WGSD Curriculum
Business Department

Course: Integrated Technology
Grade Level: 9-12
LG 1 Word Processing

High Priority Standards
National Standards for Business Education: Communication **I. Foundations of Communication** **Achievement Standard:** Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels. **II. Societal Communication** **Achievement Standard:** Apply basic social communication skills in personal and professional situations. **IV. Technological Communication** **Achievement Standard:** Use technology to enhance the effectiveness of communication.

Learning Goal	Proficiency Scale
Students will be able to create enhanced word processing documents.	Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal. Level 3: Student demonstrates mastery with the learning goal as evidenced by: • Inserting digital pictures in a word document. • Producing a research paper with citations and bibliographical list references. • Change bibliographical style. • Create business letter with a letterhead.

	Level 2: Student demonstrates he/she is nearing proficiency by:
	
	• Recognizing and recalling specific vocabulary, such as: sizing handles, shade, signature line, scanner, resizing, page layout, picture effects, drag & drop editing, first line indent marker, shortcut keys, style, superscript, dimension, insert pictures.
	• Performing processes such as:
	    o Identifying hyperlinks
	    o Applying signature lines.
	    o Resizing images.
	    o Implementing drag and drop editing.
	
	Level 1: Student demonstrates a limited understanding or skill with the learning goal.

Learning Targets **Students know how to:** • Download digital internet images from an internet resource into a document. • Define terms related to word documents. • Be able to organize data in a table.	

Course: Integrated Technology
Grade Level: 9-12
LG 2 Spreadsheet Calculations

High Priority Standards
National Standards for Business Education: Communication   **Foundations of Communication**   **Achievement Standard:** Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels.   **IV. Technological Communication**   **Achievement Standard:** Use technology to enhance the effectiveness of communication.   **Informational Technology**   **V. Productivity Software**   **Achievement Standard:** Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.

Learning Goal	Proficiency Scale
Students will be able to perform calculations and analyze information in a spreadsheet.	Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal. Level 3: Student demonstrates mastery with the learning goal as evidenced by: • Creating formulas with addition, subtraction, division, and multiplication. • Formatting cell column and row contents. • Creating and name cell range in formulas. • Inserting embedded chart.

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Level 2: Student demonstrates he/she is nearing proficiency by:

- Recognizing and recalling specific vocabulary, such as: Active cell, sizing handles, embedded chart, insert mode, insert point, sum function, auto calculate average function, circular reference, value axis, range, decrease decimal button.
- Performing processes such as:
  - Applying sum functions.
  - Activating cells.
  - Applying sizing handles.
  - Sorting ranges alphabetically.

Level 1: Student demonstrates a limited understanding or skill with the learning goal.

Learning Targets

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Students know how to:

- Create an embedded clustered cylinder chart.
- Apply cell styles to data in the worksheet.
- Format cells in a worksheet.

Course: Integrated Technology
Grade Level: 9-12
LG 3 Presentations

High Priority Standards
National Standards for Business Education: Communication **Foundations of Communication** **Achievement Standard:** Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels. **IV. Technological Communication** **Achievement Standard:** Use technology to enhance the effectiveness of communication. Information Technology **V. Productivity Software** **Achievement Standard:** Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.

Learning Goal	Proficiency Scale
Students will be able to create digital presentations.	Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal. Level 3: Student demonstrates mastery with the learning goal as evidenced by: • Creating, formatting, and editing slides. • Applying design and layout principles. • Enhancing presentations with sound, graphics, transitions, and video.

Level 2: Student demonstrates he/she is nearing proficiency by:

- o Recognizing and recalling specific vocabulary, such as: Clip art task pane, black slide, slide transition, animation, layout gallery, digital clip organizer, bevel edge, color scheme, contrast
- Performing processes such as:
  - o Adding media to presentations.
  - o Inserting hyperlinks.
  - o Altering layouts.

Level 1: Student demonstrates a limited understanding or skill with the learning goal.

Learning Targets

Students know how to:
- Duplicate slides
- Add animation
- Add animations, transitions, & rehearse timings
- Add audio to presentations.
- Create multi –level bulleted list

Course: Integrated Technology
Grade Level: 9-12
LG 4 Databases

High Priority Standards
National Standards for Business Education: Communication **Foundations of Communication** **Achievement Standard:** Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels. **IV. Technological Communication** **Achievement Standard:** Use technology to enhance the effectiveness of communication. Information Technology **V. Productivity Software** **Achievement Standard:** Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.

Learning Goal	Proficiency Scale
Students will be able to create databases.	Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal. Level 3: Student demonstrates mastery with the learning goal as evidenced by: • Generating, formatting, and producing reports. • Designing and using database forms.

	• Creating queries to retrieve information.
	• Creating table relationships for a functional database.
	
	Level 2: Student demonstrates he/she is nearing proficiency by:
	• Recognizing and recalling specific vocabulary, such as: Records, field, unique identifier, database management system, primary key.
	• Performing processes such as:
	    o Explaining a unique identifier.
	    o Identifying fields in the database.
	
	Level 1: Student demonstrates a limited understanding or skill with the learning goal.

Learning Targets
Students know how to: • Create a database. • Create tables in datasheet and design views • Create and print custom reports. • Create and use a query. • Modify a report in layout view.