

7th Grade Business
Reporting Cluster: Computer Applications

Cluster/Topic/Concepts	Bodies of Evidence (BOE's)	Vocabulary	Level 4 Ideas:	Skills
<p>Cluster: Computer Applications</p> <p>Topic: Computer applications</p> <p>Concepts Covered:</p> <ul style="list-style-type: none"> • Word Processing • Spreadsheets <p>Topic ID/Campus Coding: BUS7-CA-1</p>	<ul style="list-style-type: none"> • Common Formative Assessment • Teacher-created projects using Microsoft Word Document • Teacher-created projects using Microsoft Excel Spreadsheet • Teacher-created projects 	<ul style="list-style-type: none"> • Ribbon • Review • Page layout • View • Spacing • Margins • Page orientation • Cell • Sheet • Column • Row • Save • Save as... 	<p>Learning Target: Organize and collect student-driven data. Evidence/Activity: Students create a scenario in which they conduct research and analyze data using Excel.</p> <p>Learning Target: Devise a way to analyze data to make a claim and represent it using Excel. Evidence/Activity: Students are presented with a data set of produce prices and will devise a process or function to analyze the data and make a claim.</p>	<ul style="list-style-type: none"> • Students will be able to analyze a paper for any word processing mistakes, correct conventions, and make corrections as necessary. • Students will understand the use, possibilities, and appropriateness of when to use specific programs • Students will manipulate programs to allow the transcription of material from one source to another
Scales		Content Standards		
4	<ul style="list-style-type: none"> • Students demonstrate in-depth inferences and applications that go beyond the goal. • Deepen understanding by increasing the taxonomy level of the standard 		<p>Critical Thinking, Problem Solving & Decision Making (ISTE:NETS:4) Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.</p> <p>ISTE (NETS) 6: Creative Communicator: (ISTE.CC.6) Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.</p> <p>National business Education Association: Standard 7: Applications (NBEA.IT.7.APP) Identify, evaluate, select, use, troubleshoot, or customize applications.</p> <p>National Business Education Associations. Standard IV: Input Technologies (NBEA.IT.6.INPUT) Use various input technologies to enter and manipulate information appropriately.</p> <p>National Business Education Associations: Information Technologies: Standard 8: Digital Multimedia (NBEA.IT.8.MEDIA)</p> <ul style="list-style-type: none"> • Use multimedia software to create media rich projects. 	
3	<p>Students will be able to:</p> <ul style="list-style-type: none"> • Use various input technologies (Excel) to manipulate data • Generate and test ways to solve a problem • Integrate one or more computer applications to communicate with an intended audience • Plan and conduct research • Create a digital product appropriate for the intended audience • Identify issues and troubleshoot the applications for efficiency • Using a variety of platforms, construct (represent, model, communicate) products in which students articulate clearly and express themselves creatively. 			
2	<p>Students be able to</p> <ul style="list-style-type: none"> • Use input technologies to enter data • Students will understand the use, possibilities, and appropriateness of when to use specific programs • Demonstrate appropriate use of word processing tools (Spelling/Grammar Check, Font, Copy/Paste, Bullets, Alignment, Inserting, Resize, Word Art) • Common uses of spreadsheets • Critique the appropriate use of program features and tools (Word Count, Restore/Minimize/ Viewing Multiple Files simultaneously) • Use program features to format, calculate and manipulate information and data • recall specific vocabulary such as: • Ribbon (review, insert, page layout, home, file, view), spacing, margins, page orientations, cell, column, row, sheet , Autofill, formulas, graphs, practical application, sort A-Z 			