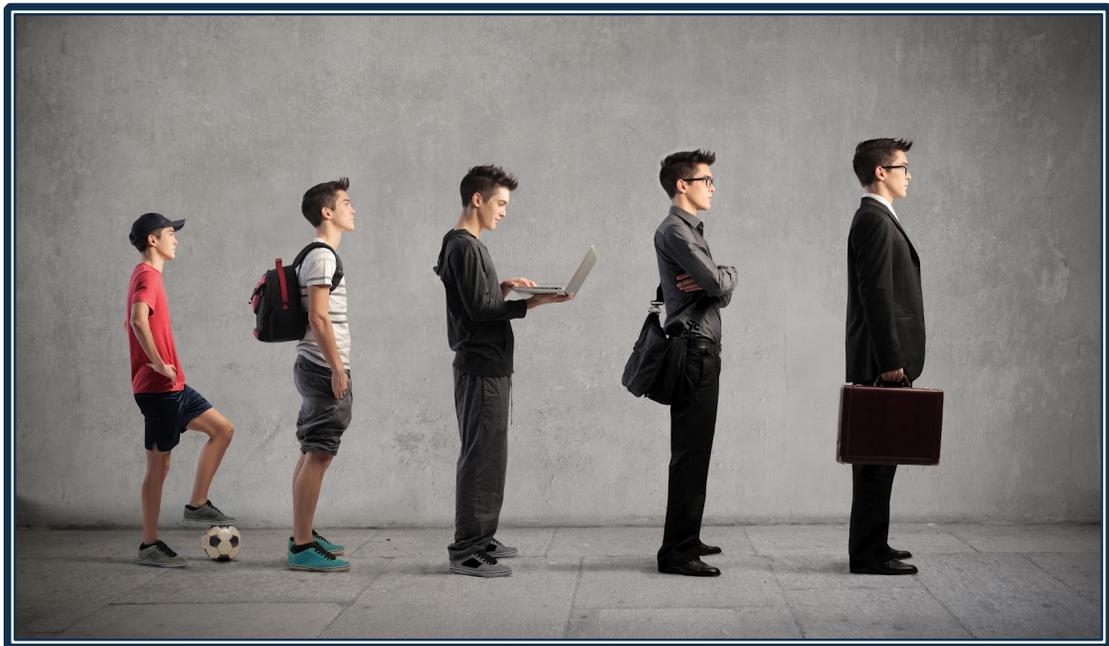


Business and Information Technology Curriculum



SCHOOL DISTRICT OF THREE LAKES

Updated: July 2016
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Philosophy of Business Education

The primary mission of business education is to provide instruction for and about business. The discipline of business education prepares students to become contributing citizens who are capable of making astute personal economic decisions.

The Business Education program will encourage creative thinking, problem solving and basic research and development skills while developing the knowledge, skills, and attitudes necessary for students to succeed in the ever-changing workforce.

Within the local school district and community, it is the business educator who must develop and nurture a comprehensive business program. The support base for the program should include former students, business employees/employers, informed educators, parents, and all others who recognize that business education can improve the quality of life for the individual and well-being of the community.

General Goals

Our students will:

1. Understand the basic value of business within our nation as well as the entire world.
2. Develop the skills, creative abilities, positive self-concepts, and individual capabilities to be successful in the career field of their choosing.
3. Use their understanding of technology and business as a base for career opportunities.
4. Develop problem-solving and decision-making skills in regards to the human element of business.
5. Develop the understanding and value of a good work ethic that is reflected at home and in the workplace.
6. Work individually as well as in a team to solve problems.
7. Develop a positive attitude toward lifelong learning.
8. Understand the importance of tolerance in all aspects of life and business.
9. Have the opportunity to participate in NBHS, National Business Education Society, to further develop leadership skills within the school and community.

Evaluation

Our program will be evaluated annually with professional observations and discussions of goals. The formal updates and revisions are done on a five year cycle.

Students will be continually evaluated using formative and summative evaluation styles. Throughout each course students will be evaluated by personal observation, performance, and standardized assessment.

Courses Available

Grade Level	Courses
7th	Block 7 – Business Exploration
9th – 12th	MS Office
9th – 12th	Business Concepts
9th – 12th	Accounting I
10th - 12th	Accounting II
11th - 12th	Accounting III
10th – 12th	Business and Personal Law
11th – 12th	Personal Finance

7th Grade Block - Business Exploration

Class Description:

This course is a quarter long and consists of exploration in Business in regards to social responsibility, innovation, pricing, decision making, marketing, and selling. A short keyboarding reinforcement component is included in this block.

