

# **INTERMEDIATE COMPUTERS**

**Business Technology**

**TOUCH TYPING**

**10-12**

*Curriculum Standard:* The student will demonstrate touch typing skills at a given level of proficiency.

<b>Performance Objective</b>	<b>Critical Attributes</b>	<b>Benchmarks/Assessment</b>
1. The student will be able to key alpha-numeric data without having to look at the keyboard.	A. Can the student type at a base proficiency of 40 words a minute when given a 5 minute alpha-numeric timed typing test?	<ul style="list-style-type: none"><li>• The student will take a 5 minute timed typing test achieving a minimum of 40 words a minute with 5 or less errors.</li></ul>

# INTERMEDIATE COMPUTERS

**Business Technology**

**WORD PROCESSING**

**10-12**

***Curriculum Standard:* The student will demonstrate competency on a word processing program and in formatting essential business documents including letters, reports, and memos.**

Performance Objective	Critical Attributes	Benchmarks/Assessment
<p>1. The student will produce properly formatted documents which include:</p> <ul style="list-style-type: none"> <li>⇒ Tables</li> <li>⇒ Borders and Shading</li> <li>⇒ Advance Text Formatting</li> <li>⇒ Mail Merge</li> <li>⇒ Graphics</li> </ul>	<p>A. Given a raw text, can the student produce properly formatted documents?</p> <p>B. Can the student create tables, use borders and shading commands, do mail merge, advance text formatting, and insert graphics?</p>	<ul style="list-style-type: none"> <li>• The student will be able to create a multi-column table including borders, shading, and merge cells.</li> <li>• The student will create a main and data source document to be included in a mail merge assignment.</li> <li>• The student will research information and summarize the findings in a desktop publishing document including graphics, columns, and WordArt.</li> </ul>

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**MULTIMEDIA/PRESENTATION**

**10-12**

***Curriculum Standard:* The student will understand multimedia technology. The students will utilize desktop-publishing and multimedia technology to manipulate and produce publications and presentations.**

<b>Performance Objective</b>	<b>Critical Attributes</b>	<b>Benchmarks/Assessment</b>
<p>1. The student will develop and produce advanced written and/or visual presentations utilizing electronic media and printed documents.</p>	<p>A. Can the student integrate text and graphics and/or video and sound into a printed document or electronic presentation?</p>	<ul style="list-style-type: none"> <li>• The student will create a 15 page document or presentation using researched data. (i.e., library researched engines, Internet, etc.)</li> <li>• Using Microsoft PowerPoint and the Internet, the student will create a researched presentation that includes custom background, rotated objects, slide transitions, sound, graphics, and custom bullets or numbering.</li> </ul>

# INTERMEDIATE COMPUTERS

Business Technology

SPREADSHEETS

10-12

**Curriculum Standard:** The student will understand spreadsheet concepts necessary to gather, create, and analyze spreadsheet data. The student will perform multiple tasks 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> <ol style="list-style-type: none"> <li>1. recognize spreadsheet terminology?</li> <li>2. enter values and formulas?</li> <li>3. create, format, and save spreadsheet documents?</li> <li>4. retrieve, edit, and print spreadsheet documents?</li> <li>5. insert charts and graph in their spreadsheets?</li> <li>6. enhance spreadsheet design using bolding, patterns, and shading?</li> <li>7. utilize advanced program features including notes, paste special objects, freeze columns/rows, page protect, 3-D formulas, and linking worksheets?</li> </ol>	<ul style="list-style-type: none"> <li>• The student will create mock salaries for a group of industry professionals. The end product will include a five year forecast for salary increases or a decrease chart for each increase/decrease, function formulas for total salary cost per year, a written narrative of the trends, and an analysis as to why salaries may be rising or declining.</li> </ul>

# INTERMEDIATE COMPUTERS

**Business Technology**

**INTERNET RESEARCH AND PUBLISHING**

**10-12**

**Curriculum Standard:** The student will understand the basic concepts in Internet research and web page design and/or publishing.

Performance Objective	Critical Attributes	Benchmarks/Assessment
<ol style="list-style-type: none"> <li>1. The student will utilize the Internet to research assigned topics.</li> <li>2. The student will study the design of existing Internet web sites.</li> <li>3. The student will design and create Internet web pages.</li> </ol>	<ol style="list-style-type: none"> <li>A. Can the student utilize the Internet research engines to seek information on student’s assignments?</li> <li>A. Can the student access current web sites for examples of web site design?</li> <li>A. Can the student create a web page using text, graphics, and hypertext links?</li> </ol>	<ul style="list-style-type: none"> <li>• Using a web page publishing program, the student will design a web page using text, graphics, and hyperlinks.</li> </ul>

# INTERMEDIATE COMPUTERS

**Business Technology**

**DATABASE**

**10-12**

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

Performance Objective	Critical Attributes	Benchmarks/Assessment
<ol style="list-style-type: none"> <li>1. The student will access, sort, verify, classify, categorize, and report data using a database application.</li>   <li>2. The student will be able to create data forms and summarize data using formulas in the report.</li> </ol>	<ol style="list-style-type: none"> <li>A. Can the student create fields, tables, and forms?</li>   <li>A. Can the student enter, sort, query, filter, and insert formula to report?</li> </ol>	<ul style="list-style-type: none"> <li>• The student will query and filter a database report.</li>   <li>• The student will create a database and data entry form using sum and count formula functions.</li> </ul>