

#### 4.0 COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

**4.2 Administrative Support (S):** Students will understand support services necessary for the operation of a business organization in a global society. They will demonstrate competency by utilizing multiple skills and performing tasks in support of the business organization’s goals.

#### Link to Content Standards for California Public Schools

Benchmarks	English Standards	Math Standards	Science Standards	Social Science/ History Standards
4.2.1 Business Environment–design and organize an ergonomic business environment that maximizes productivity while considering human needs		<b>(6)SDP1.1;</b> <b>(6)SDP2.5;</b> <b>(6)SDP3.5;</b> <b>(7)NS1.3;</b> <b>(7)NS1.6;</b> <b>(7)MG1.1, 1.3;</b> <b>(7)SDP1.1, 1.2;</b> <b>(7)MR1.1, 1.2;</b> <b>(7)MR2.1, 2.3, 2.4, 3.1, 3.3</b>	(9-12)I&E1 a, l, m	
4.2.2 Business Management–describe and demonstrate the coordination of business operations performed by administrative personnel				
4.2.3 Computer Applications–select and use appropriate hardware/software to design and produce professional documents and presentations	<b>(8)R2.1;</b> (9-10)R2.6; (9-10)W1.8; (9-10)W2.3d; <b>(9-10)W2.5;</b> (9-10)W2.6; (11-12)W1.8; (11-12)W2.5; (11-12)W2.6	<b>(6)SDP1.1;</b> <b>(6)SDP2.5;</b> <b>(6)SDP3.1, 3.3, 3.5;</b> <b>(7)MR1.1, 1.2;</b> <b>(7)MR2.1, 2.3, 2.4, 3.1, 3.3</b>	(9-12)I&E1 a, d	

Bold face type indicates those standards proposed for assessment on the High School Exit Exam

## Link to Content Standards for California Public Schools

Benchmarks	English Standards	Math Standards	Science Standards	Social Science/ History Standards
4.2.4 Productivity—describe methods to maximize use of available personnel, equipment and resources in a variety of organizational situations	(9-10)W1.3-1.8; (9-10)W2.6; (9-10)LS2.6	<b>(6)SDP1.1;</b> <b>(6)SDP2.5;</b> <b>(6)SDP3.5;</b> <b>(7)NS1.3;</b> <b>(7)NS1.6;</b> <b>(7)MG1.1, 1.3;</b> <b>(7)SDP1.1, 1.2;</b> <b>(7)MR1.1, 1.2;</b> <b>(7)MR2.1, 2.3, 2.4, 3.1, 3.3</b>	(9-12)I&E1 d	
4.2.5 Records Management—classify, store, retrieve, and purge paper, film and electronic records		<b>(6)SDP2.5;</b> <b>(7)NS1.3;</b> <b>(7)NS1.6;</b> <b>(7)MR1.1, 3.1, 3.3</b>	(9-12)I&E1 a	
4.2.6 Safety and Security—apply positive safety attitudes and work habits important in the workplace	(9-10)R2.6; (9-10)W2.6		(9-12)I&E1 a	
4.2.7 Supervision—describe supervisory skills needed in a business and illustrate the use of these skills to communicate, manage, delegate, organize, plan and make decisions	(9-10)R2.3; <b>(9-10)R2.4;</b> (9-10)LS1.1; (11-12)R2.1; (11-12)LS1.1		(9-12)I&E1 d	(10)WH10.1.2, 3; (10)WH10.8.4; (11)USH11.11.2
4.2.8 Time Management—demonstrate effective time management skills				

Bold face type indicates those standards proposed for assessment on the High School Exit Exam