

IKM-Manning Curriculum
Business Standards / Benchmarks / Indicators
April 2008

Standards:

1. Demonstrate interpersonal, teamwork, and leadership skills.
2. Select and apply the tools of business technology as they relate to personal and business life.
3. Communicate effectively as writers, listeners, and speakers in social and business settings.
4. Understand each business area and the interrelationship between the areas.
5. Function as an economically literate citizen through the development of personal consumer skills.
6. Understand the nature of laws effecting business and personal life.
7. Develop an awareness of career opportunities and life-long learning skills to enable employability in a variety of business careers.

Course Benchmarks:

1. Demonstrate a good understanding of the major operating systems.
(H, V, G, MCFG, L, C, T)
2. Use logic to solve problems. (H, MCFG, C)
3. Identify components of a computer system. (H, V, L, T)
4. Demonstrate computer skills. (V, MCGF, L, T)
5. Obtain practical hands-on experience. (V, MCGF, L, T)
6. Apply knowledge of word processing, spreadsheet, e-mail, Internet, and presentation software. (V, MCGF, L, T)

Computer Applications

- 1. Demonstrate interpersonal, teamwork, and leadership skills.**
 - 2: *Use logic to solve problems. (H, MCFG, C)*
 2. A. Show an ability to resolve conflicts with expressed needs.
 2. B. Use communication skills to obtain needs.

- 2. Select and apply the tools of business technology as they relate to personal and business life.**
 - 1: *Demonstrate a good understanding of the major operating systems. (H, V, G, MCFG, L, C, T)*
 1. A. Successfully operate a multimedia computer system with related peripheral devices.
 1. B. Use office application software tools.
 1. C. Use terminology related to computers and technology appropriately in written and oral communications.

 - 3: *Identify components of a computer system. (H, V, L, T)*
 3. A. Analyze and solve simple hardware and software problems.
 3. B. Identify system components.
 3. C. Describe technology constraints.

4: *Demonstrate computer skills. (V, MCGF, L, T)*

- 4. A. Demonstrate touch keyboarding skills in computer use.
- 4. B. Show working knowledge of networks and online resources.
- 4. C. Use knowledge bases and online resources.

6: *Apply knowledge of word processing, spreadsheet, e-mail, Internet, and presentation software. (V, MCGF, L, T)*

- 6. A. *Demonstrate the key functions of operating systems, networks, and Internet tools.*
- 6. B. *Demonstrate the key functions of word processing, spreadsheet, and presentation software.*
- 6. C. *Demonstrate the key functions of networks and online resources.*

3. Communicate effectively as writers, listeners, and speakers in social and business settings.

2: *Use logic to solve problems. (H, MCFG, C)*

- 2. A. Show an ability to resolve conflicts with expressed needs.
- 2. B. Use communication skills to obtain needs.

4. Understand each business area and the interrelationship between the areas.

4: *Demonstrate computer skills. (V, MCGF, L, T)*

- 4. A. Demonstrate touch keyboarding skills in computer use.
- 4. B. Show working knowledge of networks and online resources.
- 4. C. Use knowledge bases and online resources.

5: *Apply knowledge of word processing, spreadsheet, database, Internet, and presentation software. (V, MCGF, L, T)*

- 5. A. Demonstrate the key functions of operating systems, networks, and Internet tools.
- 5. B. Demonstrate the key functions of word processing, spreadsheet, database, and presentation software.
- 5. C. Demonstrate the key functions of networks and online resources.

6: *Apply knowledge of word processing, spreadsheet, e-mail, Internet, and presentation software. (V, MCGF, L, T)*

- 6. A. *Demonstrate the key functions of operating systems, networks, and Internet tools.*
- 6. B. *Demonstrate the key functions of word processing, spreadsheet, and presentation software.*
- 6. C. *Demonstrate the key functions of networks and online resources.*

*Coding for Infusion Topics covered in curriculum:

Higher Order Thinking Skills (H), Vocational/Career Education (V), Global Education (G), Multi-Cultural/Gender Fair (MCGF), Learning Skills (L), Communication Skills (C), Technology (T)