

CURRICULUM MAPPING-(Business Classes)

COURSE: Accounting 1

INSTRUCTOR: Melanie Scott & Erin Kelly

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
STANDARDS	4 Partnerships	4 Partnerships	4 Partnerships Corporations	3 Corporations	3 Corporations
CONTENT	Financial Statements	Fitness Junction Practice Set	Fitness Junction Practice Set Special Journals	Uncollectible Accounts	Depreciation and Inventory
SKILLS	Preparing financial statements Adjusting & Closing Entries	Mastery of Accounting for a Partnerships	Completion of FJ Practice Sets and Journalizing transactions Special Journals	Estimating & Writing off uncollectible accounts	Calculating & journalizing depreciation Determining Quantity Cost of Inventory
ASSESSMENT	Publisher Prepared Tests & Study Guide				→

NOTES:

CURRICULUM MAPPING

COURSE: Accounting 1

INSTRUCTOR: Melanie Scott & Erin Kelly

	JANUARY	FEBRUARY	MARCH	APRIL	MAY
STANDARDS	Partnerships 4	Partnerships 4	Partnerships Corporations 4	Corporations 3	Corporations 3
CONTENT	Financial Statements	Fitness Junction Practice Set	Fitness Junction Practice Set Special Journals	Uncollectible Accounts	Depreciation and Inventory
SKILLS	Preparing financial statements Adjusting and closing entries	Mastery of accounting practices for a Partnership	Completion of FJ Practice Set and Journalizing transactions & special journals	Estimating and Writing off uncollectible accounts	Calculating & journalizing depreciation Determining Quan. Cost of Inventory
ASSESSMENT	Publisher Prepared Tests & Study Guide				→

NOTES:

CURRICULUM MAPPING

COURSE: ACCOUNTING II HONORS **INSTRUCTOR** _____

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
STANDARDS	<ul style="list-style-type: none"> • Problem Solving • Financial Statement Analysis 	<ul style="list-style-type: none"> • Problem Solving • Computer Tech. • Practice Set Anal. 	<ul style="list-style-type: none"> • Departmentalize Business • Computer Tech • Practice Set Anal. 	<ul style="list-style-type: none"> • Computer Safety • Inventory in Business • Accounting for Uncollectibles 	<ul style="list-style-type: none"> • Accounting Notes • Accured Interest • Correcting Error • Practice Set Anal.
CONTENT	<ul style="list-style-type: none"> • Accounting Terms • Accounting Sys. • Accounting Records 	<ul style="list-style-type: none"> • Accounting Terms • Accounting Sys. • Account. Records 	<ul style="list-style-type: none"> • Accounting Terms • Accounting Sys. • Accounting Records • Accounting Cycle 	<ul style="list-style-type: none"> • Accounting Terms • Accounting Sys. • Accounting Cycle • Accounting Rec. • Computer Main. 	<ul style="list-style-type: none"> • Accounting Terms • Accounting Sys. • Accounting Cycle • Practice Set
SKILLS	<ul style="list-style-type: none"> • Journalizing/Posting • Financial Statement • Familiarity w/acct. strategies • Interest Skills 	<ul style="list-style-type: none"> • Accounting Terms • Payroll Skills • Special Journals • Journal Posting 	<ul style="list-style-type: none"> • General Ledger Main. • End of Fiscal period • Journal Posting 	<ul style="list-style-type: none"> • Financial Statement Anal. • Automated Acct. transactions • Internet Skills 	<ul style="list-style-type: none"> • Computer Tech. • Keyboarding Skills • Automated Trans. • Financial Stmt Anal • Journal Posting
ASSESSMENT	<ul style="list-style-type: none"> • Teacher Observ. • Application Prob. • Chapter Tests • Vocabulary • Quizzes 	<ul style="list-style-type: none"> • Teacher Observ. • Reinforcement Act. • Application Prob. • Chapter tests • Vocabulary Group 	<ul style="list-style-type: none"> • Teacher Observ. • Reinforcement Act. • Application Prob. • Chapter tests • Vocabulary Group 	<ul style="list-style-type: none"> • Teacher Observ. • Reinforcement Act. • Application Prob. • Chapter tests • Vocabulary Group 	<ul style="list-style-type: none"> • Teacher Observ. • Reinforcement Act. • Application Prob. • Chapter tests • Vocabulary Group

