

# Martensdale- St. Marys Community School

## Grades 7-12 Business Curriculum

***Standard 1: Understand and apply information management skills***

***Grade Level/Course: 7<sup>th</sup> Keyboarding***

<b><i>Benchmark: The student will:</i></b>	<b><i>Course/Grade Level Objectives</i></b>	<b><i>Instructional Strategies</i></b>	<b><i>Assessments</i></b>	<b><i>Instructional Timeline</i></b>
<b><i>Identify select, evaluate, use, upgrade, customize, and diagnose and solve problems with various types of operating systems, environments and utilities</i></b>	<b>Use problem solving skills when needed if machine does not function properly.</b> <b>8.2.T2</b> Reset computer or end task if machine freezes.		<b><i>Teacher observation</i></b>	
<b><i>Use touch keyboarding skills to enter and manipulate text and data.</i></b>	<b>1.3.T4, 2.16</b> Identify and correct keying and formatting mistakes. (CAR, COM) <b>8.6.T1, 4.01</b> Key alphabetical drills using the touch method. (CAR, L/SK, TECH, REL) <b>8.6.4.01</b> Demonstrate proper posture, correct finger and wrist		<ul style="list-style-type: none"> <li>• <b>performance-based daily work</b></li> <li>• <b>assessment check list</b></li> <li>• guided practice</li> <li>• independent practice</li> <li>• oral questions and answers</li> <li>• <b>short-answer tests</b></li> </ul>	

	<p>position. (CAR)  <b>8.6.T1</b>, 4.01 Use basic parts of machine with skill: space bar, shift keys, the enter, and the tabulator key. (CAR, L/SK, TECH)  <b>2.2.4.03</b> Use correct spacing after punctuation. (CAR)  <b>8.7.T5</b>, 4.09 Name the parts of the Word screen. (TECH)  <b>8.7.T1</b>, 2.17, 4.09 Set margins. (TECH)  T1, 2.17, 4.09 Set font and size. (TECH)  T1, 2.17, 4.09 Set tabs. (TECH)  T1, 2.17, 4.09 Set headers. (TECH)  T1, 2.17, 4.09 Print documents. (TECH)  T1, 2.17, 4.09 Save documents. (TECH)  T1, 2.17, 4.09 Open documents. (TECH)  <b>8.7.T1</b>, 4.09 Set paper size to half sheet. (TECH)  <b>8.7.T1</b>, 4.09 Set vertical centering. (TECH)  <b>3.1.1.01</b>, 2.09 Figure keying speed (HOTS)</p>		<ul style="list-style-type: none"> <li>• teacher observations</li> </ul>	
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	<p><b>8.6.4.01</b> Key words, sentences, and paragraphs without time-wasting pauses and with good technique. (CAR, COM, L/SK, TECH)</p> <p><b>8.6.4.01</b> Key 15 wam with a maximum of 6 errors on a 1' timing. (CAR, COM, L/SK, TECH, GOALS)</p> <p><b>2.2.4.03</b> Apply proofreading symbols. (CAR, COM, L/SK, HOTS)</p> <p><b>2.2.4.03</b> Apply capitalization guides correctly while keying. (CAR, L/SK, COM, HOTS)</p> <p><b>8.7.T1, 2.17, 4.09</b> Bold, underline, and center text.</p> <p><b>8.7.T1, 2.17, 4.09</b> Copy and paste text Apply correct number expression when keying. (CAR, L/SK, COM, HOTS)</p>			
<p><b>Select and use word processing, presentation</b></p>	<p><b>8.7.T1</b> Create a PowerPoint presentation . (COM)</p>		<p>performance-based project</p>	

<p><b><i>graphics, multimedia and imaging software and industry-and subject specific software.</i></b></p>	<p><b>8.5.T2, T3</b> Use search engines to find information on the internet.  <b>8.7.T2</b> Animate text and transition slides.  T2 Select various backgrounds and text colors.  T4 Download pictures from the internet.  T6, 2.10 Document info found on the internet  <b>2.1.4.03</b> Compose sentences on the keyboard. (CREATE, COM)  <b>8.6.4.01</b> Key 21 wam on a 1' timing with a maximum of 6 errors. (CAR, COM, L/SK, TECH, GOALS)</p>			
<p><b><i>Plan the selection and acquisition of information system</i></b></p>	<p><b>8.5.T3</b> Key URL's to visit web sites.  T5 Define a network  T5 List uses of the internet.  T5 Define internet terminology  T6 List rules for using the internet.</p>			

**Standard 2: Understand the principles of communications**  
**Grade Level/Course:**

<b>Benchmark: The student will:</b>	<b>Grade Level/Course Objectives</b>	<b>Instructional Strategies</b>	<b>Assessments</b>	<b>Instructional Timeline</b>
<b>Communicate in a clear, courteous, concise, and correct manner on personal and professional levels</b>	<b>2.1.2.06</b> Perform work correctly when given oral instructions. (COM, CAR) <b>2.1.2.09</b> Follow written instructions <b>1.3.T6, 2.10</b> Follow through and complete assigned tasks. (CAR, RESP) <b>1.3.2.10</b> Adapts to environment/situation and diverse workgroups. (MCNS, COOP, GLO) <b>1.3.2.10</b> Bring appropriate supplies to class. (CAR, RESP, RES) <b>1.3.2.14</b> Utilize entire period effectively. <b>2.1.3.14</b> Ask for help when needed. (COOP)			
<b>Use technology to enhance the effectiveness of communications</b>	<b>Create power point presentation and or research internet for information to use on topic required for oral presentation.</b>			

















