

COMPUTER TECHNOLOGY

Business Technology

KEYBOARDING/TOUCH TYPING

9-12

***Curriculum Standard:* The students will demonstrate knowledge of basic computer input devices, basic operating system functions, and basic disk management features as they pertain to general computer applications. The student will demonstrate touch typing skills at a given level of proficiency.**

Performance Objective	Critical Attributes	Benchmarks/Assessment
<p>1. The student will have a general understanding of computer hardware and software terminology as it applies to a computer system.</p>	<p>A. Can the student identify various hardware components?</p> <p>B. Can the student save to specified device or drives?</p> <p>C. Can the student demonstrate general basic computer skills such as disk formatting, file saving, printing, deleting, and other operating functions?</p>	<ul style="list-style-type: none"> • The student will define the term RAM. • Given 3 files, the student will delete two and rename one.
<p>2. The student will be able to key in text using correct fingering (home row key method) without having to look at the keyboard.</p>	<p>A. Can the student type a basic proficiency of 25 words a minute when given a 3 minute alpha timed typing test?</p>	<ul style="list-style-type: none"> • The student will be given a 3 minute timed alphabet typing test.

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WORD PROCESSING

9-12

<i>Curriculum Standard: The students will demonstrate competency on a word processing program and in formatting essential business documents including letters, reports, and outlines.</i>		
Performance Objective	Critical Attributes	Benchmarks/Assessment
<p>1. The student will produce properly formatted documents using a specific word processing program features which include:</p> <ul style="list-style-type: none"> ◆ Saving and Retrieving Document ◆ File Management ◆ Basic Text Formatting ◆ Text Entry Features ◆ Editing Features 	<p>A. Given raw text, can the student produce properly formatted documents?</p> <p>B. Can the student save, retrieve, edit, and print a word processing document?</p>	<ul style="list-style-type: none"> • The student will create letters and reports using standard formatting procedures.

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SPREADSHEETS

9-12

***Curriculum Standard:* The students will understand spreadsheet concepts necessary to gather, create, and analyze data. They will perform multiple tests required to process data effectively and produce usable information.**

Performance Objective	Critical Attributes	Benchmarks/Assessment
<p>1. The student will utilize appropriate spreadsheet applications to create, format, edit, and print spreadsheet documents.</p>	<p>A. Can the student:</p> <ul style="list-style-type: none"> • recognize spreadsheet terminology? • enter values and formulas? • create, format, and save spreadsheet documents? • retrieve, edit, and print spreadsheet documents? 	<ul style="list-style-type: none"> • The student will create a spreadsheet consisting of text and values. The student will create formulas, use formats, edit, and save and print spreadsheet documents as referenced in the computer technology course textbook, under spreadsheets.

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MULTIMEDIA

9-12

Curriculum Standard: The students will understand multi-media technology. They will utilize desktop-publishing and multi-media technology to manipulate and produce publications and presentations.

Performance Objective	Critical Attributes	Benchmarks/Assessment
1. The student will develop and produce written and/or visual presentations utilizing electronic media and printed documents.	A. Can the student integrate text, graphics, and/or sound into a printed document or electronic presentation?	<ul style="list-style-type: none">The student will create a triple fold brochure as referenced in the computer technology course textbook under desktop publishing.

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DATABASE

9-12

Curriculum Standard: The students will understand database concepts necessary to gather, create, and analyze data. They will perform multiple tasks required to process data effectively and produce usable database information.		
Performance Objective	Critical Attributes	Benchmarks/Assessment
<p>1. The student will access, sort, verify, classify, categorize, and report data using a database application.</p>	<p>A. Can the student create fields and tables, enter data, sort, query or filter, and report data?</p>	<ul style="list-style-type: none"> • The student will prepare a packet of six reports as referenced in the computer technology course textbook under database and the page labeled Reports.

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ELECTRONIC RESEARCH

9-12

Curriculum Standard: The students will understand electronic research concepts and systems. They will perform a variety of tasks using electronic media to research information effectively.

Performance Objective	Critical Attributes	Benchmarks/Assessment
1. The student will utilize the Internet, library research engines, reference CD-ROM, and other databases on assigned topics.	A. Can the student utilize the Internet, library, research engines, and other databases to seek information on student’s assignments?	<ul style="list-style-type: none">• The student will perform an “Internet Scavenger Hunt” as referenced in the computer technology course textbook under electronic research.

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TECHNICAL READING AND WRITING

9-12

Curriculum Standard: The students will understand the elements of technology reading and writing necessary to complete technical tasks.

Performance Objective	Critical Attributes	Benchmarks/Assessment
<p>1. The student will demonstrate the elements of technical reading by completing a technical task using written instructions.</p> <p>2. The student will demonstrate the elements of technical writing by listing clear directions to completing a technical task.</p>	<p>A. Can the student complete a technical task using written instructions?</p> <p>A. Can the student provide written instruction to a technical task using skills that include: being specific, sequential instructions, keywords emphasized, and proper outline format?</p>	<ul style="list-style-type: none"> • The student will use a computer application’s “Help” feature to solve a problem. • The student will write a technical explanation of a topic researched.