NOTES:

CURRICULUM MAPPING

COURSE ACCOUNTING II HONORS

INSTRUCTOR _____

	JANUARY	FEBRUARY	MARCH	APRIL	MAY
STANDARDS	<ul style="list-style-type: none"> • Voucher System • Inventory Planning • Uncollectible Accts 	<ul style="list-style-type: none"> • Plast Assest • A/P • A/R 	<ul style="list-style-type: none"> • Corp. Accounting • Dividends • Acquire add'l lap • Financial Report • Financial Analysis 	<ul style="list-style-type: none"> • Adv. Accounting • Budgeting Acct. • Financial Stmt Anal 	<ul style="list-style-type: none"> • Cost Accounting • Financial Stmt Anal • Cash Flow
CONTENT	<ul style="list-style-type: none"> • Terms • Systems • Records • Practice Set • "Southgate Hdw." 	<ul style="list-style-type: none"> • Accounting Terms • Accounting System • Accounting Records 	<ul style="list-style-type: none"> • Accounting Terms • Accounting System • Accounting Rec. 	<ul style="list-style-type: none"> • Accounting Terms • Accounting Systems • Accounting Records • Accounting Cycle • Practice Set 	<ul style="list-style-type: none"> • Accounting Terms • Accounting Systems • Accounting Records • Accounting Cycle • Practice Set
SKILLS	<ul style="list-style-type: none"> • Analyzing record of accounts • Cost of inventory analysis • Journalizing/Posting 	<ul style="list-style-type: none"> • Analyzing a record of accounts • Special journals • Journalizing/Posting 	<ul style="list-style-type: none"> • General Ledger Maintenance • End of fiscal period activities • Journalizing/Posting • Special journals 	<ul style="list-style-type: none"> • General Ledger Maintenance • End of fiscal period activities • Journalizing/Posting • Special journals 	<ul style="list-style-type: none"> • General Ledger Maintenance • Financial Stmt Analysis • Journalizing/Posting • Special journals
ASSESSMENT	<ul style="list-style-type: none"> • Teacher Observation • Reinforcement Actv. • Application Problems • Chapter Tests • Vocabulary Quizzes 	<ul style="list-style-type: none"> • Teacher Observation • Reinforcement Actv. • Application Problems • Chapter Tests • Vocabulary Quizzes 	<ul style="list-style-type: none"> • General Ledger Maintenance • End of Fiscal Period activities • Journalizing/Posting 	<ul style="list-style-type: none"> • General Ledger Maintenance • End of Fiscal period • Chapter Test • Practice Set 	<ul style="list-style-type: none"> • Teacher Observation • Reinforcement Actv. • Application Problems • Chapter Tests • Final Exam

NOTES:

CURRICULUM MAPPING

COURSE: ADVANCED MICROCOMPUTERS **INSTRUCTOR** _____

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
STANDARDS	<ul style="list-style-type: none"> • Keyboard Review • Communication Skills 	<ul style="list-style-type: none"> • Keyboard Review • Communication Skills • Microsoft Office --- Word 	<ul style="list-style-type: none"> • Microsoft Office – Excel 	<ul style="list-style-type: none"> • Microsoft Office - Excel 	<ul style="list-style-type: none"> • Microsoft Office - Excel
CONTENT	<ul style="list-style-type: none"> • Keyboard Review 	<ul style="list-style-type: none"> • Keyboard Review • Introduction to E-Mail • Work • Digital Camera 	<ul style="list-style-type: none"> • Word • Publisher (desktop) • Excel 	<ul style="list-style-type: none"> • Excel 	<ul style="list-style-type: none"> • Excel
SKILLS	<ul style="list-style-type: none"> • Letters/Reports • Timing • Drill work Review 	<ul style="list-style-type: none"> • Letters/Reports • Drill work • Formatting Skills • Multi-page Doc • 	<ul style="list-style-type: none"> • Columns • Clip art & Graphics • Inserting links • Formulas/Functions 	<ul style="list-style-type: none"> • Enter Labels • Numeric Labels • Label Alignment • Formula/Functions • Print Titles • Insert/Delete • Copy/Past • Ranges/IF functions • Lock cells • Absolute/Rel Ref 	<ul style="list-style-type: none"> • Enter Labels • Numeric Labels • Label Alignment • Formula/Functions • Print Titles • Insert/Delete • Copy/Past • Ranges/IF functions • Lock cells • Absolute/Rel Ref
ASSESSMENT	<ul style="list-style-type: none"> • Quizzes/Tests • Parent Letter • Teacher Observation. 	<ul style="list-style-type: none"> • E-mail Account • E-mail Colleges • Childrens Book • Tutorials • Digital Camera Project 	<ul style="list-style-type: none"> • Newspaper Project • Performance Assessment • Test/Quizzes 	<ul style="list-style-type: none"> • Address Book • Various Projects • Tests/Quizzes • Bus. Spreadsheet • Performance Assessment 	<ul style="list-style-type: none"> • Address Book • Various Projects • Tests/Quizzes • Bus. Spreadsheet • Performance Assessment

