Indiana CTE

Business and Information Technology (2014): Grades 6, 7, 8

Adopted 2014

Computer Technology

Concepts and Operations

MLB-1. Students demonstrate functional understanding of technology concepts, systems, and their interactivity. MLB-1

1. Differentiate among computer types, history, and purpose of computer systems MLB-1.1
2. Distinguish between the different types of memory and storage and their uses and purpose MLB-1.2
3. Differentiate among operating systems, application software, and the Internet MLB-1.3
4. Explain the information processing cycle MLB-1.4
5. Apply concepts of file management to organize and manage files and folders; including backing up files. MLB-1.5
6. Critique a variety of current and emerging technologies used by society MLB-1.6

MLB-2. Students use hardware and software components and understand the use of input and output devices. MLB-2

1. Use hardware devices and software applications to enhance learning MLB-2.1
2. Evaluate and select appropriate input/output devices and storage devices MLB-2.2
3. Demonstrate effective keyboarding techniques to improve proficiency and apply these skills on multiple devices MLB-2.3
4. Diagnose problems that may arise with hardware and software and identify solutions for common issues MLB-2.4

Tool for Creativity, Innovation, and Productivity

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MLB-3. Students use technology as a tool to enhance learning and creativity and to increase productivity in developing their projects. MLB-3

1. Demonstrate operations common to software applications MLB-3.1
2. Use word processing software to compose, design, edit, and print MLB-3.2
3. Use spreadsheet software to calculate, graph, organize, and present data MLB-3.3
4. Design presentations and projects using text, sounds, images, video, and animation MLB-3.4
5. Explore coding and its function in creating software applications MLB-3.5
6. Integrate data between word processing, spreadsheet, presentation, and internet applications MLB-3.6

Information Research Tool

MLB-4. Students gather, evaluate, use, and cite information from computer technology sources. MLB-4

1. Identify various types of online resources and their intended function MLB-4.1
2. Review digital content for quality, credibility, validity, and up-to-date information MLB-4.2
3. Use technology to investigate a variety of sources and media for research purposes MLB-4.3
4. Identify various browser features, such as menus and tools, which could be used to access information efficiently on the Internet MLB-4.4
5. Use various search techniques to refine outcomes for research MLB-4.5
6. Cite sources of information used in a proper format MLB-4.6

Digital Citizenship

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MLB-5. Students integrate technology in a social, legal, ethical, and safe manner to be lifelong digital citizens. MLB-5

1. Differentiate between appropriate technology uses in various environments such as school, home, and work MLB-5.1
2. Discuss and explain responsible uses of technology and the consequences for choosing to participate in illegal activities such as plagiarism, piracy, and violating copyright/fair use MLB-5.2
3. Identify the characteristics and consequences of cyberbullying MLB-5.3
4. Synthesize and demonstrate rules of digital netiquette MLB-5.4
5. Investigate the risks and practice safe, legal, ethical, and responsible use of technology and the Internet MLB-5.5
6. Create strong passwords, learn strategies to avoid scams and schemes, and analyze privacy policies MLB-5.6
7. Recognize and explain the need for protecting privacy in order to preserve an online digital footprint MLB-5.7
8. Investigate the risks of improper use of technology as it relates to the health and wellness of the user MLB-5.8

Career Exploration

Exploring Self

MLB-6. Students analyze personal characteristics to create a personal profile. MLB-6

1. Identify personal and family morals, values, and ethic MLB-6.1
2. Explore and describe personal aptitudes, interests, and skills through the use of personal assessments MLB-6.2
3. Explore personal priorities and goals for life and career MLB-6.3
4. Examine learning style preferences and determine their application to school and work MLB-6.4

Exploring College and Careers

MLB-7. Students use Career Clusters, Indiana's College and Career Pathways, and other sources to explore careers. MLB-7

1. Locate, understand and use career information and resources to set short and long term goals for career decisions MLB-7.1
2. Identify economic, global, technology, and social trends in the workplace and labor market MLB-7.2
3. Describe the various careers in each of the Career Clusters MLB-7.3
4. Describe post-secondary educational options such as technical programs, military, apprenticeships, two-year and four-year colleges, and resources for obtaining postsecondary education and training MLB-7.4

