

Middle School Business & Computer Science Standards

At-A-Glance

6th Grade

- 1:** Students will identify computer system components.
- 2:** Students will identify and demonstrate computer maintenance and safety.
- 3:** Students will develop an individual career plan reflecting their personal traits and values.
- 4:** Students will develop keyboarding skills by touch with speed and accuracy.
- 5:** Students will discuss Internet safety and security issues.
- 6:** Students will utilize the Internet as a resource.
- 7:** Students will develop and model employability skills.
- 8:** Students will utilize word processing software.
- 9:** Students will develop and apply basic spreadsheet skills.
- 10:** Students will develop and apply basic database skills.
- 11:** Students will develop and apply basic desktop publishing skills.
- 12:** Students will acquire basic knowledge and skills of multimedia/presentation software.

7th Grade

- 1:** Students will reinforce keyboarding techniques.
- 2:** The student participates in a variety of activities that demonstrate 21st Century employability skills.
- 3:** The student will examine educational requirements, job responsibilities, employment trends, and opportunities in the different career pathways in Business and Computer Science.
- 4:** The student will utilize word processing software.
- 5:** The student will utilize spreadsheet software.
- 6:** The student will utilize database software.
- 7:** The student will utilize presentation/multimedia software.
- 8:** The student will utilize web page design software.
- 9:** The student will utilize desktop publishing software.
- 10:** The student will demonstrate an understanding of ethics and potential dangers related to the use of the Internet.
- 11:** The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in business.
- 12:** The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in networking, programming, and computer science.

8th Grade

- 1:** Students will reinforce keyboarding techniques.
- 2:** The students will demonstrate effective communication skills used to succeed in the business world.
- 3:** The students will demonstrate the ability to problem solve.
- 4:** The students will exhibit critical thinking.
- 5:** The students will examine basics of accounting.
- 6:** The students will examine basics of risk management.
- 7:** The students will examine basics of entrepreneurship.
- 8:** The students will examine basics of networking.
- 9:** The students will examine basics of business law.
- 10:** The students will examine basics of marketing.
- 11:** The student will examine educational requirements, job responsibilities, employment trends, and opportunities within different career pathways.
- 12:** The student will demonstrate an understanding of economics.
- 13:** The student will demonstrate an understanding of personal finance.