NOTES:

CURRICULUM MAPPING

COURSE ADVANCE MICROCOMPUTERS

INSTRUCTOR _____

	JANUARY	FEBRUARY	MARCH	APRIL	MAY
STANDARDS	<ul style="list-style-type: none"> • Publisher • Microsoft Office 	<ul style="list-style-type: none"> • Microsoft Office --Access 	<ul style="list-style-type: none"> • Microsoft Office --Access 	<ul style="list-style-type: none"> • Microsoft Office – PowerPoint 	<ul style="list-style-type: none"> • Microsoft Office – PowerPoint
CONTENT	<ul style="list-style-type: none"> • Publisher • Advanced Layout • Access 	<ul style="list-style-type: none"> • Access 	<ul style="list-style-type: none"> • Access 	<ul style="list-style-type: none"> • PowerPoint 	<ul style="list-style-type: none"> • PowerPoint
SKILLS	<ul style="list-style-type: none"> • Graphics • Borders • Columns • Fonts & Styles • Ruler Guides 	<ul style="list-style-type: none"> • Enter Records • Correct a Field Entry 	<ul style="list-style-type: none"> • Use Database Wizard • Hide Datasheet Fields • Print w/ Head/Foot • Edit a record • Remove Gridlines • Search using wildcards • Sort records • Multiple sorts • Create Query • Create, change, edit and enhance report 	<ul style="list-style-type: none"> • Add slides to a presentation • Save & Open a presentation • Slide views • Move from side to side • Print a presentation • Work with object slides • Move, copy, duplicate & delete slides 	<ul style="list-style-type: none"> • Change a slides color scheme • Use slide & title master • Draw graphic objects • Create a chart/table on a slide • Show a presentation • Add transitions, sound, and timing • Animate Text/Objects • Setup a slide show • Export a PP Presentat. Into a Word Doc.
ASSESSMENT	<ul style="list-style-type: none"> • Create a Business Project • Tutorial • Access Quiz 	<ul style="list-style-type: none"> • Quizzes & Tests • Tutorials • Projects 	<ul style="list-style-type: none"> • Quizzes & Tests • Tutorials • Projects • Performance Assessment 	<ul style="list-style-type: none"> • Various projects • Student Worksheets 	<ul style="list-style-type: none"> • Show slide presentation to class • Performance Assess. • Quizzes & Tests

NOTES:

