

Martensdale- St. Marys Community School

Grades 9-12 Business Curriculum

Standard 1: Understand Career Concepts

Grade Level/Course: Computer Applications II

<i>Benchmark: The student will:</i>	<i>Course/Grade Level Objectives</i>	<i>Instructional Strategies</i>	<i>Assessments</i>	<i>Instructional Timeline</i>
<i>Assess person strengths and weakness as they relate to career exploration.</i>	<i>Students assess abilities as strength and weakness for career exploration.</i>			
<i>Utilize career resource to develop an informational base that includes global occupational opportunities.</i>	<i>Research careers for global occupations</i>			
<i>Relate work ethic, workplace relationships, workplace diversity and workplace communication skills to career development</i>				

<i>Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.</i>	<i>Prepare career search, including education needed, expectations of different careers in area of interest.</i>			
<i>Relate the importance of lifelong learning to career success.</i>	<i>Preparation and expectations are valuable part of career search.</i>			

Standard 2: Understand the principles of communication
Grade Level/Course:

<i>Benchmark: The student will:</i>	<i>Grade Level/Course Objectives</i>	<i>Instructional Strategies</i>	<i>Assessments</i>	<i>Instructional Timeline</i>
<i>Communicate in a clear, courteous, concise and correct manner on personal and professional level.</i>	<i>Student expected to communicate questions, clear manner, raise hands for questions,</i>			
<i>Use technology to enhance the effectiveness of communications.</i>	<i>Use multimedia presentation to communicate information on computer hardware research.</i>			

Standard 3: Understand essential computation skills
Grade Level/Course:

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
Apply basic mathematical operations to solve problems.	Use numeric data and comparison operators in criteria, Use text data and wild cards in criteria in a queries. Use calculated fields in a query, Calculate statistics in a query. Create validation rules,			

Standard 8: Understand and apply information management skills

Grade Level/Course:

Benchmark: The student will:	Grade Level/Course Objectives	Instructional Strategies	Assessments	Instructional Timeline
Describe current and emerging computer architecture, configure, install and upgrade hardware system and diagnose and repair hardware problems	Students become familiar with hardware computer components. Problem shoot hardware problems.			
Identify, select, evaluate, use, install, upgrade, and customize application software; diagnose and solve problems occurring from an application software installation and use.	Evaluate software and ability to perform software specific functions. Be able to diagnose software issues, correct mistakes.			
Enter, sort, and retrieve data from databases;	Using Microsoft Access database program Describe use of database and			

<p><i>evaluate media, and file structures and plan develop and modify file specifications and database schema.</i></p>	<p><i>database management system Describe features of access Create a table and define records in a table. Add records, print tables, plan table to eliminate redundancy. State purpose of queries, create a new query, display all records in queries. Locate records, filter records, change content in a table. Delete records from a table, Change field characteristics, update contents of field. Make changes to groups of records, delete records. Update table, specify referential integrity. Create single-multiple field indexes.</i></p>			
<p><i>Use touch keyboarding skills to enter and manipulate text and data.</i></p>	<p><i>Sort the answer to a query. Join tables in a query and restrict the records in a join. Restructure table, add a field, create validation rules</i></p>			
<p><i>Select and use word processing, desktop publishing, database, spreadsheet, presentation graphics, multimedia and imaging software and industry and subject specific software.</i></p>	<p><i>Make a presentation from multimedia program about a computer hardware component.</i></p>			
<p><i>Describe positions and career paths in information systems.</i></p>	<p><i>Research information system careers. Detail the education needed and type of careers that would be expected in information technology.</i></p>			

