

## Learning Targets for Technology Courses BHS

### **Digital Communication & Technology Core (DT - District Code)**

*Courses in this core: B201:Keyboarding 1, B202:Keyboarding 2, B300:Comptr/BusinessAppl, B302:Cmptr/Bus Appl2, B305:Desktop Publishing, B410:Business Tech*

LT1: Use digital technology to create, express, and interpret information and ideas.

LT2: Use digital technology tools to access, manage, and integrate information.

LT3: Use digital technology appropriate for business and marketing career growth and exploration.

LT4: Apply and demonstrate key professional metacognitive skills to facilitate business success and to progress in business, marketing, sales and service careers.

### **Digital Communication & Technology Core**

LT1: Use digital technology to create, express, and interpret information and ideas.

ST1-1: Create, format, and edit a document with graphics.

ST1-2: Create, format, and edit a spreadsheet using formulas.

ST1-3: Create, format, and edit a presentation.

ST1-4: Create, format, and edit a database.

ST1-5: Create a document with a title page, lists, tables, and a watermark.

ST1-6: Use a template to create a document.

ST1-7: Use financial functions, data tables, and amortization schedules.

ST1-8: Build a presentation with enhanced features, designs, and integration.

ST1-9: Update database management with additional reports, forms, and queries.

LT2: Use digital technology tools to access, manage, and integrate information.

ST2-1: Create a research paper with citations and references.

ST2-2: Create a business letter with a letterhead and table.

ST2-3: Create a worksheet using formulas, functions, and formatting

ST2-4: Enhance a presentation with pictures, shapes, and WordArt.

ST2-5: Utilize reports, queries, forms, and tables to access database capabilities.

ST2-6: Utilize file management techniques.

ST2-7: Utilize Internet resources.

ST2-8: Generate form letters, mailing labels, and a directory.

ST2-9: Create a newsletter with a pull-quote and graphics.

ST2-10: Work with multiple worksheets and workbooks.

ST2-11: Enhance a presentation with information graphics, collaboration, and navigation.

ST2-12 Utilize advanced reporting techniques for database management.

ST2-13: Integrate relevant Internet resources.

LT3: Use digital technology appropriate for business and marketing career growth and exploration.

ST3-1: Create a personal resume and matching cover letter.

ST3-2: Create a personal worksheet integrating real-time information.

ST3-3: Create a personal presentation.

ST3-4: Create a personal database.

ST3-5: Create a personal website.

LT4: Apply and demonstrate key professional metacognitive skills to facilitate business success and to progress in business, marketing, sales and service careers.

ST1: COLLABORATION: Students work effectively with others; respect diversity; are empathetic, cooperative, and willing to compromise; assume shared responsibility for group tasks; and communicate effectively in groups.

ST2: COMMUNICATION: Students effectively communicate and listen through oral, written, visual, and nonverbal formats in both formal and information situations.

ST3: LEADERSHIP: Students inspire and influence others to achieve a common goal by capitalizing on strengths to coordinate tasks; motivating and guiding others; taking initiative and responsibility for outcomes; being decisive, assertive, and authoritative; developing others' skills; and negotiating conflict.

ST4: SELF-EFFICACY: Students are confident in their ability to obtain academic success; persist to overcome challenges; and are not defeated by failure.

ST5: INTEGRITY: Students work in a systematic and organized fashion to develop precise and accurate products that comply with procedures and directions; have high standards; and maintain personal and academic integrity.

ST6: ADAPTABILITY: Students respond and adapt well to change; are comfortable with ambiguity; adjust priorities and thinking in response to change; manage pressure and setbacks; and maintain an optimistic outlook.