CURRICULUM MAPPING

COURSE: Business Professionals

INSTRUCTOR _____

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
STANDARDS	Eng. Language Arts State Goal 14 4.B.5c 3.A.5 3.B.5	Eng. Language Arts State Goal 14 3.B.5 4.B.5a 4.A.5a 4.B.5b 4.A.5b 4.B.5d	Eng. Language Arts 4.A.5a 4.B.5a 4.A.5b 4.B.5b 4.B.5d	Eng. Language Arts State Goal 14 4.A.5a 4.B.5b 4.A.5b 4.B.5d 4.B.5a	Eng. Language Arts State Goal 1 1.A.5a 1.B.5c 1.C.5c 1.A.5b 1.B.5d 1.C.5d 1.B.5a 1.C.5a 4.B.5d 1.B.5b 1.C.5b
CONTENT	<ul style="list-style-type: none"> • Work agreement • Data Cards 	<ul style="list-style-type: none"> • Weekly Reports • BPA Structure Training Plans • Workplace Forms & Orientation Act. • MS Word 	<ul style="list-style-type: none"> • MS Word con't. • Ch. 1 Comm. at Work • Ch. 3 Listening & Responding (1/2) 	<ul style="list-style-type: none"> • MS Word - formatting • Business documents • ARMA Rules • Workplace Skills 	<ul style="list-style-type: none"> • Workplace Skills • Review for Final
SKILLS	<ul style="list-style-type: none"> • Responsibilities • Internship • Communication • Organization • Management 	<ul style="list-style-type: none"> • Leadership Communications • Interpersonal Presentation • Public Speaking • Time Management • Organization • Word Processing • Technological • Proofreading & Editing 	<ul style="list-style-type: none"> • Document & Production • Proofreading & Editing • Leadership Dev. • Interpersonal Communication • Verbal & Nonverbal Comm. 	<ul style="list-style-type: none"> • Career Specific Workplace Skills • Problems Solving • Teamwork • Prioritizing • Decision Making • Technology 	<ul style="list-style-type: none"> • Workplace Skills • Review for Final
ASSESSMENT	<ul style="list-style-type: none"> • Completion of Work Agreement & Data Cards • Timely Submission of Work Agreement & Data Cards 	<ul style="list-style-type: none"> • Timely Submission of Forms • Employer Reports • Weekly Reports • Production Work/Tests 	<ul style="list-style-type: none"> • Ch. Activities/Tests • Production Work/Tests • Employer Evaluations • Weekly Reports 	<ul style="list-style-type: none"> • Tests/Quizzes • Production Work/Tests • Employer Reports • Weekly Reports 	<ul style="list-style-type: none"> • Independent Projects • Performance Assessment • Semester CRT • Employer Evaluations • Weekly Reports

NOTES:

CURRICULUM MAPPING

COURSE: Business Professionals

INSTRUCTOR: _____

	JANUARY	FEBRUARY	MARCH		APRIL	MAY
STANDARDS	Eng. Language Arts State Goal 14 4.B.5a 4.B.5c 4.B.5b 4.B.5d	Fine Arts State Goal 25 25.A.5	Fine Arts State Goal 25 25.A.5	Eng. Lang. Arts 4.B.5d	Eng. Language Arts State Goal 13 3.A.5 3.C.5a 3.B.5 3.C.5b	Eng. Language Arts State Goal 1 1.A.5a 1.B.5c 1.C.5b 1.A.5b 1.B.5d 1.C.5c 1.B.5a 1.C.5a 1.C.5d 1.B.5b
CONTENT	<ul style="list-style-type: none"> Workplace Skills PowerPoint 	<ul style="list-style-type: none"> PowerPoint Ch. 3 Listening & Responding Oral Presentations 	<ul style="list-style-type: none"> Oral Presentations PowerPoint 		<ul style="list-style-type: none"> Portfolios Ch. 11 Applying for a Job 	<ul style="list-style-type: none"> Portfolios Applying for a Job
SKILLS	<ul style="list-style-type: none"> Presentation Skills Workplace Skills 	<ul style="list-style-type: none"> Presentations Using PowerPoint Writing Verbal Development Research 	<ul style="list-style-type: none"> Oral Presentations PowerPoint 		<ul style="list-style-type: none"> Writing Responding Organization Document Production Job Application 	<ul style="list-style-type: none"> Performance Assessment
ASSESSMENT	<ul style="list-style-type: none"> Workplace Skills Performance Assessment Weekly Reports Employer Reports 	<ul style="list-style-type: none"> Presentation Assessment Tests Production Work Ch. Activities Weekly Reports Employer Reports 	<ul style="list-style-type: none"> Employer Evaluations Weekly Reports 		<ul style="list-style-type: none"> Ch. Activities & Tests Employer Reports Weekly Reports 	<ul style="list-style-type: none"> Portfolio Assessment Employer Evaluations Weekly Reports Semester CRT Performance Assessment

