

WORD INFORMATION PROCESSING

Business Technology

TOUCH TYPING

9-12

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

Performance Objective	Critical Attributes	Benchmarks/Assessment
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 basic proficiency of 35 words a minute when given a 5 minute alpha-numeric timed typing test?	<ul style="list-style-type: none">The student will take a 5-minute timing achieving a minimum of 35 words a minute with 5 or less errors.

WORD INFORMATION PROCESSING

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 the following:</p> <ul style="list-style-type: none"> ◆ Letter styles <ul style="list-style-type: none"> a) Block b) Modified Block with indent paragraph c) Modified Block ◆ Reports <ul style="list-style-type: none"> a) Unbound b) Left Bound 	<p>A. Given raw text, can the student produce properly formatted documents?</p>	<ul style="list-style-type: none"> • The student will format a letter using modified business block format. All appropriate parts of a business letter will be included.

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SPREADSHEETS

9-12

Curriculum Standard: The student will understand spreadsheet concepts necessary to gather, create, and analyze spreadsheet data. The students 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"> 1. recognize spreadsheet terminology? 2. enter values and formulas? 3. create, format, and save spreadsheet documents? 4. retrieve, edit, and print spreadsheet documents? 5. insert charts and graphs in their spreadsheets? 6. enhance spreadsheet design using bolding, patterns, and shading? 	<ul style="list-style-type: none"> • The student will create a spreadsheet for Quarterly Earnings. The spreadsheet will include appropriate labels, values, and formulas for calculations. The student will shade the titles and add a border around the spreadsheet. The student will create a graph of the Quarterly Earnings.

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DESKTOP PUBLISHING

9-12

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

Performance Objective	Critical Attributes	Benchmarks/Assessment
<p>1. The student will develop and produce printed documents using advance features such as:</p> <ul style="list-style-type: none"> ◆ Bullets ◆ Bolding ◆ Graphic and Text Rotation ◆ Borders and Shading ◆ Text Justification ◆ Word Art 	<p>A. Can the student integrate text and graphics using advance formatting feature?</p>	<ul style="list-style-type: none"> • The student will design a 2 or 3 column newsletter using imported graphics and text. The student will enhance his/her design using other program features, such as: <ul style="list-style-type: none"> a) Bullets b) bolding c) Graphic and Text Rotation d) Borders and Shading e) Text Justification f) Word Art

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DATABASE

9-12

***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
<p>1. The student will access, sort, verify, classify, categorize, and report data using a database application.</p> <p>2. The student will be able to create data forms and summaries data using formulas in the report.</p>	<p>A. Can the student create fields, tables, and forms?</p> <p>A. Can the student enter, sort, query, filter, and insert formula to report data?</p>	<ul style="list-style-type: none"> • The student will create a database and data entry form using sum and count formula functions. The student will create a summary report on the data.