

## **K-12 Business/Technology Curriculum Scope and Sequence**

### Computer Curriculum

#### Grade: K

Units: Letter Awareness/Keyboarding- 16 classes  
Word Processing - 5 classes  
Internet - 6 classes  
General Awareness - 2 classes  
CIPA - 3 classes with review Fall/Winter/Spring  
Introduction to Coding - 4

#### Grade: 1

Units: Letter Awareness/Keyboarding- 3 classes  
Word Processing - 14 classes  
Internet - 6 classes  
General Awareness - 2 classes  
CIPA - 3 classes with review Fall/Winter/Spring  
Coding - 8 (Including Kibo Robotics)

#### Grade: 2

Units: General Awareness - 1 class  
Keyboarding -3 classes  
Word Processing - 12 classes  
Internet - 6 classes  
CIPA - 3 classes with review Fall/Winter/Spring  
Coding - 11 (Including Kibo Robotics)

#### Grade: 3

Units: General Awareness - 1 classe  
Keyboarding - 2 classes  
Word Processing - 11 classes  
Internet - 6 classes  
Network Awareness - 1 (Cloud for GSuite)  
CIPA - 3 classes with review Fall/Winter/Spring  
Coding - 12 (Including Kibo Robotics & MicroBit)

Grade: 4

Units: General Awareness - 1 class  
Keyboarding - 4 classes  
Word Processing - 5 classes  
Spreadsheet - 2 classes  
Internet - 5 classes  
Multimedia - 4 classes  
CIPA - 3 classes with review Fall/Winter/Spring  
Coding - 12 (Including Kibo Robotics & MicroBit)

Grade: 5

Units: General Awareness - 1 class  
Keyboarding - 3 classes  
Word Processing - 5 classes  
Spreadsheet - 3 classes  
Internet - 5 classes  
Multimedia - 4 classes  
CIPA - 3 classes with review Fall/Winter/Spring  
Coding - 12 (Including Kibo Robotics & MicroBit)

Grade: 6

Units: General Awareness - 1 class  
Keyboarding - 4 classes  
Word Processing - 14 classes  
Spreadsheet - 4 classes  
Networking - 1 class  
Internet - 4 classes  
Multimedia - 5 classes  
CIPA - 3 classes with review Fall/Winter/Spring

Grades: 7

Course: 21<sup>st</sup> Century Technology-60 Day Rotation

Units:

Keyboarding Maintenance

Computer History: using BRAINPOP Online Software and Google Docs  
Drawing

Computer Terms Review of basic technology vocabulary

Computer Ethics/Internet Safety: using BRAINPOP online software and projects in Pages (ex. Cyber Citizenship, Software Piracy, Copyright, and Identity Theft, etc.) integrated throughout the rotation.

MS Excel Spreadsheets:

- Basic Formatting
- Entering Cell Data
- Basic Formula's and Functions (Order of Operations)
- Spreadsheet Printing Options
- Charts and Graphs

MS Word Processing Skills:

- Formatting Fonts, Text, Margins and Images
- WordArt
- Toolbars and Menu's
- Printing Options
- Page Setup Features
- Headers and Footers

Multimedia applications using PowerPoint/Hyperstudio/Google Docs (Including voice, audio, text, video, podcasting, and graphics)

Grades: 8

Course: 21st Century Technology - 60 Day Rotation

Units:

Keyboarding Maintenance

Desktop Publishing - Pages

- Page Layout
- Introduction to design
- Picture format

Cyber bullying - integrated throughout the rotation

- Key Types & Techniques
- Research and Discussion
- Intervention and Response
- Internet Safety & responsibility

Internet Safety - integrated throughout the rotation

- Google Docs
- Security Settings
- Privacy

MS Word

- Merging Documents
- Collaboration
- Google Docs

Internet research skills

- Search Engine differences/evaluation
- Boolean Searches/advanced search tools
- Website Credibility
- Domain Names
- Source Citations

iMovie - Weather/Natural Disaster

- Importing images
- Adding transitions
- Adding text
- Searching and adding music

Grade: 7

Course: Wood Technology I (30 days)

Computer -Aided Drafting (15 days)

- Units: A. Using Constraints  
B. Geometric Construction  
C. Editing Techniques  
D. Dynamic Viewing Techniques  
E. Dimensioning  
F. Extruding  
G. Annotating  
H. Printing Options

Woodworking (15 days)

- Units: A. Cutting, Shaping, and Separating  
B. Assembly Techniques  
C. Finishing Techniques

Grade: 8

Course: Wood Technology II (45 days)

Computer-Aided Drafting (25 days)

- Units: A. Using Constraints  
B. Geometric Construction

- C. Editing Techniques
- D. Dynamic Viewing Techniques
- E. Dimensioning
- F. Extruding
- G. Parametric Part Modeling
  - 1. Cutting
  - 2. Joining
- H. Orthographic Projection
- I. Annotating
- J. Printing Options

Woodworking: ( 20 days)