NOTES:

CURRICULUM MAPPING

COURSE: DECA

INSTRUCTOR _____

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
STANDARDS	<ul style="list-style-type: none"> Meeting DECA Criteria 	<ul style="list-style-type: none"> Establish leadership group Demonstrate communication skills 	<ul style="list-style-type: none"> Organize and complete sales projects Develop program for fall conference 	<ul style="list-style-type: none"> Participate in fall conference Set sales standards 	<ul style="list-style-type: none"> Meet product knowledge standards and bargain marketing math standards
CONTENT	Work Agreement Data Cards Weekly Reports DECA structure	Interpersonal & Communication Skills/Marketing Conference Concepts Fund-raiser	SEC Conference Conflict Management Skills Ambassador Program	Sales Process	Sales Process Area Career Competency Perparation
SKILLS	Responsibilities Internship Communication Organization & Time Management	Officer Elections & Leadership Elections	Team Building Decision Making	Selling and Customer Skills Product Research	Leadership Management Marketing
ASSESSMENT	Work report & agreement	Unit 1 Test Club Meeting Campaign & Oral Presentation Employer Visits Weekly Reports	Service Project Employer Visits Employer Evaluations Weekly Reports	Weekly Reports Unit Test	Performance Assessment Employer Evaluations Weekly Reports Semester CRT

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CURRICULUM MAPPING

COURSE ECONOMICS

INSTRUCTOR 1 SEMESTER ONLY

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
STANDARDS	2.2.2.25 15.C.4B	2.2.2.25 15.C.4B 2.2.1.2 2.2.1.21 2.2.1.3 2.2.2.24 2.2.1.15 15.B.4B 2.2.1.18	2.2.1.9 15.A.5D 2.2.1.5 15.D.4B 15.A.4B 15.E.4C 15.A.4C 15.A.4C 15.A.4D 15.B.5B 15.A.5C 15.E.4B	2.1.1.4 15.A.4B 2.2.1.5 15.A.4C 2.2.1.13 15.A.4C 15.B.5A 15.A.5C 15.B.5C 15.A.5D 15.C.5B	15.C.5A 2.2.1.11
CONTENT	<ul style="list-style-type: none"> • Chapter 1: What is Economics? • Fund Econ Concepts • Tradeoffs 	<ul style="list-style-type: none"> • Chapters 1-5 • Fund Econ Concepts • Economic Systems • Amer Economy • Consumption • Income • Decision making • Buying principles • Consumption • Credit • Buying necessities 	<ul style="list-style-type: none"> • Chapters 6, 15-18 • Saving/Investing • Federal Reserve System • Monetary Policy • Government Spend • Nat'l Debt • Taxation • Unemployment 	<ul style="list-style-type: none"> • Chapters 7, 8, 13 • Supply & Demand • National Income Accounting • Aggregate Demand & Supply 	<ul style="list-style-type: none"> • Chapter 9 • Competition • Monopolies
SKILLS	<ul style="list-style-type: none"> • Reading • Writing • Basic Math • Communication • Teamwork 	<ul style="list-style-type: none"> • Reading • Writing • Basic Math • Communication • Teamwork 	<ul style="list-style-type: none"> • Reading • Writing • Basic Math • Communication • Teamwork 	<ul style="list-style-type: none"> • Reading • Writing • Basic Math • Communication • Teamwork 	<ul style="list-style-type: none"> • Reading • Writing • Basic Math • Communication • Teamwork
ASSESSMENT	<ul style="list-style-type: none"> • Quiz/Test • Study Guide 	<ul style="list-style-type: none"> • Quiz/Test • Entrepreneurship Project • Budget • Study Guide 	<ul style="list-style-type: none"> • Quiz/Test • Checkbook Project • Fed. Fieldtrip • Study Guide 	<ul style="list-style-type: none"> • Quiz/Test • Entrepreneurship Project • Study Guide 	<ul style="list-style-type: none"> • Quiz/Test • Final Review • Final Exam • Study Guide

NOTES:

