

BUSINESS GOALS

1. Students will develop skills necessary in business and in their own personal life.
2. Students will have an opportunity to build a positive self image based on tangible achievements.
3. Students will use practical applications of math, science and English.
4. Students will use available resources to explore career options
5. Students will use proper safety procedures in the use of technology and equipment.

TYPING/ COMPUTER APPLICATION

Strands

1. Form set up and completion
2. Fingering Techniques
3. Technology
4. Applications
5. Problem Solving
6. Reference Material

Fingering Techniques

The student will demonstrate touch method of keyboarding. 1, 2, 3 (M)

The student will develop an awareness for the benefits of speed and accuracy. 1 & 2 (M)

Form setup and completion

The student will demonstrate appropriate formatting of text for personal/business documents. 1, 3 (12.2.4 R/W) (M) & (I)

The student will develop composition skills. 1, 2 (12.10.1, 12.9.1, 12.9.11, 12.2.1 R/W)
(I)

The student will demonstrate proper use of the written language including proofreading and editing. 1, 2 (12.2.1 R/W) (R)

The student will demonstrate technical skills by following directions and accurately interpreting them. 1, 2 (R)

Applications

Students will utilize a variety of software applications. 1, 5 (12.1.1, 12.2.4, 12.2.1, 12.1.3 R/W) (I)

Students will use advanced features of application software. 1, 5 (I)

Problem Solving

Students will diagnose, evaluate and identify the use of software to solve specific problems. 1, 3 (12.1.1 R/W; 12.2.1, 12.6.4 Math) (R)

Students will practice and use technological knowledge and skills. 1, 2 (12.2.4 R/W) (R)

Reference Material

Students will use application reference materials to complete tasks or solve problems. 1 (12.1.2 R/W) (R)

Students will use effective online information resources. 1, 5 (12.1.1, 12.1.2 R/W) (R)

Technology

The student will demonstrate word processing commands. 1, 5 (R)

The student will demonstrate basic computer usage. 1, 5 (R)

GENERAL B BUSINESS

1. Economic System
2. Money Management
3. School to Work Transition
4. Careers

Economic System (12.1.1, 12.1.2, 12.2.1, 12.2.4, 12.3.1 R/W)

The students will to describe and compare the different types of economic systems. 1 (I)

The students will describe the rights and responsibilities of citizens. 1 (I)

The students will describe concepts of an economic system. 1 (I)

Money Management (12.2.2, 12.2.3, Math; 12.1.1 Sc; 12.1.1, 12.1.2 R/W) (I)

The students will compare and contrast money management for personal use. 1, 3 (I)

School to Work Transition (12.1.1, 12.1.2, 12.2.1, 112.2.4 R/W)

The students will model the necessary skills for the job market. 1, 4 (I)

The student will develop interpersonnal skills. 1, 4 (I)

Careers

The students will explore career opportunities. 4 (12.1.2, 12.2 1 R/W) (M)

The students will construct a job portfolio. 1, 4 (12.1.3 R/W) (I)

ACCOUNTING

1. Accounting Cycle
2. Accounting Process
3. Automated Accounting

Accounting Cycle

Students will explain & demonstrate the steps in the accounting cycle. 1, 3 (12.1.3, 12.1.1 R/W) (i)

Students will apply the accounting cycle to various forms of business organizations. 1, 3 (l)

Accounting Process

Students will apply generally accepted accounting principles. 1, 3 (12.2.1, 12.2.2, 112.2.3 Math) (l)

Students will interpret financial statements. 1, 3 (12.2.1, 12.2.2, 112.2.3 Math) (l)

Automated Accounting

Students will use technology to prepare and maintain accounting records. 1, 3 (l)

Entrepreneur

1. Business Plan
2. Operate Business

Students will develop a business plan for their business.

Students will apply for a business loan to run their business.

Students will design and sell their products to the public.

Students will maintain the accounting records for their business

