Arkansas CTE

Exploring Business Applications: Grades 7-8 (2024)

Identify, describe, evaluate, select, and use appropriate technology. 1

1 **Identify hardware device functions, including peripherals, portable hardware appropriate for specific tasks, and emerging hardware as it impacts information technology.** 1.1

1 Discuss types of computing devices and how they process information. 1.1.1

2 Identify input, output, storage options, and other parts of the computer 1.1.2

2 **Describe and explore current and emerging software, including operating systems and application software.** 1.2

1 Identify fundamental concepts and common uses for application software (e.g. word processing, spreadsheets, graphics, and multimedia and presentation). 1.2.1

2 Identify the types and purposes of different utility programs. 1.2.2

3 Explain what an operating system is and how it works, and solve common problems related to operating systems (e.g. startup/shut down procedures, file management, and elements of the desktop). 1.2.3

3 **Identify how hardware and software interact.** 1.3

1 Describe major components and functions of computer systems and networks. 1.3.1

2 Describe how to maintain computer equipment and troubleshoot common problems. 1.3.2

3 Discuss the factors that go into an individual or organizational decision on how to purchase computer equipment. 1.3.3

Understand basic computer science terms and foundational skills. 2

1 **Describe the role of computer science in the workforce.** 2.1

1 Exhibit proficiency in computer science practices (e.g. perseverance, collaboration, patterns, tools, communication, ethics and impact, problem-solving). 2.1.1

2 Predict the role of computer science in future careers. 2.1.2

3 Describe trends in emerging and evolving computer technologies and their influence on IT practices. 2.1.3

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2 **reate programs to solve problems.** 2.2

1. Create an algorithm. 2.2.1
2. Use various debugging and testing methods to ensure program correctness. 2.2.2
3. Compare and contrast human intelligence and artificial intelligence (e.g. emotional decision making vs. logical decisions, common sense, literal vs. abstract). 2.2.3

Understand the fundamental concepts involved in the use of common software applications. 3

1. **Use word processing software to create and format academic and business documents.** 3.1
   1. Identify on-screen elements common to word processing software (e.g. menus, toolbars, ribbon, groups, tabs, document window). 3.1.1
   2. Create and save a document. 3.1.2
   3. Utilize common editing, formatting, and printing functions on various documents. 3.1.3
   4. Explain inserting, editing, and formatting tables in a document. 3.1.4
2. **Use spreadsheet software to create and format academic and business documents.** 3.2
   1. Identify on-screen elements common to spreadsheet software (e.g. cell, cell address, formula bar, sheet tabs, ribbon, column, row, name box,). 3.2.1
   2. Create and save a spreadsheet. 3.2.2
   3. Retrieve, edit, and format a spreadsheet. 3.2.3
   4. Create a chart from worksheet data. 3.2.4
   5. Use formulas and common functions in a spreadsheet. 3.2.5
3. **Design, create, and deliver an electronic slideshow for an audience.** 3.3
   1. Identify on-screen elements common to presentation software (e.g. navigation pane, slide, slide views, ribbon, slide layout, placeholders). 3.3.1
   2. Learn and apply proper presentation design techniques (e.g., 7x7 rule, keep it simple, no complete paragraphs/long sentences, limit transitions and animations, proper color choice, limit fonts). 3.3.2
   3. Create and format a simple presentation using proper design techniques. 3.3.3
   4. Apply transitions and animations to slides. 3.3.4
   5. Present an electronic presentation to peers. 3.3.5
4. **Use productivity software for organizational purposes.** 3.4
   1. Use an email application to create and format email messages in a variety of text formats (e.g. RTF, HTML, Plain Text). 3.4.1
   2. Use productivity software, such as Microsoft Outlook, to create appointments and schedule tasks. 3.4.2
   3. Use productivity software to manage contacts, create distribution lists, and schedule email messages. 3.4.3

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Understand, communicate, and adapt to a digital world. 4

1 **Apply strategies for determining the reliability of information found on the Internet.** 4.1

1 Demonstrate principal usages of the Internet. 4.1.1

2 Demonstrate how to conduct an effective search. 4.1.2

3 Evaluate the credibility of resources. 4.1.3

4 Provide proper documentation of resources. 4.1.4

2 **Employ responsible online etiquette and communication.** 4.2

1 Compare and contrast positive and negative social media presence. 4.2.1

2 Discuss the appropriate use of email and email “netiquette.” 4.2.2

3 Critique one’s own digital presence. 4.2.3

4 Identify situations involving cyberbullying and learn different techniques to handle the situations. 4.2.4

5 Discuss how to use computers and the Internet safely, legally, and responsibly. 4.2.5

3 **Describe the risks of using computer hardware and software online.** 4.3

1 Cite ways to prevent data loss. 4.3.1

2 Identify types of computer crimes (e.g. hacking, phishing, computer fraud, identity theft, cyberstalking, cyberbullying, copyright infringement, software piracy). 4.3.2

3 Identify computer viruses and types of protection. 4.3.3

Determine and discuss the value of professionalism and involvement in professional, academic, and leadership activities. 5

1 **Recognize and discuss the academic and professional benefits of participating in a CTSO.** 5.1

1 Discuss Career and Technical Student Organizations (CTSO) such as FBLA and DECA. 5.1.1

2 Understand the importance of professional dress and evaluate appropriate dress for CTSO conferences. 5.1.2

2 **Develop personal traits for success.** 5.2

1 Identify, practice, and develop effective communication skills. 5.2.1

2 Identify and cultivate traits important to success (e.g. initiative, positive attitude, enthusiasm, self-confidence). 5.2.2

3 Discuss integrity and ethical leadership. 5.2.3