CURRICULUM MAPPING

COURSE: Entrepreneurship

INSTRUCTOR _____

	AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER
STANDARDS	Social Science State Goal 15 Understanding Economic Systems with an emphasis on the U.S.	Eng. Lang. Arts State Goal 1 Read w/understanding & fluency	Social Science State Goal 15 Understanding Economic Systems with an emphasis on the U.S.	Eng. Lang. Arts State Goal 1 Read w/understanding & fluency	Social Science State Goal 15 Understanding Economic Systems with an emphasis on the U.S.	Eng. Lang. Arts State Goal 6 Read w/understanding & fluency	Mathematics State Goal 1 Demonstrate & Apply a Knowledge & Sense of Numbers, Including Numerators & Operators	Eng. Lang. Arts State Goal 1 Read w/understanding & fluency	Eng. Lang. Arts State Goal 1 Read w/understanding & fluency
	15.A.5a – 15.A.5d 15.B.5a – 15.B.5c 15.C.5a – 15.C.5c 15.D.5a – 15.D.5c 15.E.5a – 15.E.5c	1.A.5a – 1.A.5b 1.B.5b – 1.B.5d 1.C.5a – 1.C.5f	15.A.5a 15.A.5b 15.A.5c 15.A.5d	1.A.5a – 1.A.5b 1.B.5b – 1.B.5d 1.C.5a – 1.C.5f	15.C.5a 15.C.5c	1.A.5a – 1.A.5b 1.B.5b – 1.B.5d 1.C.5a – 1.C.5f		1.A.5a – 1.A.5b 1.B.5b – 1.B.5d 1.C.5a – 1.C.5f	1.A.5a – 1.A.5b 1.B.5b – 1.B.5d 1.C.5a – 1.C.5f
CONTENT	<ul style="list-style-type: none"> Ch. 1: What is Entrepreneurship? Economics Process of Entrepreneurship 		<ul style="list-style-type: none"> Ch. 2: Your Potential as an Entrepreneur Ch. 3: An Entrepreneur Recognizing Opportunity Ch. 4: Global Opportunities Ch. 5: Feasibility & Business Planning 		<ul style="list-style-type: none"> Ch. 6: Market Analysis Ch. 7: Types of Business Ownership Ch. 8: The Legal Environment Ch. 9: Site Selection & Layout Planning Web Works Act. 1-2 Entrepreneurial Simulation 		<ul style="list-style-type: none"> Ch. 10: The Marketing Plan Ch. 11: The Price Strategy Web Works Act. 3-4 		<ul style="list-style-type: none"> Ch. 12 The Promotion Strategy Web Works Act. 5
SKILLS	<ul style="list-style-type: none"> Process of Entrepreneurship Small Business Management Laws of Supply/Demand Role of Free Enterprise System 		<ul style="list-style-type: none"> Characteristics & Skills of Entrepreneurship Trends & Opportunities Resp. of Starting Your Own Business Key Elements of International Business Business Planning 		<ul style="list-style-type: none"> Market Research Types of Businesses Laws Related to Small Business Government Regulations Criteria for Business Site Selection Layout 		<ul style="list-style-type: none"> Developing Product & Price Strategies Calculating Prices 		<ul style="list-style-type: none"> Advertising Developing the Promotional Mix Budgeting & Implementing Promotional Plan
ASSESSMENT	<ul style="list-style-type: none"> Ch. 1 Test Quizzes Homework 		<ul style="list-style-type: none"> Tests Internet/PowerPoint Projects 		<ul style="list-style-type: none"> Tests Internet Projects 		<ul style="list-style-type: none"> Tests Internet Projects 		<ul style="list-style-type: none"> Tests Internet Projects

NOTES:

