SPREADSHEETS

MIS03 **14025**

Students in Spreadsheets will be introduced to spreadsheet software/applications to analyze business trends, solve problems for business, and personal use. This course will include the design and use of worksheets, writing formulas, analyzing data, charting data, managing data, using pivot charts/tables, creating macros, and displaying information on web pages.

Credit ¼ OR ½ credit
Max credit = ½

Level Grades 9-12

Prerequisite: Keyboarding or Business Computer Applications

-These are the standards/competencies taken from the larger Business Education document that are the bare minimum to be covered in the class in any school using this MIS03 code.

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Standard 4	COMMUNICATION

FOUNDATIONS OF COMMUNICATION

Topic 4.1	Listen actively, use the communication process, read and research information, and integrate technology to enhance communication effectiveness.

Student Competencies	
READING AND RESEARCH	
4.1.32	Detect when information and data is misused to distort meaning.
4.1.38	Interpret information from a variety of content sources.
TECHNOLOGY	
4.1.50	Integrate functions of word processing, spreadsheets, databases, and presentation applications to various workplace scenarios.
4.1.51	Refine documents using spell check, thesaurus, and grammar check tools.
4.1.59	Enhance documents by using advanced layout, design, and graphics.

WRITTEN COMMUNICATION		
Topic 4.3	**Prepare clear, complete, concise, correct, and courteous written messages for personal and professional uses.**	
	Student Competencies	
	MECHANICS AND WRITING BASICS	
	4.3.6	Proofread business documents to ensure that they are clear, correct, concise, complete, consistent, and courteous.
	4.3.15	Apply a variety of specific proofreading techniques to identify and correct errors.
	4.3.19	Discuss misleading and missing information in business documents and the impact on business.
	BUSINESS MESSAGES	
	4.3.29	Prepare charts and graphs.
	4.3.32	Compose persuasive sales and marketing messages.
	4.3.33	Prepare informal and formal reports using professional format and appropriate supporting graphics.

Standard 5	*ECONOMICS/PERSONAL FINANCE*
	PERSONAL FINANCE

MANAGING FINANCES AND BUDGETING		
Topic 5.12	**Develop and evaluate a spending/savings plan.**	
	Student Competencies	
	5.12.6	Evaluate a personal spending plan for consumer spending to determine individual financial goals.
	5.12.7	Construct and use a personal spending/savings plan and evaluate it according to short- and long-term goals.
	5.12.9	Illustrate how income and spending patterns change through the life cycle for the typical person and family.

USING CREDIT		
Topic 5.16	**Analyze factors that affect the choice of credit, the cost of credit, and the legal aspects of using credit.**	
	Student Competencies	
	5.16.10	Calculate a payment schedule for a loan.
	5.16.11	Calculate interest based on various calculation methods.
	5.16.15	Compare and contrast the various aspects of credit (e.g., APR, grace period, incentive buying, methods of calculating interest, and fees).

Standard 7	*INFORMATION TECHNOLOGY*		
INFORMATION LITERACY			
Topic 7.2	**Gather, evaluate, synthesize, use, cite, and disseminate information from technology sources.**		
	Student Competencies		
	7.2.1	Evaluate the accuracy, relevance, and comprehensiveness of retrieved information.	
	7.2.2	Draw conclusions and make generalizations based on information gathered.	
	7.2.3	Access, exchange, organize, and synthesize information.	
	7.2.6	Analyze and use mathematical and/or statistical methods to manipulate data into useful information.	
	7.2.7	Present analyzed information in a meaningful format.	
DIGITAL CITIZENSHIP			
Topic 7.3	**Demonstrate respectful, responsible, inclusive, and ethical behavior in a digital world.**		
	Student Competencies		
	7.3.4	Discuss and apply Internet safety practices.	
	7.3.7	Discuss basic issues related to responsible use of technology and describe personal or legal consequences of inappropriate use.	
INPUT TECHNOLOGIES			
Topic 7.6	**Use various input technologies to enter and manipulate information appropriately.**		
	Student Competencies		
	7.6.4	Create media using a variety of input technologies.	
APPLICATIONS			
Topic 7.7	**Identify, evaluate, select, install, use, upgrade, troubleshoot, and customize applications.**		
	Student Competencies		
	7.7.1	Use help features and reference materials to learn applications.	
	7.7.13	Use applications to analyze data for making good business decisions.	

Standard 9	*MANAGEMENT*	
TECHNOLOGY AND INFORMATION MANAGEMENT		
Topic 9.9	**Utilize information and technology tools to conduct business effectively and efficiently.**	
	Student Competencies	
	TECHNOLOGY TOOLS (REFER TO INFORMATION TECHNOLOGY STANDARDS)	
	9.9.2	Use electronic resources to access and transmit information.
	9.9.4	Use appropriate technology tools for specific business applications.
	INFORMATION MANAGEMENT	
	9.9.6	Interpret, analyze, and synthesize information for decision making.