Resources:

- * Chrome Books
- * Online Resources, Biz Kids, Big Huge Labs, Kid President and current news and educational programing

Objectives:

Students will be able to:

1. understand the benefits of learning and working in a positive environment.
2. Use decision making skills and creativity to develop thought provoking projects
3. Understand that business is in all aspects of our lives and career choices.
4. Understand business basics of social responsibility, sustainability, innovation, and development.
5. Understand business basics of marketing, production and sales
6. Have opportunity for keyboarding reinforcement

MS Office

Class Description:

Businesses rely on technology of many types to make sure employees have the tools they need to complete assignments, tasks, and other responsibilities. MS Office is a suite of programs that may be used independently or together to create simple documents, such as letters and memos, as well as complex reports, data tables and budget spreadsheets. Many jobs in today's workplace and colleges require knowledge of the best-selling software suite. In this class, **Word**, **Excel**, **PowerPoint**, and **Publisher** will be introduced.

Resources:

- * Chromebooks – 365 Microsoft office
- * *Learning Microsoft Office:*

MS Word Topics

1. Create Business Documents: press releases, business letters, memos, flyers, promotional posters, reports, and newsletters
2. Create, save to computer and cloud, print documents and create, delete and rename new folders and files.
3. Understand use of all tabs, bars, ribbons and extended menus and dialog boxes in MS word.
4. Open and edit documents: use auto correct, auto text, copy/paste, overtype, change case, undo, drag and drop, page numbers.
5. Utilize text formatting: font effects, highlighting, format painter, symbols, show/hide button, sorting, bullets and numbering and macros.
6. Understand file extensions
7. Format documents: alignments, tabs, indents, paragraph spacing, margins, headers, footers, page orientation and page breaks.
8. Create professional business documents: memos, press releases, newsletters, business letters, personal business letters, flyers, promotional posters
9. Create envelopes and labels
10. Create employability documents: Resume, Cover Letter and Thank-you Letter
11. Understand, use and create proofreader marks.
12. Create tables: select borders and shading, move and resize tables, calculate and sort.
13. Create multiple-page documents: create hard page breaks, continuous breaks, headers and footers, find and replace,
14. Use desktop publishing: understand design characteristics, columns, drop caps, borders and shading.
15. Use graphics: text wrap, clip art, embed objects, rotate and flip objects, adjust brightness and contrast, crop pictures, text boxes, linking text boxes, download objects, autosshapes, line color and styles, 3d effects, group, word art, and watermarks.
16. Use a variety of themes, effects and smart graphics to enhance business documents.
17. Create hyperlinks, track changes
18. The basics of business communication and proper etiquette through e-mails and business documents.

MS Excel Topics

1. Understand Excel is a spreadsheet program that is used to analyze business and personal, or financial data and create reports in a table format consisting of rows and columns.
2. Formatting, creating, insert, delete, copy move and rename worksheets
3. Understand Excel interface and print options
4. Insert headers and footers, set print area, reappear row and column labels, freeze columns and rows, transpose data and create a variety of series
5. Creating formulas and functions
6. Work with a variety of templates
7. Use view and arrange all and tile to create a variety of views in the workbook
8. Create a numeric label using a label prefix
9. Create a series, change cell and column alignments and width, merge cells and change cell formats.
10. Select and name ranges, themes, create relative and absolute reference, hide sheets and columns
11. Create and format tables
12. Create and format charts.

MS Publisher Topics

1. Create brochures
2. Create business cards
3. Create business banners

MS PowerPoint Topics

1. Understand how powerful PowerPoint is as a visual aid in a business presentation.
2. Creating new presentations by applying themes and a variety of slide layouts and understand what makes a powerful and effective presentation.
3. Using PowerPoint views to create templates, copy, rearrange slides
4. Edit slides by manipulating background graphics, using other slides and presentations and programs to export and import information.
5. Create notes pages handouts, slide size and orientation.
6. Work with graphic elements, background elements, objects, grouping, placeholders, text, symbols, word art, charts, pictures, movies and sound.
7. Working with animations and timing of graphics and slides and placeholders to create the most effective business presentation
8. Create fully automated presentation with oral narration.
9. Creating tables, smart art and organizational charts.
10. Creating hyperlinks, action buttons, rehearse timings, and annotations.
11. Utilizing MS excel to show and update information on PowerPoint presentation
12. Create a photo album
13. Create jpg docs from slides
14. Learn the basics of a promotional sales presentation and create final project incorporating skill learned throughout the year.

Accounting I

Class Description:

Accounting is a skill-level course that is of value to all students pursuing a career in any business related field, such as, finance, accounting, international business, business administration, marketing, management or real-estate. This course will introduce the basic general concepts of double entry accounting for proprietorships, partnerships and corporations. The student will study and construct basic financial reports; such as, balance sheets, and income statements. Simulations will be used to help the students understand the full accounting cycle.