CURRICULUM MAPPING

COURSE: Microcomputer Interdisciplinary Applications #610

DEPARTMENT Business Technology

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
STANDARDS	B3-0103-002 Learning Styles B3-0101-001 Study Skills B1-0801-001 Computer Technology	B3-0101-002 Learning Styles B3-0101-003 Perceptual Strengths B3-0101-006 Time management/ Organization B1-0801-001 Computer Technology	B3-0101-004 Listening B3-0101-005 Note taking B3-0101-006 Time management/ Organization B3-0101-008 Test taking B1-0801-001 Computer Technology	B1-0801-001 Computer technology	B3-0101-001 Perceptual strengths B1-0801-001 Computer technology
CONTENT	<ul style="list-style-type: none"> • Study skills & videos • Keyboarding 	<ul style="list-style-type: none"> • Study skills & videos • Learning styles • Keyboarding • Planner • Word/Microtype 	<ul style="list-style-type: none"> • Study skills & videos • Keyboarding-- completion of alpha keys • Planner 	<ul style="list-style-type: none"> • Introduce paragraph writing • Numeric & symbol keys • Planner • Proofreader marks • Centering • Punctuation marks 	<ul style="list-style-type: none"> • One-page report • Paragraph writing • Study skills review
SKILLS	<ul style="list-style-type: none"> • Home keys • Goal setting • Motivation • Self esteem • Keystroke techniques 	<ul style="list-style-type: none"> • Keyboard mastery • Use planner • Learning styles • 21 Elements 	<ul style="list-style-type: none"> • Word/Microtype • Mastery of alpha keys • Study skills strategies 	<ul style="list-style-type: none"> • Microtype • Mastery of numeric, symbol, & punctuation keys • Proofreader marks • Paragraph components 	<ul style="list-style-type: none"> • Keyboard review • Prepare one-page reports • Compose paragraphs
ASSESSMENT	<ul style="list-style-type: none"> • Quiz on video • Study guide for video • Teacher observation 	<ul style="list-style-type: none"> • LSI • Learning styles pre-test • Study skills packets • Worksheets/ quizzes/tests • Teacher observation of keyboard mastery & techniques 	<ul style="list-style-type: none"> • LSI evaluations • Worksheets/ quizzes/tests • Microtype assessment 	<ul style="list-style-type: none"> • Proofreading & punctuation quizzes • Handouts/worksheets • Production work 	<ul style="list-style-type: none"> • Paragraph writing • Performance assessment • One-page report in CRT • Study skills review • CRT

NOTES:

CURRICULUM MAPPING

COURSE: Microcomputer Interdisciplinary Applications

DEPARTMENT Business Technology

	JANUARY	FEBRUARY	MARCH	APRIL	MAY
STANDARDS	<ul style="list-style-type: none"> • Formatting and editing of basic word processing documents. B1-0801-003 • Personal/Business Letters B4-0203-001 	<ul style="list-style-type: none"> • Advanced word processing operations B1-0801-003 	<ul style="list-style-type: none"> • Continued word processing operations B1-0801-003 • Spreadsheet Basics B1-0802-006 	<ul style="list-style-type: none"> • Advanced spreadsheet & database operations B1-0802-006 B1-0801-005 	<ul style="list-style-type: none"> • Database operations B1-0802-006 • Internet Basics B1-0801-005
CONTENT	<ul style="list-style-type: none"> • Type letters and reports • Learn basic word processing skills 	<ul style="list-style-type: none"> • Clip art • Opening and closing files • Arranging windows • Printing orientation 	<ul style="list-style-type: none"> • Spreadsheet basics • Parts of a spreadsheet • Enter data in SS • Copy/move data to other cells • Insert & delete rows 	<ul style="list-style-type: none"> • Enter & edit formulas • Relative & absolute references • Perform calculations • Use of functions 	<ul style="list-style-type: none"> • Identify parts of database • List & Form view • Add & delete records • Copy data • Perform calculations
SKILLS	<ul style="list-style-type: none"> • Formatting techniques • Manipulate word processing menus and commands 	<ul style="list-style-type: none"> • Manipulate word processing menus and commands 	<ul style="list-style-type: none"> • Create/design SS • Basic spreadsheet calculations 	<ul style="list-style-type: none"> • Create charts • Use of database for personal use (address, CD chart) 	<ul style="list-style-type: none"> • Scavenger Hunts • Use of database for personal use • Use of search engines
ASSESSMENT	<ul style="list-style-type: none"> • Performance assessments • Daily assignments • Written quizzes and tests 	<ul style="list-style-type: none"> • Performance assessments • Daily assignments • Written quizzes and tests 	<ul style="list-style-type: none"> • Performance assessments • Daily assignments • Written quizzes and tests 	<ul style="list-style-type: none"> • Performance assessments • Daily assignments • Written quizzes and tests 	<ul style="list-style-type: none"> • Performance assessments • Daily assignments • Written quizzes and tests

