

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

### Computer Curriculum

- Grade: K
- Units: Letter Awareness/Keyboarding- 18 classes
  - Word Processing - 5 classes
  - Internet - 8 classes
  - Networking Awareness - 2 classes
  - General Awareness - 2 classes
  - CIPA - 1 class
- Grade: 1
- Units: Letter Awareness/Keyboarding - 3 classes
  - Word Processing - 20 classes
  - Internet - 8 classes
  - Networking Awareness - 2 classes
  - General Awareness - 2 classes
  - CIPA - 1 class
- Grade: 2
- Units: General Awareness - 2 classes
  - Keyboarding -3 classes
  - Word Processing - 20 classes
  - Internet - 8 classes
  - Network Awareness - 2 classes
  - CIPA - 1 class
- Grade: 3
- Units: General Awareness - 2 classes
  - Keyboarding - 2 classes
  - Word Processing - 20 classes
  - Internet - 8 classes
  - Network Awareness - 3 classes
  - CIPA - 1 class
- Grade: 4
- Units: General Awareness - 2 classes
  - Keyboarding - 4 classes
  - Word Processing - 12 classes
  - Spreadsheet -2 classes
  - Networking - 2 classes

Internet - 7 classes  
Multimedia - 6 classes  
CIPA - 1 class

Grade: 5  
Units: General Awareness - 1 class  
Keyboarding - 4 classes  
Word Processing - 12 classes  
Spreadsheet - 4 classes  
Internet - 6 classes  
Networking - 2 classes  
Multimedia - 6 classes  
CIPA - 1 class

Grade: 6  
Units: General Awareness - 1 class  
Keyboarding - 4 classes  
Word Processing - 16 classes  
Spreadsheet - 4 classes  
Networking - 1 class  
Internet - 4 classes  
Multimedia - 6 classes

Grades: 7  
Course: Computer Apps A-30 Day Rotation  
Units: Keyboarding Maintenance  
MS Excel Spreadsheets:

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

MS Word Processing Skills:

- Formatting Fonts, Text, Margins and Images
- WordArt
- Toolbars and Menu's
- Printing Options

Grades: 8  
Course: 21st Century Technology Skill C - 60 classes  
Units: Introduction to Computer Literacy/Ethics  
Computer Terminology Review

Keyboarding (Skill Building)  
Advanced Spreadsheet Skills  
Advanced Word Processing Skills  
Internet Research  
Multimedia (Hyper Studio)

Course: 21st Century Technology Skills A - 45 classes

Units: Keyboarding (Skill Building)  
Introduction to Computer Literacy/Ethics  
Cyber bullying  
Desktop Publishing - Pages  
Word

Course: 21st Century Technology Skills B - 45 classes

Units: Keyboarding maintenance  
Internet research skills  
Internet Safety  
iMovie - Weather Catastrophe

Course: Basic Web Page Design - 45 classes

Units: I-Web Application  
Multiple Page Web

- Homepage including 3-4 supporting pages

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 - 3 weeks  
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 weeks

Grades: 10-12  
Course: Web Design/Animation  
Units: Adobe Dreamweaver CS5 - 12 weeks  
Adobe Fireworks CS5 - 12 weeks  
Adobe Flash CS5 - 12 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