

BUSINESS EDUCATION CURRICULUM SUMMARY

The purpose of the Business Education Curriculum Summary is to present an overview of the Advanced Digital Information Technologies curriculum. Parents are the intended audience of the Business Education Curriculum Summary

DIGITAL CITIZENSHIP
<ul style="list-style-type: none"> • Social Bookmarking and Tags (e.g. Delicious...) • Use advanced search techniques (Boolean logic) • Self Help • Digital Safety • Follow AUP (Acceptable Use Policy) • Protect personal security/privacy • Protect hardware and network security • Digital Rights/Responsibilities • Copyright and Fair Use Law • Plagiarism • Digital Etiquette • Cyber Bullying

DATA MANAGEMENT
<ul style="list-style-type: none"> • Enter data into a prepared database • Specify the components of a database • Add fields and change data types • Sort records (single field, multiple fields) • Incorporate multimedia elements into the database • Modify the design of a database • Explain various uses of a database • Identify terminology/ components of a database • Filter data by using specific criteria • Evaluate and analyze results • Analyze data • Create/edit tables, queries/ forms and reports • Distinguish among the field data types • Create relationships by linking tables

FILE MANAGEMENT
<ul style="list-style-type: none"> • Saving and retrieving student files/folders • Retrieving network files/folders • Create, organize files/folders • Login/Password protocols; Accessing district Resource

DIGITAL MEDIA
<ul style="list-style-type: none"> • Advanced (insert images/audio/video, charts, hyperlinks, animations, etc.) • Other Web 2.0 Presentation Software (e.g. Google Docs, Prezi, Slides 360, etc) • Recording Audio, video, etc. (posting projects) Wikis, Blogs/Forums, etc. • Demonstrate the use of digital devices (ex. iPod, digital camera, webcams, scanners, SMART Board, etc.)Photo Editing (brightness/contrast, layers, filters, crop,

WORD PROCESSING/PUBLISHING
<ul style="list-style-type: none"> • Spell checking and Proofreading • Resume Development

SPREADSHEETS

- Explain the function of a spreadsheet
- Enter and edit data in a spreadsheet
- Auto fill, etc.
- Insert rows and columns
- Format cells (currency, percent, comma, and accounting formats)
- **Charts**
 - *Create and analyze charts to present spreadsheet data in a meaningful manner
 - *Customize charts with colors, patterns, fonts and formats
 - *Edit charts including the axis, titles, data series and legends
 - *Create, modify and edit a variety of chart types
- **Formulas**
 - *Use standards functions (Sum, Average, Min, Max, Median, and Mode)
 - *Use advanced functions (if, concatenate, etc...)
 - *Copy a formula (absolute, relative cell reference)

WEB PAGE DESIGN

- Evaluate web content
- Create and edit code using HTML basic tags
- Develop a plan for a website following a model
- Design elements (i.e. accessibility, visual layout, etc...)
- Utilize digital copyright laws
- Develop a website utilizing web editors
- Utilize/incorporate existing scripting (i.e. dynamic drive)
- Analyze available data for web statistics and usage