

WGSD Curriculum
Business Department

Course: APPS Online
Grade Level: 9-12
LG 1 Word Processing

High Priority Standards

National Standards for Business Education:
Communication

I. Foundations of Communication

Achievement Standard: Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels.

II. Societal Communication

Achievement Standard: Apply basic social communication skills in personal and professional situations.

IV. Technological Communication

Achievement Standard: Use technology to enhance the effectiveness of communication.

Learning Goal	Proficiency Scale
<p>Students will understand how to communicate with word processing software.</p>	<p>Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal.</p> <p>Level 3: Student demonstrates mastery with the learning goal as evidenced by:</p> <ul style="list-style-type: none"> • Creating and formatting documents that include elements such as tables, charts, images, headers/footers, hyperlinks, letterheads, special spacing and margins, citations and references. • Creating and formatting MLA formatted research documents. • Detecting and correcting proofreading and formatting errors. • Developing and formatting envelopes and labels.

WGSD Curriculum
Business Department

Level 2: Student demonstrates he/she is nearing proficiency by:

- Recognizing and recalling specific vocabulary, such as: wordwrap, character and paragraph formatting, font, font size, style, research paper, Modern Language Association of America, parenthetical reference, works cited, line and paragraph spacing, header/footer, first-line indent, hard page break, hanging indent, border, tab stop, and nonbreaking space.
- Performing processes such as:
 - Identifying the parts of a business document.
 - Creating a basic document without added elements.
 - Formatting documents from templates.

Level 1: Student demonstrates a limited understanding or skill with the learning goal.

Learning Targets

Students know how to:

- Create a resume.
- Write a MLA style report with works cited page.
- Compose a business letter with letterhead.
- Format mailings, tables, and flyers.

WGSD Curriculum
Business Department

Course: APPS Online

Grade Level: 9-12

LG 2 Spreadsheets

High Priority Standards

National Standards for Business Education:

Communication

Foundations of Communication

Achievement Standard: Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels.

II. Societal Communication

Achievement Standard: Apply basic social communication skills in personal and professional situations.

IV. Technological Communication

Achievement Standard: Use technology to enhance the effectiveness of communication.

Informational Technology

V. Productivity Software

Achievement Standard: Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.

Learning Goal	Proficiency Scale
<p>Students will understand how to communicate with spreadsheet software.</p>	<p>Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal.</p> <p>Level 3: Student demonstrates mastery with the learning goal as evidenced by:</p> <ul style="list-style-type: none"> • Developing, designing and editing spreadsheets, tables, charts and graphs. • Applying formulas and function where applicable.

WGSD Curriculum
Business Department

- Applying formatting features to cells, columns and row content.
- Interpreting and organizing spreadsheet data.
- Applying absolute and relative cell references where applicable.
- Generating, protecting and freezing features in a worksheet.
- Interpreting spreadsheet data using “what if” scenarios.
- Modifying and manipulating multiple worksheets in a workbook.

Level 2: Student demonstrates he/she is nearing proficiency by:

- Recognizing and recalling specific vocabulary, such as: embedded chart, formula, function, if-statement, auto calculate, order of operations, range finder, absolute and relative addressing, worksheet and workbook.
- Performing processes such as:
 - Identifying components of a spreadsheet.
 - Distinguishing between different formulas and functions.

Level 1: Student demonstrates a limited understanding or skill with the learning goal.

Learning Targets

Students know how to:

- Create multiple types of spreadsheets with and without graphics.

WGSD Curriculum
Business Department

Course: APPS Online

Grade Level: 9-12

LG 3 Databases

High Priority Standards

National Standards for Business Education:
Communication

Foundations of Communication

Achievement Standard: Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels.

II. Societal Communication

Achievement Standard: Apply basic social communication skills in personal and professional situations.

IV. Technological Communication

Achievement Standard: Use technology to enhance the effectiveness of communication.

Information Technology

V. Productivity Software

Achievement Standard: Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.

Learning Goal	Proficiency Scale
Students will understand how to communicate with a database.	Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal. Level 3: Student demonstrates mastery with the learning goal as evidenced by: <ul style="list-style-type: none">• Developing and manipulating a database.• Generating operations using various database features and reports.

