

DeRuyter Central School District

Computer, Operation & Application

Grade 10

29 Benchmarks

► **Standard 1: Demonstrates touch typing with appropriate speed and accuracy**

► **Standard 2: Knows the characteristics and uses of computer hardware**

- BE.CL 2.1 Define a computer
- BE.CL 2.2 Differentiate between hardware and software
- BE.CL 2.3 Know the concept of computer networks
- BE.CL 2.4 Knows the characteristics and uses of computer hardware
- BE.CL 2.5 Identify input devices and describe how they are connected to a computer
- BE.CL 2.6 Identify output devices and describe how they are connected to a computer
- BE.CL 2.7 Explain which storage device to use under different circumstances
- BE.CL 2.8 Use different storage devices
- BE.CL 2.9 Have a basic understanding and use of file management
- BE.CL 2.10 Knows hardware components appropriate for specific tasks
 - Types of printers needed for a publishing business
 - Cash registers
 - Price scanners used in various retail settings

► **Standard 3: Knows the characteristics of computer software programs**

- BE.CL 3.1 Explain when to use word processing, spreadsheet, and presentation software
- BE.CL 3.2 Uses word processing software to update, add, and delete data and to produce documents
- BE.CL 3.3 Uses word processing software to write a personal business letter
- BE.CL 3.4 Define the anatomy of a spreadsheet
- BE.CL 3.5 Uses spreadsheet software to update, add, and delete data and to produce documents
- BE.CL 3.6 Uses presentation and multimedia software to design, create, edit, and format presentations
- BE.CL 3.7 Knows that different types of software exist for different subjects and industries
- BE.CL 3.8 Apply special features of software packages such as galleries, templates, and macros

► **Standard 4: Understands the impact of information systems and technology**

- BE.CL 4.1 Understands that information systems and technology have affected social ideals
 - worker/manager protocols
 - attitudes toward work, family, school, other cultures

- BE.CL 4.2 Knows how information systems and technology have caused greater interdependence among workers, organizations, and nations
- BE.CL 4.3 Knows ways that information systems and technology have contributed to worker productivity.
- BE.CL 4.4 Knows economic effects of using information systems
- High cost to business when purchasing equipment
 - Reduced staff numbers
 - Retraining of staff
- BE.CL 4.5 Knows that the implementation of information systems and technology may help to resolve conflicts within the workplace
- BE.CL 4.6 Understands the relationship of rapidly changing technology and information
- Systems to global competition
 - Job creation
 - Obsolescence
 - Supply/demand

►Standard 5: Establishes and uses a personal code of ethics for information systems

- BE.CL 5.1 Knows acceptable telecommunications ethics, etiquette, guidelines, and laws
- BE.CL 5.2 Understands the concepts of information systems integrity and confidentiality in the business environment and knows the risks of a breach of confidentiality

►Standard 6: Understands the selection and acquisition of information systems

- BE.CL 6.1 Knows places to obtain information systems hardware and software
- BE.CL 6.2 Knows how to establish selection criteria for technology tools needed to address business applications and needs
- BE.CL 6.3 Uses selection criteria to choose information systems suitable for particular situations