

# MSBCS – 6<sup>th</sup>– 8<sup>th</sup> Grade AKS

## 6th Grade AKS – Current

<b>Keyboarding</b>	
1) Develop keyboarding skills by touch with speed and accuracy	a) Demonstrate proper keyboarding techniques
<b>21<sup>st</sup> Century Skills</b>	
2) Develop and model employability skills	a) Demonstrate employability skills such as teamwork, problem-solving, and organizational skills
3) Develop an individual career plan reflecting personal traits and beliefs	
<b>Computer Applications</b>	
4) Apply basic word processing skills to documents	a) Identify and utilize formatting and editing tools
5) Utilize a spreadsheet application	a) Insert a formula to calculate data b) Generate a graph or chart
6) Utilize a database application	a) Use database tools to manipulate data
7) Utilize desktop publishing software	a) Create, edit, and manipulate a desktop publishing document
8) Design and produce a multimedia presentation	a) Identify and insert a variety of media
<b>Internet and Safety</b>	
9) Demonstrate computer safety and file maintenance.	a) Create and manage files b) Follow safety procedures in the use of computers
10) Discuss internet safety and security issues.	a) Understand dangers associated with the Internet in general
11) Utilize the internet as a resource.	a) Discuss internet resources and copyright laws
<b>Information Systems</b>	
12) Classify computer system components.	a) Identify and define the key functional components (input and output devices, hardware vs. software, etc.)

# MSBCS - 7<sup>th</sup> Grade AKS

## Current

<b>Keyboarding Skills</b>	
1) Build and expand proficiency in keyboarding	A) Identify and demonstrate appropriate technique
<b>21st Century Skills</b>	
2) Demonstrate employability skills	A) Describe the effect of attitude on employability B) Investigate workplace expectations
3) Examine pathways to a successful career in Business and Computer Science	A) Investigate occupational interests based on criterion (such as: education, salary, trends, opportunities) B) Summarize why people work C) Identify careers associated with business and multimedia applications
<b>Computer Applications</b>	
4) Utilize word processing software to create, edit and manipulate word processing documents	A) Demonstrate use of formatting, editing, and graphic terminology and tools B) Retrieve, edit, and manipulate documents
5) Utilize spreadsheet software to create, edit and manipulate spreadsheet documents	A) Insert formulas to produce desired outcomes B) Manipulate charts and graphs
6) Utilize database software to create, edit and manipulate a database	A) Apply appropriate tools to organize data B) Retrieve specified information
7) Utilize multimedia software to create, edit and manipulate a multimedia presentation	A) Incorporate a variety of media and associated terminology B) Identify the uses of multimedia software
8) Utilize software related to web page design to plan and design a webpage	A) Explain web page terminology including elements of a web page B) Summarize why companies use web pages
<b>Programming</b>	
9) Design a given program to demonstrate understanding of basic programming concepts	A) Identify programming languages and terminology B) Utilize brainstorm techniques to solve a problem
<b>Internet and Safety</b>	
10) Investigate internet safety, privacy and information accuracy	
11) Distinguish between ethical and unethical behaviors when using the internet	
12) Distinguish among various types of networks	A) Identify careers that create or manage networks B) Compare LAN vs. WAN
<b>Intro to Business</b>	
13) Identify concepts and fundamentals of entrepreneurship and business ownership	

# MSBCS - 8<sup>th</sup> Grade AKS

## Current

<b>Keyboarding Skills</b>	
1) Build and expand proficiency in keyboarding	
<b>21st Century Skills</b>	
2) Use various computer applications to demonstrate effective communication skills in the business world	A) Identify how technology differs in various cultures B) Explain the importance of proper etiquette and workplace expectations
3) Demonstrate the ability to problem solve by working through a process	A) Utilize brainstorming techniques to emphasize the importance of creativity in problem solving
4) Exhibit critical thinking to make informed cohesive judgments	
<b>Business Foundations</b>	
5) Examine basics of accounting and personal finance utilizing a spreadsheet	A) Apply spreadsheet tools and features. B) Analyze data represented in a spreadsheet. C) Identify differences between accounting and personal finance
6) Examine the basics of entrepreneurship while utilizing a variety of software applications and multimedia tools	A) Define entrepreneurship and identify necessary traits of a successful entrepreneur B) Formulate a business opportunity based on personal interest, hobbies and or skill set C) Identify the common types of business ownership (sole proprietorship, partnership and corporation)
<b>Information Systems</b>	
7) Investigate types of networking and Internet access	A) Define key terms such as servers, LANs, dial-up, wireless, DSL and cable broadband
<b>Internet and Safety</b>	
8) Differentiate between civil and criminal law as related to Internet safety and computer crimes	A) Describe how ethics impact a business environment (copyright, security, theft, viruses)
<b>Marketing</b>	
9) Examine the basics of marketing using web and desktop publishing applications	A) Describe the four elements of the marketing mix (product, place, price, promotion) B) Design a web page utilizing multimedia tools to implement the concepts of the marketing mix C) Explain the importance of target market and research relative to demographics
10) Utilize multimedia software to create, edit and manipulate a multimedia presentation	A) Identify careers that utilize multimedia software B) Identify multimedia terminology
11) Utilize software related to web page design to plan and design a webpage	A) Identify web page terminology B) Generate animations, photos, or graphics to enhance a webpage

	C) Summarize why companies use the internet/web pages
<b>Careers</b>	
12) Use technology to investigate 21 <sup>st</sup> century computer related career opportunities	
<b>Financial Literacy</b>	
13) Demonstrate an understanding of economics using different types of software applications	A) Examine the role that supply and demand has on price B) Differentiate between products and services in a market economy