**7th Grade Middle School Business and Computer Science Standards**

**MSBCS-BCSII-1: Students will reinforce keyboarding techniques.**

a) Identify and demonstrate appropriate techniques.

b) Identify ergonomic issues.

c) Refine touch method keyboarding speed and accuracy skills using the Alphanumeric and Numeric keypad.

**MSBCS-BCSII-2: The student participates in a variety of activities that demonstrate 21st Century employability skills.**

a) Show the importance of a positive attitude in obtaining and maintaining a job.

b) Explain the importance of proper etiquette for greeting and meeting people, dress code, attendance, and other workplace expectations.

c) Utilize brainstorming techniques to solve a problem.

d) Identify the benefits of teamwork.

e) Demonstrates an understanding of the nature of employer-employee relationships.

f) Discuss child labor laws.

**MSBCS-BCSII-3: The student will examine educational requirements, job responsibilities, employment trends, and opportunities in the different career pathways in Business and Computer Science.**

a) Investigate the 21st Century career opportunities.

b) Evaluate several occupational interests, based on various criteria (educational requirements, starting salaries, trends, opportunities, and career ladders).

c) Describe and demonstrate effective communication skills (reading, writing, speaking, and listening) in a business environment.

d) Explain why people need to work (e.g., social contacts, make purchases for necessities) expand knowledge, develop skills to meet basic needs and for personal satisfaction and enjoyment.

e) Construct and/or update a Career Plan as a tool to explore self-knowledge and academic aptitude and understand that career paths should relate to your individual traits.

**MSBCS-BCSII-4: The student will utilize word processing software.**

a) Identify uses of word processing software and careers related to word processing.

b) Identify and explain word processing terminology.

c) Create basic word processing documents related to business and computer science careers.

d) Retrieve, edit, manipulate, and print documents.

**MSBCS-BCSII-5: The student will utilize spreadsheet software.**

a) Identify uses of spreadsheet software and careers related to spreadsheet.

b) Identify and explain spreadsheet terminology.

c) Create and save basic spreadsheets and apply formulas related to business and computer science careers.

d) Retrieve, edit, manipulate, and print various spreadsheets.

e) Create various charts/graphs from spreadsheets.

**MSBCS-BCSII-6: The student will utilize database software.**

a) Identify uses of database software and careers related to database.

b) Identify and explain database terminology.

c) Create and save basic database related to business and computer science careers.

d) Retrieve, edit, manipulate, and print various databases

**MSBCS-BCSII-7: The student will utilize presentation/multimedia software.**

a) Identify uses of presentation/multimedia software in today’s workplace.

b) Identify and explain presentation/multimedia terminology.

c) Plan and design a multimedia presentation.

d) Create, save, print, and present a multimedia presentation on a business related career.

**MSBCS-BCSII-8: The student will utilize web page design software.**

a) Identify uses of web pages and careers related to web page in today’s workplace.

b) Identify and explain web page terminology including the elements of a web page.

c) Plan and design a web page.

**MSBCS-BCSII-9: The student will utilize desktop publishing software.**

a) Identify uses of desktop publishing software and careers related to desktop publishing.

b) Identify and explain desktop publishing terminology.

c) Create, edit, save, and print desktop publishing documents.

**MSBCS-BCSII-10: The student will demonstrate an understanding of ethics and potential dangers related to the use of the Internet.**

a) Investigate strategies for Internet Safety and the importance of not releasing personal information to strangers/Internet friends.

b) Evaluate websites to determine the accuracy of information and images.

**MSBCS-BCSII-11: The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in business.**

a) Discuss characteristics and opportunities that lead to the development of a successful career in entrepreneurship management, marketing, and banking and finance.

b) Create a logo, slogan, letterhead, and business card for an imaginary business.

**MSBCS-BCSII-12: The student will examine career requirements, job responsibility, employment trends, and opportunities for careers in networking, programming, and computer science.**

a) Discuss characteristics and opportunities that lead to the development of a successful career in networking, programming, and computer science.

b) Create a flow chart to demonstrate their understanding of basic programming concepts.

c) Compare and contrast types of networks, including LANs versus WANs and wireless versus wired.

d) Diagram a LAN for home & small business & essential components needed.

e) Create & use basic programming terms in context & in keying/designing a given program.