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ecision-Making and Planning

MLB-8. Students apply critical and creative thinking to make decisions, create flexible career plans, and solve problems, to succeed in their secondary and college education, as well as in their careers and life. MLB-8

1. Demonstrate components of critical and creative thinking when putting life choices and careers through the decision-making process MLB-8.1
2. Identify choices, options and consequences of life and career decisions MLB-8.2
3. Identify skills needed for career choices and match to personal abilities and interest MLB-8.3
4. Explain the impact of selected careers on lifestyle goals MLB-8.4
5. Review and update a high school graduation plan MLB-8.5
6. Interpret results of a self-assessment inventory to create an initial education and career plan MLB-8.6

Personal and Employability Skills

MLB-9. Students demonstrate personal skills and employability needed for success in school, life and career. MLB-9

1. Demonstrate habits of mind such as taking responsible risks, thinking and communicating with clarity and precision, questioning and posing problems, and thinking independently MLB-9.1
2. Demonstrate personal and basic employability skills such as attendance, integrity, meeting deadlines, and dependability MLB-9.2
3. Demonstrate appreciation of diversity in school, life and career settings MLB-9.3
4. Demonstrate personal leadership skills to lead and inspire others, accomplish common goals, and function effectively in school, life and career settings MLB-9.4
5. Demonstrate school, life and career self-management skills related to responsibility and work ethic MLB-9.5
6. Demonstrate what good principles of technology and digital citizenship would look like in the workplace MLB-9.6
7. Discuss standards for personal appearance, attire, grooming, and etiquette appropriate for specific school and life settings MLB-9.7

Personal Financial Responsibility

Financial Responsibility and Decision Making

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MLB-10. Students demonstrate management of individual and family finances by applying reliable information and systematic decision-making. MLB-10

1. Describe the benefits of financial responsibility and the costs of financial irresponsibility MLB-10.1
2. Analyze the accuracy and helpfulness of financial information gathered from a variety of print and online resources MLB-10.2
3. Identify the primary state and federal consumer protection agencies MLB-10.3
4. Describe unfair or deceptive business practices that are forbidden by consumer protection laws MLB-10.4
5. Set measurable short-term and intermediate/medium-term financial goals MLB-10.5
6. Apply systematic decision-making to short-term and intermediate/medium-term goals MLB-10.6
7. Explain benefits of discussing important financial matters with household members and/or financial personnel MLB-10.7
8. Identify factors that determine differing values and attitudes about money MLB-10.8
9. Describe the possible consequences of disclosing particular types of personal information to others MLB-10.9

Relating Income and Careers

MLB-11. Students analyze how education, income, career, and life choices relate to achieving financial goals. MLB-11

1. Explain how an individual's interests, knowledge, abilities, and career choices affect income. MLB-11.1
2. Identify jobs children and youth can legally obtain at certain ages to earn money MLB-11.2
3. Give examples of sources of income in addition to wages or salary MLB-11.3
4. Describe taxable income and employee benefits MLB-11.4
5. Differentiate between gross, net and disposable income MLB-11.5
6. Describe the items commonly included in payroll deductions MLB-11.6

Planning and Money Management

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MLB-12. Students manage money effectively by developing financial goals and budgets. MLB-12

1. Illustrate allocation of a weekly allowance among the financial goals of spending, saving, investing, and sharing/giving MLB-12.1
2. Explain basic budget categories, including income, taxes, planned savings and fixed and variable expenses MLB-12.2
3. Describe how a future short-term or long-term financial goal will be included in a budget MLB-12.3
4. Identify and organize product information, warranties, and financial documents needed for retention MLB-12.4
5. Compare the advantages and disadvantages of different payment methods MLB-12.5
6. Demonstrate steps in establishing and maintaining financial accounts MLB-12.6
7. Investigate financial assistance for post-secondary education MLB-12.7
8. Explain external factors that influence spending decisions MLB-12.8
9. Describe how charitable giving can fit into a personal budget and how to determine appropriate percentages for giving MLB-12.9