Resources:

- * *Century 21 Accounting: First-year course general journal approach*: K. Ross, R.D. Hanson, C. Bienias Gilbertson, M.W. Lehman, & R.M. Swanson, South-Western Publishing Co., Cincinnati, Ohio, 2011.
- * *Simulation – Eddie Ortega, Disc Jockey*
- * *AICPA, WICPA Organizations, current news and educational programing*

Topics:

1. work independently and in groups to accomplish their goals.
2. experience accounting and accounting careers in a variety of businesses, using annual reports, books, news articles and Internet resources.
3. understanding GAAP, generally accepted accounting principles.
4. identify accounting concepts, terms and practices related to starting a service business organized as a proprietorship.
5. understand and be able to create a business's chart of accounts and the classifications that each account is organized within.
6. analyze Transactions into Debit and Credit Parts.
7. know the normal balances of each account and how they fit in the accounting equation.
8. record Transactions in a General Journal and special Journals.
9. post accounting entries from Journals to a Subsidiary and General Ledgers.
10. understand cash control systems by proving cash, using a checking account, endorsements, reconciling a bank statement and journalizing dishonored checks and eft transactions.
11. establish and replenish a petty cash fund.
12. create a work sheet for a service business, consisting of trial balance, adjusting entries and extending financial information to the correct financial columns.
13. create financial statements for a proprietorship: Income statement and Balance sheet
14. understand Income Statement Analysis Ratios
15. record adjusting entries and closing entries for a service business.
16. Create a post closing trial balance

Accounting II

Class Description:

This course will be a continuation of Accounting I and will focus on the general concepts of double entry accounting for corporations. The student will continue to study and construct basic financial reports. Simulations will be used to help the students understand the full accounting cycle and automated accounting using QuickBooks Pro will be introduced.

Resources:

- * *Century 21 Accounting: First-year course general journal approach:* K. Ross, R.D. Hanson, C. Bienias Gilbertson, M.W. Lehman, & R.M. Swanson, South-Western Publishing Co., Cincinnati, Ohio, 1995.
- * *Simulation: Zenith Global Imports*

Objectives:

Students will be able to:

1. work independently to accomplish their goals.
2. will be able to assist Accounting I students with question on simulations.
3. prepare payroll records, payroll checks, and reports
4. understand social security, Medicare, unemployment, payroll and employee income taxes.
5. Understand the accounting cycle for a Corporation that is a merchandising business
6. understand how to distribute corporate dividends
7. understand how to record and adjust merchandise inventory
8. understand how to record uncollectable accounts.
9. understand how to Plan and record for depreciation and salvage value of assets.
10. write off and collect uncollectible accounts receivable.
11. record buying of plant assets and paying of property tax
12. calculate depreciation, using straight line method and double declining method and disposal of assets.
13. determine the cost of merchandise inventory using the fifo, lifo and weighted-average inventory costing methods and the gross profit method of estimating inventory.
14. record purchases, notes and interest, sales, cash receipts and cash payment for a Corporation.
15. understand accounting for accrued Revenue and Expenses.
16. create financial statements, stock records and end-of-fiscal-period entries for a Corporation.
17. understand how to adjust, close and reverse entries for a corporation.
18. understand accounting related to forming, dissolving and distributing the earnings of a partnership.
19. Record international and internet sales
20. understand the basics of accounting by being introduced to QuickBooks.

Accounting III

Class Description:

This course will be a continuation of Accounting II. The student will continue to study and construct basic financial reports with the added . Simulations will be used to help the students understand the full accounting cycle and automated accounting using QuickBooks Pro.

Resources:

- * *Century 21 Accounting: First-year course general journal approach:* K. Ross, R.D. Hanson, C. Bienias Gilbertson, M.W. Lehman, & R.M. Swanson, South-Western Publishing Co., Cincinnati, Ohio, 1995.
- * *Simulation: Tron*

Topics:

1. Departmentalized Accounting
 - a. Departmental Purchases, Sales and Cash Payments and Receipts
 - b. Departmental Payroll and Financial Reporting
2. Accounting Adjustments and Valuation
 - a. Voucher system
 - b. Inventory planning and Valuation
3. General Accounting Adjustments
 - a. Uncollectable accounts and plant assets
 - b. Notes payable, prepaid expenses, and accrued expenses
 - c. Notes receivable, unearned revenue and accrued revenue
4. Management Accounting
 - a. Budgetary planning and control
 - b. Management decisions using cost-volume-profit analysis
 - c. Management decisions using present value analysis
 - d. Financial Statement Analysis

Business and Personal Law

Class Description:

This course is designed to introduce students to the basic legal principles relevant to their roles as citizen, consumer, and employee. Students will study current cases to learn how business and personal law impacts not only business, but their own lives right now. This class will help students understand legal principles that will be used throughout the rest of their life. Specific areas covered include Criminal, Business and civil law, Legal ethics, personal, business contracts, Buying and selling goods, landlords and tenants rights, rights as a minor, property and consumer protection.

