Introduction to Business Technology (Middle School)

(Previously called - Computer Applications)

Course Description

This middle-level course is designed to emphasize digital life, use business productivity applications, and explore Information Technology careers. Students will master keyboarding skills; compose, create, edit, and format word processing documents; organize and manipulate data in a spreadsheet; and prepare a digital presentation. An introduction to basic principles in digital media and computer science will be included.

Course Code: 33422

Standard 1

Demonstrate characteristics of a positive digital life.

Indicator 1.1	Explain the functions of computer system components and perform basic troubleshooting.
Indicator 1.2	Explore the role digital media plays in daily life by examining their own media habits and online activities.
Indicator 1.3	Use proper file management to name, organize, save, print, and retrieve documents.
Indicator 1.4	Communicate and collaborate effectively through online productivity based programs and email.
Indicator 1.5	Find, compile, and cite information from online sources adhering to fair use guidelines and copyright regulations.
Indicator 1.6	Distinguish between effective and ineffective personal information management strategies. (e.g. sharing of personal information, password strength)
Indicator 1.7	Understand the consequences of cyberbullying, prevention strategies, and reporting methods.

Standard 2

Demonstrate keyboarding mastery through proper touch typing technique and workstation management.

Indicator 2.1	Use proper posture and ergonomics.
Indicator 2.2	Demonstrate appropriate keyboarding skills using home row keys and proper key reaches.
Indicator 2.3	Develop keyboarding skills to increase speed and accuracy (1 minute paragraph timing: 30 wpm, 90% accuracy).

Standard 3

Utilize word processing applications to create, edit, and enhance documents.

Indicator 3.1	Compose and format memos, letters, emails, reports, and outlines.
Indicator 3.2	Format text including size, color, and typeface.
Indicator 3.3	Use document features including headers, footers, margins, and orientation.
Indicator 3.4	Format paragraphs including bullets and numbering, justification, line and paragraph spacing, and indentation.
Indicator 3.5	Insert and format tables and images.
Indicator 3.6	Utilize proofing tools including spelling and grammar checks and formatting markups.

Standard 4

Utilize spreadsheet applications to organize and manipulate data.

Indicator 4.1	Enter and format the data in a worksheet including size, color, typeface.
Indicator 4.2	Format the cell including cell width, height, alignment, and merging.
Indicator 4.3	Use and create formulas using basic mathematical operations. (e.g. +, -, /, x)
Indicator 4.4	Utilize basic functions to analyze data. (e.g. SUM, AVERAGE, MIN, MAX)
Indicator 4.5	Create charts as a visual representation of data.
Indicator 4.6	Sort and filter data.

Standard 5

Utilize presentation applications to communicate information to an audience.

Indicator 5.1	Create a digital presentation to represent information in an organized and meaningful way.
Indicator 5.2	Format and edit a presentation (e.g. insert slide, change font and slide colors)
Indicator 5.3	Insert media such as graphics, audio, and/or video.
Indicator 5.4	Use and share presentation with an audience.

Standard 6

Explore digital media and design concepts and applications.

Indicator 6.1	Apply basic design principles (e.g. contrast of background/text colors, text size/font).
Indicator 6.2	Edit and manipulate media (image, audio, video) using basic computer applications.
Indicator 6.3	Differentiate between different file extensions.

Standard 7

Students will explore basic computer science technology.

Indicator 7.1	Learn how computers input, output, store, and process information to help humans solve problems.
Indicator 7.2	Use an algorithm (step by step directions) to design solutions to a problem.
Indicator 7.3	Create a simple program using a programming language.

Standard 8

Explore careers in the Information Technology career field.

Indicator 8.1	Explore Information Technology careers.
Indicator 8.2	Explore Information Technology course offerings at the high school level to pursue careers in technology.

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Possible Resources: Common Sense Media, Edutyping, Code.org,