

Exploring Business Applications: Grades 7-8 (2024)

Identify, describe, evaluate, select, and use appropriate technology. **1**

1 Identify hardware device functions, including peripherals, portable hardware appropriate for specific tasks, and emerging hardware as it impacts information technology. 1.1

1 Discuss types of computing devices and how they process information. 1.1.1

2 Identify input, output, storage options, and other parts of the computer 1.1.2

2 Describe and explore current and emerging software, including operating systems and application software. 1.2

1 Identify fundamental concepts and common uses for application software (e.g. word processing, spreadsheets, graphics, and multimedia and presentation). 1.2.1

2 Identify the types and purposes of different utility programs. 1.2.2

3 Explain what an operating system is and how it works, and solve common problems related to operating systems (e.g. startup/shut down procedures, file management, and elements of the desktop). 1.2.3

3 Identify how hardware and software interact. 1.3

1 Describe major components and functions of computer systems and networks. 1.3.1

2 Describe how to maintain computer equipment and troubleshoot common problems. 1.3.2

3 Discuss the factors that go into an individual or organizational decision on how to purchase computer equipment. 1.3.3

Understand basic computer science terms and foundational skills. **2**

1 Describe the role of computer science in the workforce. 2.1

1 Exhibit proficiency in computer science practices (e.g. perseverance, collaboration, patterns, tools, communication, ethics and impact, problem-solving). 2.1.1

2 Predict the role of computer science in future careers. 2.1.2

3 Describe trends in emerging and evolving computer technologies and their influence on IT practices. 2.1.3

2 Create programs to solve problems. 2.2

- 1 Create an algorithm. 2.2.1
 - 2 Use various debugging and testing methods to ensure program correctness. 2.2.2
 - 3 Compare and contrast human intelligence and artificial intelligence (e.g. emotional decision making vs. logical decisions, common sense, literal vs. abstract). 2.2.3
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Understand the fundamental concepts involved in the use of common software applications. 3

1 Use word processing software to create and format academic and business documents. 3.1

- 1 Identify on-screen elements common to word processing software (e.g. menus, toolbars, ribbon, groups, tabs, document window). 3.1.1
 - 2 Create and save a document. 3.1.2
 - 3 Utilize common editing, formatting, and printing functions on various documents. 3.1.3
 - 4 Explain inserting, editing, and formatting tables in a document. 3.1.4
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2 Use spreadsheet software to create and format academic and business documents. 3.2

- 1 Identify on-screen elements common to spreadsheet software (e.g. cell, cell address, formula bar, sheet tabs, ribbon, column, row, name box,). 3.2.1
 - 2 Create and save a spreadsheet. 3.2.2
 - 3 Retrieve, edit, and format a spreadsheet. 3.2.3
 - 4 Create a chart from worksheet data. 3.2.4
 - 5 Use formulas and common functions in a spreadsheet. 3.2.5
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3 Design, create, and deliver an electronic slideshow for an audience. 3.3

- 1 Identify on-screen elements common to presentation software (e.g. navigation pane, slide, slide views, ribbon, slide layout, placeholders). 3.3.1
- 2 Learn and apply proper presentation design techniques (e.g., 7x7 rule, keep it simple, no complete paragraphs/long sentences, limit transitions and animations, proper color choice, limit fonts). 3.3.2
- 3 Create and format a simple presentation using proper design techniques. 3.3.3
- 4 Apply transitions and animations to slides. 3.3.4
- 5 Present an electronic presentation to peers. 3.3.5

4 Use productivity software for organizational purposes. 3.4

- 1 Use an email application to create and format email messages in a variety of text formats (e.g. RTF, HTML, Plain Text). 3.4.1
 - 2 Use productivity software, such as Microsoft Outlook, to create appointments and schedule tasks. 3.4.2
 - 3 Use productivity software to manage contacts, create distribution lists, and schedule email messages. 3.4.3
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Understand, communicate, and adapt to a digital world. 4

1 Apply strategies for determining the reliability of information found on the Internet. 4.1

- 1 Demonstrate principal usages of the Internet. 4.1.1
 - 2 Demonstrate how to conduct an effective search. 4.1.2
 - 3 Evaluate the credibility of resources. 4.1.3
 - 4 Provide proper documentation of resources. 4.1.4
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2 Employ responsible online etiquette and communication. 4.2

- 1 Compare and contrast positive and negative social media presence. 4.2.1
 - 2 Discuss the appropriate use of email and email “netiquette.” 4.2.2
 - 3 Critique one’s own digital presence. 4.2.3
 - 4 Identify situations involving cyberbullying and learn different techniques to handle the situations. 4.2.4
 - 5 Discuss how to use computers and the Internet safely, legally, and responsibly. 4.2.5
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3 Describe the risks of using computer hardware and software online. 4.3

- 1 Cite ways to prevent data loss. 4.3.1
 - 2 Identify types of computer crimes (e.g. hacking, phishing, computer fraud, identity theft, cyberstalking, cyberbullying, copyright infringement, software piracy). 4.3.2
 - 3 Identify computer viruses and types of protection. 4.3.3
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Determine and discuss the value of professionalism and involvement in professional, academic, and leadership activities. 5

1 Recognize and discuss the academic and professional benefits of participating in a CTSO. 5.1

- 1 Discuss Career and Technical Student Organizations (CTSO) such as FBLA and DECA. 5.1.1
- 2 Understand the importance of professional dress and evaluate appropriate dress for CTSO conferences. 5.1.2

2 Develop personal traits for success. 5.2

- 1 Identify, practice, and develop effective communication skills. 5.2.1
- 2 Identify and cultivate traits important to success (e.g. initiative, positive attitude, enthusiasm, self-confidence). 5.2.2
- 3 Discuss integrity and ethical leadership. 5.2.3