Managing Credit and Debt

MLB-13. Students manage credit and debt to remain both creditworthy and financially secure. MLB-13

1. Compare advantages and disadvantages of various types of credit MLB-13.1
2. Explain factors to consider when using credit or obtaining a loan MLB-13.2
3. Determine the total cost of repaying credit and loans MLB-13.3
4. Explain the value of credit reports and a positive credit history to consumers, borrowers and lenders MLB-13.4
5. Identify possible credit and debt problems, their consequences, and ways to avoid them MLB-13.5
6. Discuss the rights, responsibilities, and protections of buyers and sellers under consumer credit laws MLB-13.6

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Risk Management and Insurance

MLB-14. Students analyze the features of insurance, its role in balancing risk, and benefits in financial planning. MLB-14

1. Explain the relationship between risk and insurance MLB-14.1
2. Identify the main features of insurance such as premiums, deductibles, and transfer of risk MLB-14.2
3. Describe the need for and value of health, property, life, disability and liability insurance in managing risk MLB-14.3

Saving and Investing

MLB-15. Students analyze saving and investing for short-term needs and building long-term financial security and wealth. MLB-15

1. Describe the advantages and disadvantages of saving for short-term and medium-term financial goals MLB-15.1
2. Explain the difference between simple and compound interest MLB-15.2
3. Compare the advantages and disadvantages between saving and investing MLB-15.3
4. Research and track publicly traded stock, record daily market values, and indicate the gains or losses between two specified date MLB-15.4
5. Define benefits and limits of federal deposit insurance MLB-15.5

Basic Business

Business Communications

MLB-16. Students apply concepts of effective business communications to their interpersonal relationships and to their academic, as well as professional, documents and correspondence. MLB-16

1. Identify and create personal and business correspondence which displays: clarity, professionalism, relevancy, and confidentiality MLB-16.1
2. Practice and exhibit active listening techniques MLB-16.2
3. Differentiate between types of internal and external communications and how they should be designed and distributed MLB-16.3
4. Demonstrate the concepts of collaboration with peers as they relate to successful communication both personally and professionally MLB-16.4
5. Display appropriate and professional techniques in public speaking as well as in written and nonverbal communication MLB-16.5
6. Create, format, edit, store, and distribute academic, professional, and personal documents for the appropriate audience, purpose, and situation MLB-16.6

Marketing

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MLB-17. Students apply the concepts of marketing functions, plans, and strategies to develop appropriate methods to serve potential customers MLB-17

1. Define marketing and its impact on society MLB-17.1
2. Distinguish between the different types of marketing and their importance in successful product marketing MLB-17.2
3. Identify the four P's of the marketing mix MLB-17.3
4. Explain how businesses compete in the marketplace MLB-17.4
5. Identify how customers' input and feedback can influence a business's marketing strategy MLB-17.5
6. Create promotional materials for a new or existing product or service MLB-17.6
7. Define potential target markets for a specific product or service MLB-17.7
8. Design a new product or service, or find a way to improve an existing product or service, to meet customer wants MLB-17.8
9. Discuss the importance of businesses giving back to the community MLB-17.9

Entrepreneurship

MLB-18. Students apply concepts of economic conditions, market competitions, financing strategies, innovation and opportunity recognition; while integrating their knowledge of business management and marketing principles, in order to design and develop a successful new venture. MLB-18

1. Define entrepreneurship and examine its history in the United States MLB-18.1
2. Identify the personal traits/behaviors of a successful entrepreneur MLB-18.2
3. Identify the types of entrepreneurial ventures, traditional as well as those online MLB-18.3
4. Define the role of a business plan MLB-18.4
5. Identify the three main types of business ownership and the advantages and disadvantages of each MLB-18.5
6. Recognize the influence of demographics and the economy on entrepreneurial ventures MLB-18.6
7. Identify revenue, expenses, and profit as they relate to a business's financial goals MLB-18.7