

# 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**

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### **Tool for Creativity, Innovation, and Productivity**

- 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**

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### **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**

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## Digital Citizenship

- 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**
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## 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**
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### 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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## Decision-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**

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## 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**
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## Personal Financial Responsibility

### Financial Responsibility and Decision Making

- 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**
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### 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**

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## Planning and Money Management

**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**

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## 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**

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## 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**

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## 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**

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## Marketing

- 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**

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## 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**