

Bemidji Area School Business Education Objectives

Introduction to Computer Technology

Grades 9 -12

Introduction to Computer Technology is an overview of personal computer hardware, operating system, word processing, spreadsheets, presentation, e-mail, internet, and database management software. Students will develop the ability to analyze, synthesize, evaluate, and apply technologies to solve problems, and increase productivity. The information technology field is indispensable for achieving an organization's business goals, and for facilitating the attainment of an individual's life and career goals.

Standard	Benchmarks
1. Hardware	<ul style="list-style-type: none"> • Describe current and emerging hardware.
2. Operating Systems and Utilities	<ul style="list-style-type: none"> • Describe problems with various types of operating systems and utilities.
3. Input Technologies	<ul style="list-style-type: none"> • Use input technologies to enter and manipulate information appropriately.
4. Productivity Software	<p>Identify, and use productivity software; diagnose and solve software problems.</p> <ul style="list-style-type: none"> • Microsoft Word <ul style="list-style-type: none"> ○ Basic editing ○ Formatting basics ○ Internet integration ○ Tables ○ Mail merge ○ Enhancing and automating • Microsoft Excel <ul style="list-style-type: none"> ○ Formulas ○ Formatting ○ Functions ○ Charts ○ Advanced printing ○ Advanced formatting ○ Advanced editing ○ Advanced charts ○ PivotCharts ○ PivotTables ○ Internet integration • Microsoft Access <ul style="list-style-type: none"> ○ Tables and datasheets ○ Lookups and forms ○ Searching ○ Displaying information ○ Reports • Microsoft PowerPoint <ul style="list-style-type: none"> ○ Basics ○ Text elements ○ Graphic elements ○ Preparing slide shows ○ Presenting slide shows • Microsoft Outlook <ul style="list-style-type: none"> ○ Basics

5. Interactive Media	<ul style="list-style-type: none">• Use multimedia software to create media rich projects.
6. Information Retrieval and Synthesis	<ul style="list-style-type: none">• Gather, evaluate, use, cite, and disseminate information from technology sources.
7. Database Management Systems	<ul style="list-style-type: none">• Use, plan, develop, and maintain database management systems.
8. Information Technology and Business Functions	<ul style="list-style-type: none">• Describe the information technology components of business functions and explain their interrelationships.
9. Use technology for managing and communicating professional information	<ul style="list-style-type: none">• Use Microsoft Word, Excel, PowerPoint, and Access to manage and communicate information.
10. Collaborate with peers, experts, and others to contribute to a content-related knowledge base by using technology to compile, synthesize, produce, and disseminate information, models, and other creative works.	<ul style="list-style-type: none">• Insert comments• track changes• compare and combine documents• accept/reject changes