

Business Technology 9

Reporting Standards

BT-9.1	Demonstrate proper etiquette in communication and listening, including written, verbal and nonverbal forms.
BT-9.2	Demonstrate an understanding of technological skills, platforms and practices, including file management and trouble-shooting hardware/software issues.
BT-9.3	Describe and demonstrate proper keyboarding techniques.
BT-9.4	Demonstrate an understanding of financial concepts and applications related to business and industry.
BT-9.5	Demonstrate an understanding of business topics in relation to industry and fields.
BT-9.6	Utilize view and print options, editing and advanced formatting tools within a presentation.
BT-9.7	Demonstrate professionalism in dress, conduct, and interpersonal skills

Learning Targets

BT-9.1 Demonstrate proper etiquette in communication and listening, including written, verbal and nonverbal forms				
	Limited	Developing	Proficient	Exemplary
BT-9.1.1	I have been exposed to basic writing skills in communication.	I am developing basic writing skills in communication.	I can apply basic writing skills to communication.	I am able to independently and consistently apply writing skills in communication.
BT-9.1.2	I have been exposed to basic skills in oral communication.	I am developing basic skills in oral communication.	I can apply basic skills for oral communication.	I am able to independently and consistently use basic skills in oral communication.
BT-9.1.3	I have been exposed to the concept of active listening skills to obtain and clarify information.	I am developing active listening skills to obtain and clarify information.	I can apply active listening skills to obtain and clarify information.	I am able to independently and consistently use active listening skills to obtain and clarify information.
BT-9.1.4	I have been exposed to nonverbal communication.	I am developing positive nonverbal communication.	I can display positive nonverbal communication.	I am able to independently and consistently utilize positive nonverbal communication.

BT-9.2 Demonstrate an understanding of technological skills, platforms and practices, including file management and trouble-shooting hardware/software issues.				
	Limited	Developing	Proficient	Exemplary
BT-9.2.1	I have been exposed to	I am developing the	I am able to utilize	I can independently

	selecting the appropriate technology for the task.	ability to select the appropriate technology to solve a problem or complete a task.	appropriate technology to solve a problem or complete a task.	and consistently utilize appropriate technology to solve a problem or complete a task.
BT-9.2.2	I have been exposed to computer file management skills.	I am developing the ability to understand computer file management skills.	I am able to demonstrate an understanding of computer file management skills.	I can independently and consistently demonstrate an understanding of computer file management skills.
BT-9.2.3	I have been exposed to hardware and software resolution issues.	I am developing the ability to describe and demonstrate resolutions to hardware and software issues.	I am able to describe and demonstrate resolutions to hardware and software issues.	I can independently and consistently describe and demonstrate resolutions to hardware and software issues.
BT-9.2.4	I have been exposed to technologies and platforms.	I am developing the ability to explain and utilize different computer technologies and platforms.	I am able to explain and utilize different computer technologies and platforms.	I can independently and consistently explain and utilize different computer technologies and platforms.

BT-9.3 Describe and demonstrate proper keyboarding techniques

	Limited	Developing	Proficient	Exemplary
BT-9.3.1	I have been exposed to proper keyboarding techniques for grade 9	I am working toward proper keyboarding techniques for grade 9	I can demonstrate proper keyboarding techniques for grade 9	I can independently and consistently demonstrate proper keyboarding techniques for grade 9
BT-9.3.2	I know the speed requirement for grade 9	I am working toward meeting the speed requirement for grade 9	I can meet the speed requirement for grade 9	I can meet and exceed the speed requirement for grade 9
BT-9.3.3	I know the accuracy requirement for grade 9	I am working toward meeting accuracy requirement for grade 9	I can meet accuracy requirement for grade 9	I can meet and exceed accuracy requirement for grade 9

BT-9.4 Demonstrate an understanding of financial concepts and applications related to business and industry.

	Limited	Developing	Proficient	Exemplary
BT-9.4.1	I have been exposed to Base, Rate, and Part	I am developing an understanding of Base, Rate, and Part	I am able to demonstrate an understanding of Base, Rate, and Part	I can independently and consistently demonstrate an understanding of Base, Rate, and Part
BT-9.4.2	I have been exposed to converting decimals to	I am developing to ability to convert	I am able to convert decimals to	I can independently and consistently

	percentages	decimals to percentages	percentages	convert decimals to percentages
BT-9.4.3	I have been exposed to converting percentages to decimals.	I am developing the ability to convert percentages to decimals.	I am able to convert percentages to decimals.	I can independently and consistently convert percentages to decimals.
BT-9.4.4	I have been exposed to calculating various types of discounts.	I am developing the ability to calculate various types of discounts.	I am able to calculate various types of discounts.	I can independently and consistently calculate various types of discounts.

BT-9.5 Demonstrate an understanding of business topics in relation to industry and field.

	Limited	Developing	Proficient	Exemplary
BT-9.5.1	I have been exposed to an economic want and need	I am developing the ability to describe and distinguish between an economic want and need	I can describe and distinguish between an economic want and need	I am able to independently and consistently describe and distinguish between an economic want and need
BT-9.5.2	I have been exposed to the impact of supply and demand	I am developing the ability to describe the impact of supply and demand	I can describe the impact of supply and demand	I am able to independently and consistently describe the impact of supply and demand
BT-9.5.3	I have been exposed to business ethics.	I am developing the ability to describe and demonstrate business ethics.	I can describe and demonstrate business ethics.	I am able to independently and consistently describe and demonstrate business ethics.
BT-9.5.4	I have been exposed to a variety of business and industry standards.	I am developing the ability to define and recognize a variety of business and industry standards.	I can define and recognize a variety of business and industry standards.	I can independently and consistently define and recognize a variety of business and industry standards.

