essential for students in all programs of study.

1. Use virtual conferencing tools to facilitate a meeting.
2. Plan and prepare visual aids/handouts that are shared in a virtual meeting.
3. Demonstrate team communication towards a common goal.
4. Demonstrate appropriate workplace skills within a virtual environment.
5. Demonstrate virtual open collaboration to solve problems with people outside of the business.
6. Demonstrate virtual closed collaboration to solve a specific problem within the business.
7. Demonstrate tools within the virtual meeting environment (e.g., screen share, virtual whiteboard, screen recording, video production, and chat if district allowed).

K. INTRODUCTION TO ACCESS (OPTIONAL)

Proficient business professionals demonstrate knowledge in using electronic database software as needed in their positions. The following accountability criteria are considered essential for students in all programs program of study.

1. Use a database program to interpret the structure of an existing database (found in teaching resources or teacher-created), identifying tables, fields, key fields, queries, forms, and reports.
2. Using an existing database (found in teaching resources or teacher-created), create and run a database report based on basic queries. For example, retrieve the relevant information to answer a customer product inquiry during a mock customer service phone call.
3. Using an existing database (found in teaching resources or teacher-created), create, modify, and perform basic queries through a form to create a new table/view in a database.

To pursue the Expert level in Office Word applications, students must be able to demonstrate the following indicators.

L. EXPERT WORD

Proficient business professionals demonstrate proven competency at an industry expert-level and is ready to enter into the job market. They can demonstrate the correct application of the principal features of Word at an expert-level and can complete tasks independently. The following accountability criteria are considered essential for students in any program of study pursuing Microsoft Office Specialist: Word Expert Certification.

1. Manage Document Options and Settings

- a. Modify existing document templates (Modify existing document templates; manage document versions; compare and combine multiple documents; link to external document content; create and modify hyperlinks, e.g., e-mail, document, Web site); enable macros in a document; display hidden ribbon tabs; and change the normal template default font).
- b. Prepare documents for collaboration (restrict editing; protect documents by using passwords).
- c. Use and configure language options (configure editing and display languages; use language-specific features).

2. Use Advanced Editing and Formatting Features

- a. Find, replace, and paste document content (find and replace text by using wildcards and special characters; find and replace formatting and styles; and apply paste options)
- b. Configure paragraph layout options (configure hyphenation and line numbers; set

paragraph pagination options).

- c. Create and manage styles (create paragraph and character styles; modify existing styles; and copy styles to other documents or templates).

3. Create Custom Document Elements

- a. Create and modify building blocks (create QuickParts; manage building blocks).
- b. Create custom design elements (create custom color sets; create custom font sets; create custom themes; and create custom style sets).
- c. Create and manage indexes (mark index entries; create indexes; and update indexes).
- d. Create and manage tables of figures (insert figure and table captions; configure caption properties; and insert and modify a table of figures).

4. Use Advanced Word Features

- a. Manage forms, fields, and controls (add custom fields; modify field properties; insert standard content controls; and configure standard content controls).
- b. Create and modify macros (record simple macros; name simple macros; edit simple macros; and copy macros to other documents or templates).
- c. Perform mail merges (manage recipient lists; insert merged fields; preview merge results; and create merged documents, labels, and envelopes).

[Additional Course Materials and Resource](#)

[Course Academic Standards and Indicators](#)