

Career and Technology Education – Business
Essential Learnings and “I can” Statements – February 2011
Centennial Middle School
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Standard 1: Students will be knowledgeable about the world of work, explore career options and relate personal skills, aptitudes, and abilities to education planning and future career decision making.

Objective 1: Identify and practice the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span, including recognizing that completion of high school with essential academic and CTE coursework provides a wide range of substantial post-secondary and career options.

Objective 2: Learn about the changing nature of the workplace, the value of work to society, and the connection of work to the achievement of personal goals.

Objective 3: Assess and apply interests, personal skills, aptitudes and abilities to education planning and future career decisions.

Effective Life Long Learning

- I can understand that education is a life-long process.
- I can explore the Career Pathways based on my talents and interests.
- I can utilize the Student Education Occupation Plan (SEOP) to create a plan for my high school course selections based on my Career Pathways focus.
- I can learn about occupations and post-secondary training opportunities related to those occupations.
- I can learn to set goals that are quantifiable, have time constraints and have mileposts which I can use to evaluate my progress.

Standard 3: Students will examine workplace tasks and concepts in Agriculture.

Objective 1: Explore the relationship and impact of agriculture and natural resources on the economy.

Objective 2: Identify the relationship and impact of agriculture on the family and consumer.

Objective 3: Understand the relationship and impact of agriculture and natural resources on

- I can explore the options for Careers in Agriculture.
- I can learn about the Four F's: Forestry, Flowers, Fibers and Food.
- I can learn about the impact of Agriculture on the economy.
- I can learn about the many careers related to Agriculture, not just Farmers.
- I can learn about the impact of agriculture on the world economy and trade.
- I can learn about supply and demand and how it affects pricing.

Standard 4: Students will examine workplace tasks and concepts in Business.

Objective 1: Students will demonstrate basic knowledge and application of hardware, software, and Internet use.

Excel

- I can create basic math formulas using excel
- I can use excel to sort information
- I can format excel documents using the formatting toolbar
- I can use the 10-key pad to enter data into excel

Word

- I can learn the correct way to format a word document in Office 2007
- I can change the font, color, and page layout of a word document
- I can change the margins, add clipart and pictures and print in Word.
- I can create tables and columns and create basic word documents and properly formatted research papers for my other classes

PowerPoint

- I can create a PowerPoint presentation using Microsoft Office 2007
- I can create different slides using various slide layouts
- I can change the background of each slide using the design templates and background colors
- I can video, sound and narration to my PowerPoint presentation
- I can add charts, graphs and slide animations to my PowerPoint presentation

Keyboarding

- I can learn the correct technique when keyboarding which includes eyes on the screen, correct fingering, and appropriate posture
- I can learn the home keys and use them as my guide to learn the other keys
- I can improve my keyboarding words per minute and errors and to 35 WPM with 6 or less errors by the end of the semester
- I can improve my skills entering numbers by learning the 10 key pad
- I can learn all the basic word functions which include, open, close, save, save as, print, copy, move, paste, insert, type over, font, line spacing, justification, margins, and word wrap
- I can create full sentences, short paragraphs, and stories by improving my keyboarding skills

Objective 2: Students will use technology independently and collaboratively in business applications.

Internet

- I can identify all the different parts of a network
- I can explain how the internet works
- I can create a basic webpage using html
- I can explain what a search engine and browser do
- I can save graphics from the internet and apply them to other applications
- I can use the CTE Pathways to explore different careers related to the internet

Objective 3: Students will develop basic business skills and explore a variety of business careers.

Careers

- I can fill out job applications and prepare for a job interview
- I can explain proper workplace etiquette and ethics
- I can explain sales tax and what payroll deductions are
- I can use the keypad to do basic 10 key
- I can create a budget and manage money

Standard 5: Students will examine workplace tasks and concepts in Economics.

Objective 1: Explore the relationship and impact of economics on business.

Objective 2: Explore the relationship and impact of economics on families and consumers.

Objective 3: Explore the relationship and impact of economics on technology

- I can understand the concept of Supply and Demand.
- I can understand the global nature of the economy and the impact of technology.
- I can understand how the national and global economy effects families through employment opportunities, pricing and politics.
- I can understand the importance of life-long learning on my ability to get and keep a job throughout my life.

Standard 8: Students will examine the workplace tasks and concepts in Information Technology.

Objective 1: Explore the relationship and impact of information technology and digital media in the business arena.

Objective 2: Explore the relationship and impact of information technology and digital media on the family and consumer.

Objective 3: Explore the relationship and impact of information technology and digital media in today's technology world

- I can explore different websites online to create interactive presentations
- I can identify the use of information Technology at home, school and work
- I can identify all the basic parts of a computer
- I can explain what each part of a computer does
- I can explain copyright law and explain the issues dealing with ethics in Information Technology
- I can identify basic computer language used to write software

Standard 9: Students will examine the workplace tasks and concepts in Marketing.

Objective 1: Explain the four P's of Marketing (product, pricing, promotion, and place) and how they are used in business and in society.

Objective 2: Explain the relationship and impact of marketing on the family and consumer.

Objective 3: Understand the relationship and impact of technology on marketing

- I should be able to name the 4 P's: Product, Price, Promotion, Place.
- I should be able explain how marketers target consumers including teens.
- I should be able to relate supply and demand to marketing concepts including the 4P's
- I can understand how demand is driven by marketing.
- I can be more aware of the use of technology to drive sales including the internet, t.v., music, movies and video games.
- I can be aware of product placement in the world around me.