BT-9.6 Utilize view and print options, editing and advanced formatting tools within a presentation.

	Limited	Developing	Proficient	Exemplary
BT-9.6.1	I have been exposed to ways to create, edit, format and proofread slides in a presentation.	I am developing the ability to illustrate ways to create, edit, format and proofread slides in a presentation.	I am able to illustrate ways to create, edit, format and proofread slides in a presentation.	I am able to independently and consistently illustrate ways to create, edit, format and proofread slides in a presentation.
BT-9.6.2	I have been exposed to various ways to view a presentation.	I am developing the ability to differentiate between the various ways to view a presentation.	I am able to differentiate between the various ways to view a presentation.	I am able to independently and consistently differentiate between the various ways to view a presentation.

BT-9.6.3	I have been exposed to page orientation and setting margins.	I am developing the ability to describe and demonstrate the use of page orientation and setting margins.	I am able to describe and demonstrate the use of page orientation and setting margins.	I am able to independently and consistently describe and demonstrate the use of page orientation and setting margins.
BT-9.6.4	I have been exposed to presentations using bullets, slide layouts, headers and footers.	I am developing the ability to format a presentation using bullets, slide layouts, headers and footers.	I am able to format a presentation using bullets, slide layouts, headers and footers.	I am able to independently and consistently format a presentation using bullets, slide layouts, headers and footers.
BT-9.6.5	I have been exposed to formatting a presentation using templates and themes.	I am developing the ability to format a presentation using templates and themes.	I am able to format a presentation using templates and themes.	I am able to format a presentation using templates and themes.
BT-9.6.6	I have been exposed to various ways to print a presentation	I am developing the ability to differentiate between the various ways to print a presentation	I am able to differentiate between the various ways to print a presentation	I am able to independently and consistently differentiate between the various ways to print a presentation
BT-9.6.7	I have been exposed to how to create, edit and format information in a table	I am developing the ability to create, edit and format information in a table	I can create, edit and format information in a table	I am able to independently and consistently create, edit and format information in a table
BT-9.6.8	I have been exposed to creating, inserting and formatting charts, graphics and pictures in a presentation.	I am developing the ability to create, insert and format charts, graphics and pictures in a presentation.	I can create, insert and format charts, graphics and pictures in a presentation.	I am able to independently and consistently create, insert and format charts, graphics and pictures in a presentation.
BT-9.6.9	I have been exposed to ways to insert internal and external links.	I am developing the ability to illustrate ways to insert internal and external links.	I can illustrate ways to insert internal and external links.	I am able to independently and consistently illustrate ways to insert internal and external links.
BT-9.6.10	I have been exposed to comments to review and collaborate on a presentation.	I am developing the ability to utilize comments to review and collaborate on a presentation.	I can utilize comments to review and collaborate on a presentation.	I am able to independently and consistently utilize comments to review and collaborate on a presentation.
BT-9.6.11	I have been exposed to animation and slide transition tools on a presentation.	I am developing the ability to apply animation and slide transition tools on a presentation.	I can apply animation and slide transition tools on a presentation.	I am able to independently and consistently apply animation and slide transition tools on a presentation.
BT-9.6.12	I have been exposed to converting a	I am developing the ability to convert a	I can convert a presentation to be	I am able to independently and

	presentation to be viewed on all types of technology and media.	presentation to be viewed on all types of technology and media.	viewed on all types of technology and media.	consistently convert a presentation to be viewed on all types of technology and media.
BT-9.6.13	I have been exposed to various devices used in delivering a presentation.	I am developing the ability to differentiate between the various devices used in delivering a presentation.	I can differentiate between the various devices used in delivering a presentation.	I am able to independently and consistently differentiate between the various devices used in delivering a presentation.
BT-9.6.14	I have been exposed to ways to effectively present and communicate a presentation	I am developing the ability to illustrate ways to effectively present and communicate a presentation	I can illustrate ways to effectively present and communicate a presentation	I am able to independently and consistently illustrate ways to effectively present and communicate a presentation
BT-9.6.15	I sat for the PowerPoint certification exam.	I am working toward passing the PowerPoint certification exam.	I can pass the PowerPoint certification exam.	I showcased exemplary skill on the PowerPoint certification exam.

BT-9.7 Demonstrate professionalism in dress, conduct, and interpersonal skills

	Limited	Developing	Proficient	Exemplary
BT-9.7.1	I am working toward meeting the professional dress guidelines.	I can dress professionally when assigned most of the time.	I can dress professionally when assigned consistently.	I can dress professionally when assigned independently and consistently.
BT-9.7.2	I am working toward demonstrating proper workplace conduct and communication skills.	I can demonstrate proper workplace conduct and communication skills with reminders.	I can demonstrate proper workplace conduct and communication skills consistently.	I am a leader in demonstrating proper workplace conduct and communication skills.
BT-9.7.3	I can demonstrate proper interpersonal and soft skills with reminders.	I am developing proper interpersonal and soft skills.	I can demonstrate proper interpersonal and soft skills consistently.	I am a leader in demonstrating proper interpersonal and soft skills.