- A. Cutting, Shaping, and Separating
- B. Assembly Techniques
- C. Finishing Techniques

Grades: 9-12

Course: Computer Technology: Office Applications

Units: Internet Strategies & Safety - Integrated throughout the course

Google Docs - 3 weeks

Keyboarding Review & Reinforcement - 4 weeks

Web 2.0 - 3 weeks

Word Processing--Word 2007 - 11 weeks

Spreadsheet--Excel 2007 - 9 weeks

Database--Access 2007 - 3 weekss

Grades: 10-12

Course: Web Design/Animation

Units: Adobe Dreamweaver CS5

Getting Started with Dreamweaver – 2 Weeks

Developing a Web Page – 2 Weeks

Working with Text and Cascading Style Sheets – 3 Weeks

Adding Images – 3 Weeks

Working with Links and Navigation – 2 Weeks

Positioning Objects with CSS and Tables – 3 Weeks

Managing a Web Server and Files – 3 Weeks

Adobe Fireworks CS5

Getting Started with Fireworks – 2 Weeks

Working with Objects – 2 Weeks

Importing, Selecting and Modifying Graphics – 2 weeks

Adobe Flash CS5

Getting Started with Flash – 2 Weeks

Drawing Objects in Adobe Flash – 2 Weeks

Working with Symbols and Interactivity – 2 Weeks

Creating Animations – 3 Weeks

Creating Special Effects – 3 Weeks

Grades: 10-12

Course: Fun With Photoshop

Units: Adobe Photoshop CS5

Getting Started with Photoshop – 1 week

Learning Photoshop Basics – 1 week

Working with Layers – 1 week

Making Selections – 1 week

Incorporating Color Techniques – 2 weeks

Placing Type in an Image– 2 weeks

Using Painting Tools– 2 weeks

Working with Special Layer Functions– 2 weeks

Creating Special Effects with Filters– 2 weeks

Enhancing Specific Selections– 2 weeks

Adjusting Colors– 2 weeks

Grades: 10-12

Course: Computer Technology II: The Internet and Basic Web Design

Units: HTML - 14 weeks

HTML 5 and CSS3 - 4 weeks

Grades: 9 - 12

Course: Personal Finance (18 classes)

Units: Planning Personal Finances 4 weeks

Banking and Credit 6 weeks

Investing Financial Resources 4 weeks

Protecting Your Finances 4 weeks

Grades: 9-12

Course: Business Law (18 classes)

Units: Laws and Their Ethical Foundation - 2 weeks

Constitutional Rights - 3 weeks

Court Systems - 3 weeks

Criminal Law and Procedure - 3 weeks  
Contractual Obligations and Enforcement - 3 weeks  
Sales Contracts - 2 weeks  
Consumer Protection - 2 weeks

Grades: 9-12  
Course: Marketing - Elective  
Units: The World of Marketing - 3 weeks  
Economics - 3 weeks  
Business and Society - 3 weeks  
Skills for Marketing - 4 weeks  
Selling - 4 weeks  
Promotion - 4 weeks  
Distribution - 4 weeks  
Pricing - 3 weeks  
Marketing Information Management - 3 weeks  
Product and Service Management - 3 weeks  
Employability & Career Development - if time permits - 2 weeks

Grades: 9-12  
Course: Retailing - Elective  
Units: The Retail Business - 4 weeks  
Retail Business Strategy - 5 weeks  
The Retail Store - 6 weeks  
Exploring Careers in Retailing - 3 weeks

Grades: 9-12  
Course: Sports & Entertainment Marketing  
Units: Marketing and Sports & Entertainment - 2 weeks  
Sports Marketing - 2 weeks  
Sports Marketing Mix - 6 weeks  
Entertainment Marketing - 2 weeks  
Entertainment Marketing Mix - 6 weeks

Grades: 9-12  
Course: Entrepreneurship - Elective  
Units: Should You Become an Entrepreneur? - 3 weeks  
What Skills Do Entrepreneurs Need? - 3 weeks  
Entrepreneurs in a Market Economy - 3 weeks  
Select a Type of Ownership - 3 weeks

Develop a Business Plan - 3 weeks  
Identify and Meet Market Need - 3 weeks  
Finance/Protect/Insure Your Business 3 weeks  
Choose Location/Set Up for Business - 3 weeks  
Market Your Business - 3 weeks  
Hire and Manage a Staff - 3 weeks  
Record Keeping and Accounting - 3 weeks  
Financial Management - 3 weeks

Grades: 9 -12

Course: Introduction to Business - Elective

Units: Unit 1 – The Economy and You  
Chapters 1, 2, 3 and 4 - 4 weeks  
Unit 2 – Owning and Operating a Business  
Chapter 5, 6, 7, 8 and 9 - 5 weeks  
Unit 3 – Influences on Business  
Chapters 10, 11 and 12 - 4 weeks  
Unit 4 – Marketing  
Chapters 13 and 14 - 3 weeks  
Unit 5 – Human Resources  
Chapter 15 - 2 weeks