

Martensdale- St. Marys Community School

Grades 9-12 Business Curriculum

Standard 3: The student will understand essential computation skills.

Grade Level/Course: Computer Applications

Benchmark: The student will:	Course/Grade Level Objectives	Instructional Strategies	Assessments	Instructional Timeline
1. Apply basic mathematical operations to solve problems.	3.1 Use the AutoSum button to sum a range of cells. 3.1 Identify the arithmetic operators +, -, *, /, %, and ^.		<ul style="list-style-type: none"> • Guided practice • Independent practice • Oral questions and answers • Written questions and answers • Performance-based daily work • Short-answer tests • Performance-based tests • Teacher observations 	
2. Solve problems containing	3.2 Apply the AVERAGE,			

whole numbers, decimals, fractions, percentages, ratios, and proportions.	MAX, and MIN functions. 3.2 Determine a percentage.			
3. Use algebraic operations to solve problems.	3.3 Use the IF functions to enter one value or another in a cell on the basis of a logical test. 3.3 Use Excel to answer what-if questions. 3.3 Create a 3-D Column chart on a separate sheet.			

Standard 8: Students will understand and apply information management skills.

Grade Level/Course: Computer Applications

<i>Benchmark: The student will:</i>	<i>Grade Level/Course Objectives</i>	<i>Instructional Strategies</i>	<i>Assessments</i>	<i>Instructional Timeline</i>
1. Describe current and emerging computer architecture, configure, install, and upgrade hardware systems and diagnose and repair hardware problems.	8.1 Define the term computer and discuss the four basic computer operations: input, processing, output, and storage. 8.1 Explain the principal components of the computer and their use. 8.1 Describe the use of handling of floppy disks and			

	<p>hard disks.</p> <p>8.1 Explain how to purchase, install, and maintain a personal computer.</p> <p>8.1 Discuss significant inventions that led to the modern-day personal computer.</p>			
<p>2. Identify, select, evaluate, use, install, upgrade, and customize applications software; diagnose and solve problems occurring from an application software installation and use.</p>	<p>8.2 Discuss computer software and explain the difference between system software and application software.</p> <p>8.2 Discuss computer communications channels and equipment and the Internet and World Wide Web.</p>			
<p>3. Identify, select, evaluate, use, install, upgrade, customize, and diagnose and solve problems with various types of operating systems, environments, and utilities.</p>	<p>8.3 Discuss computer software and explain the difference between system software and application software.</p> <p>8.3 Identify the objects on the desktop.</p> <p>8.3 Perform the basic mouse operations.</p> <p>8.3 Resize a window.</p> <p>8.3 Move a window on the desktop.</p> <p>8.3 Understand keyboard-shortcut notation.</p> <p>8.3 Start Windows Explorer.</p> <p>8.3 Understand the elements</p>			

	<p>of the Exploring—My Computer window.</p> <p>8.3 Display the contents of a folder.</p> <p>8.3 Expand and collapse a folder.</p> <p>8.3 Change the view of a folder.</p> <p>8.3 Select and copy one file or a group of files.</p> <p>8.3 Create, rename, and delete a folder.</p> <p>8.3 Rename and delete a file.</p> <p>and application software</p>			
<p>7. Select and use word processing, desktop publishing, database, spreadsheet, presentation graphics, multimedia, and imaging software and industry—and subject specific software.</p>	<p>8.7 Create a PowerPoint presentation over the history of computing using various sources.</p> <p>8.7 Change the font of a cell.</p> <p>8.7 Create a 3-D Pie chart on a separate sheet.</p> <p>8.7 Distinguish between portrait and landscape orientation.</p> <p>8.7 Use a Web query to get real-time data from a Web site.</p> <p>8.7 Check the spelling of a worksheet.</p> <p>8.7 Preview how a printed copy of the worksheet will look.</p> <p>8.7 Format chart items.</p> <p>8.7 Rename sheets.</p>			

	<p>8.7 Print multiple sheets.</p> <p>8.7 Print a partial or complete worksheet.</p> <p>8.7 Display and print the formula version of a worksheet.</p> <p>8.7 Print to fit.</p> <p>8.7 Enter multiple lines of text in the same cell.</p> <p>8.7 Vary the font size of characters within a cell.</p> <p>8.7 Color the characters and background of a cell.</p> <p>8.7 Add borders to a range.</p> <p>8.7 Format numbers using the Format Cells dialog box.</p> <p>8.7 Align text in cells.</p> <p>8.7 Change the width of a column and the height of a row.</p> <p>8.7 Italicize text.</p> <p>8.7 Display and dock toolbars.</p> <p>8.7 Use the Goal Seek command to analyze worksheet data.</p> <p>8.7 Format a 3-D Column chart.</p> <p>8.7 Rotate text in a cell.</p> <p>8.7 Use the fill handle to create a series of month names.</p> <p>8.7 Use the Zoom box to change the appearance of the worksheet.</p>			
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	<p>8.7 View different parts of the worksheet through windowpanes.</p> <p>8.7 Copy a cell's format to another cell using the Format Painter button.</p> <p>8.7 Copy a range of cells to a nonadjacent paste area.</p> <p>8.7 Freeze column and row titles.</p> <p>8.7 Insert and delete cells.</p> <p>8.7 Format numbers by entering them with a format symbol.</p> <p>8.7 Use the NOW function to display the system date.</p> <p>8.7 Format the system date.</p> <p>8.7 Copy absolute cell references.</p> <p>8.7 Add a drop shadow to a range of cells.</p>			
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