WGSD Curriculum
Business Department

- Differentiating between field types and their place in the database.
- Sorting databases using queries.
- Generating and using forms in a database.

Level 2: Student demonstrates he/she is nearing proficiency by:

- Recognizing and recalling specific vocabulary, such as: field, records, queries, reports, forms, unique identifier.
- Performing processes such as:
 - Identifying parts of a database.
 - Translating query results.

Level 1: Student demonstrates a limited understanding or skill with the learning goal.

Learning Targets

Students know how to:

- Create a database, and produce multiple types of forms and reports.

WGSD Curriculum
Business Department

Course: APPS Online

Grade Level: 9-12

LG 4 Presentations

High Priority Standards

National Standards for Business Education:

Communication

Foundations of Communication

Achievement Standard: Communicate in a clear, complete, concise, correct, and courteous manner on personal and professional levels.

II. Societal Communication

Achievement Standard: Apply basic social communication skills in personal and professional situations.

IV. Technological Communication

Achievement Standard: Use technology to enhance the effectiveness of communication.

Information Technology

V. Productivity Software

Achievement Standard: Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.

Learning Goal

Students will understand how to communicate with a digital presentation.

Proficiency Scale

Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal.

Level 3: Student demonstrates mastery with the learning goal as evidenced by:

WGSD Curriculum
Business Department

- Developing, formatting and editing presentations.
- Applying design and layout principles to a presentation, such as visual appeal, appropriate graphics, transitions, embedded media, charts/tables, hotspots, and hyperlinks.
- Presenting the product with an effective oral component.

Level 2: Student demonstrates he/she is nearing proficiency by:

- Recognizing and recalling specific vocabulary, such as: slide show, design, layout, paragraph and character formatting, animation, transition, embedded media, and visual elements of style.
- Performing processes such as:
 - Identifying main elements of a slide show presentation.
 - Inserting slide effects and transitions.
 - Presenting the final product.

Level 1: Student demonstrates a limited understanding or skill with the learning goal.

Learning Targets

Students know how to:

- Create and present PowerPoint presentations with multiple formats and effects.

WGSD Curriculum
Business Department

Course: APPS Online
Grade Level: 9-12
LG 5 Online Presence

High Priority Standards

National Standards for Business Education:

Information Technology

V. Productivity Software

Achievement Standard: Identify, evaluate, select, install, use, upgrade, and customize productivity software; diagnose and solve software problems.

XIII. Information Technology Planning and Acquisition

Achievement Standard: Plan the selection and acquisition of information technologies.

Learning Goal	Proficiency Scale
<p>Students will understand how to communicate in an online environment.</p>	<p>Level 4: Student demonstrates an in-depth inference or advanced application or innovates with the learning goal.</p> <p>Level 3: Student demonstrates mastery with the learning goal as evidenced by:</p> <ul style="list-style-type: none"> • Differentiating between appropriate and inappropriate online etiquette. • Assessing browser and online productivity tools for efficacy of purpose. • Choosing the best environment for communications, such as email, web page,

WGSD Curriculum
Business Department

	<p>twitter, or blogs.</p> <ul style="list-style-type: none">• Acknowledging original creators when sharing materials and information.• Applying advanced browsing techniques to access and evaluate needed information. <p>Level 2: Student demonstrates he/she is nearing proficiency by:</p> <ul style="list-style-type: none">• Recognizing and recalling specific vocabulary, such as: internet, copyright, blogs, podcasts, wikis, browsers, Boolean search, authority, bias, view-point, world-wide-web.• Performing processes such as:<ul style="list-style-type: none">○ Identifying principle usages of online communication and internet uses.○ Using standard browsing techniques to access needed information.○ Identifying quality sources of information. <p>Level 1: Student demonstrates a limited understanding or skill with the learning goal.</p>
<p style="text-align: center;">Learning Targets</p> <p>Students know how to:</p> <ul style="list-style-type: none">• Access internet sites effectively.• Assess internet resources for quality.• Apply copyright principles to online activity.	