NOTES:

CURRICULUM MAPPING

COURSE: Web Design

INSTRUCTOR _____

	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
STANDARDS	B4-0203-012	B4-0203-008 B4-0203-010 B4-0203-016	B4-0203-008 B4-0203-011	B4-0203-008 B4-0203-011	B4-0203-008 B4-0203-011
CONTENT	Understanding Micro Technology <ul style="list-style-type: none"> • Parts • History of Internet • Structure of Internet 	Understanding/Using WWW <ul style="list-style-type: none"> • History URLs • Searching • Ethics • HTML 	Effective Web Design <ul style="list-style-type: none"> • Design evaluation • Navigation • Visual clarity • Graphic/content • Structure/Authority • Storyboards • Thumbnails 	Microsoft Front Page <ul style="list-style-type: none"> • Basics • Templates • Themes • Hyperlinks • Bullets • Importing 	Microsoft FrontPage <ul style="list-style-type: none"> • Images • Hotspots • Custom Themes • Active elements • Components • Tables • Site management
SKILLS	<ul style="list-style-type: none"> • Navigate Web • Identify computer parts 	<ul style="list-style-type: none"> • Basic HTML coding • View pages in browser • Keyboarding 	<ul style="list-style-type: none"> • Evaluate Web Sites on WWW • ID navigation structures • Keyboarding/WP 	<ul style="list-style-type: none"> • Create pages using skills learned above 	<ul style="list-style-type: none"> • Create pages using skills learned above
ASSESSMENT	<ul style="list-style-type: none"> • Complete worksheet packet- "Journey through the Computer" • Test 	<ul style="list-style-type: none"> • Create a personal Web page using HTML coding • Chapter Tests 	<ul style="list-style-type: none"> • Design Document • Chapter Tests 	<ul style="list-style-type: none"> • Web page production • Teacher observation • Chapter Tests 	<ul style="list-style-type: none"> • Teacher observation • Web page production • Chapter Tests • Semester 1 CRT • Performance Assessment

NOTES:

CURRICULUM MAPPING

COURSE Web Design

INSTRUCTOR _____

	JANUARY	FEBRUARY	MARCH	APRIL	MAY
STANDARDS	B1-0801-002 B4-0203-014	B1-0801-002 B4-0203-014	B4-0203-009	B4-0203-008 B4-0203-011 B4-0203-016	B4-0203-008 B4-0203-011 B4-0203-016
CONTENT	<ul style="list-style-type: none"> • Proficient use of Front Page • Dreamweaver— • Workspace • Local site creation • Formatting • Saving/printing/quit. 	Dreamweaver <ul style="list-style-type: none"> • Links • Images • Tables • Page Layout • Site management • Templates • Library items • Anchor tags 	Fireworks <ul style="list-style-type: none"> • Bitmap & Vector • Importing/grouping & layering • Text • Buttons • Optimizing • Animation 	Interview & Quesitonaire Web Site design & creation	<ul style="list-style-type: none"> • Finish Web Site Internship Project • Presentation to Business Partners
SKILLS	<ul style="list-style-type: none"> • All elements/comp. of FrontPage • Elements of effective Web Des. • Basic Dreamweaver skills 	Adding pages & creating sites using elements above	<ul style="list-style-type: none"> • Create graphics • Edit graphics 	<ul style="list-style-type: none"> • Teamwork • Communication • Interviewing • All Web Design skills learned this year 	<ul style="list-style-type: none"> • Communication • Teamwork • Mastery of Dreamweaver
ASSESSMENT	<ul style="list-style-type: none"> • Performance Assessments • Web Site • Textbook Activities & projects • Project test 	<ul style="list-style-type: none"> • Textbook Activities & projects • Project Tests 	<ul style="list-style-type: none"> • Textbook Activities 	<ul style="list-style-type: none"> • Design Document • Observation • Daily logs/assessment 	<ul style="list-style-type: none"> • Internship Project-evaluation by teacher team members & business partners • Semester II CRT

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