Resources:

- * *Law for Business and Personal Use: J. E. Adamson & N. J. Mietus, South-Western Educational Publishing, Cincinnati, Ohio, 2002.*
- * *Current News and educational programing*

Objectives:

Students will be able to:

1. use an open mind and clear decision making to focus on the business and personal experiences that occur in their own community.
2. understand our laws and legal system.
 - a. explain the evolution of law
 - b. explain how constitutional, statutory, case and administrative laws are created
 - c. explain how to resolve conflicts between constitutional , statutory, case and administrative laws
 - d. describe the differences between criminal and civil, substantive and procedural, and business and other forms of law.
3. understand ethics in our law.
 - a. define ethics and business ethics
 - b. discuss why we are obligated to obey laws.
 - c. explain the duties of a citizen.
4. understand the foundations of our constitution.
 - a. name the documents written in the course of our nation's founding.
 - b. explain the relationship between the Declaration of Independence and the Constitution.
 - c. discuss how the Constitution has been a shield against violation of basic human rights.
 - d. identify the basic human rights protected by the Bill of Rights and subsequent amendments.
 - e. discuss how the Constitution creates a system of checks and balances.
 - f. explain how the power to govern is divided between the federal and state governments.
5. understand the court systems.
 - a. explain how disputes can be settled without resorting to the courts
 - b. name the different levels of courts and describe their powers.
 - c. name the various levels of federal courts and describe their jurisdictions.

- d. compare the structure of a typical state court with the structure of the federal courts.
 - e. identify typical state courts of specialized jurisdiction.
 - f. discuss the jurisdiction of the various typical state courts.
6. understand our criminal laws.
 - a. define the elements present in all crimes
 - b. describe crimes that commonly occur in the business environment.
 - c. know the rights a person has when arrested.
 - d. recognize a person's potential criminal liability for the actions of others.
 - e. understand the justifiability of the common defenses to criminal charges.
 7. understand personal injury laws
 - a. distinguish a crime from a tort.
 - b. discuss the elements of a tort.
 - c. explain when a person is responsible for another's tort.
 - d. identify nine common intentional torts
 - e. define negligence and strict liability.
 - f. discuss what damages are available to victims of torts.
 - g. explain the various stages of a civil suit.
 8. understand offer and acceptance of contracts
 - a. List the elements required to form a contract
 - b. describe the requirements of an offer.
 - c. describe how an offeror and offeree can end an offer
 - d. explain how the parties can create offers that cannot be ended by the offeror.
 - e. discuss the requirements of an effective acceptance
 - f. determine at what point in time an acceptance is effective.
 9. understand genuine agreement of contract
 - a. define genuine agreement and rescission.
 - b. identify when duress occurs.
 - c. describe how someone may exercise undue influence.
 - d. describe the kinds of mistakes that can make a contract void or voidable.
 - e. determine when misrepresentation has occurred
 - f. identify when fraud has occurred
 - g. discuss the remedies for mistake, misrepresentation, and fraud.
 10. Understanding real property
 - a. Identify the physical and legal elements of real property
 - b. Classify items and real or personal
 - c. Describe the major estates in land
 - d. Identify the legal names of parties involved in deeding of realty
 - e. Describe the processes for transferring ownership of land
 11. Understand renting realty
 - a. describe the legal characteristics of a lease.
 - b. identify the parties to a lease
 - c. describe the various leasehold estates.
 - d. explain the tenant's right to use the property.
 - e. explain how a lease can be transferred.
 - f. describe the lessor's rights
 - g. explain when the lessor is liable for injuries on the property
 - h. describe the lessor's duties under the Fair Housing Act.

Business Concepts

Class Description:

This course is designed to help students explore the different aspects of business, established business principles, and practices that form the groundwork for all business operations. Some of the areas studied are: the global economic environment, social responsibility of business and government, sustainability, business ownership, human resources, management and leadership, organizational behavior, entrepreneurs, marketing, business operations and careers, A special field trip of the Three Lakes Downtown businesses will be included in the class. This trip gives the students the opportunity to speak with and to get to know our local business members.

Resources:

- * *Principles of Business, 8th edition: Les R. Dlabay, James L Burrow, Brad A Kleindl, South-Western Cengage Learning, 2012.*
- * *Wall Street Journal, Wall Street Journal and local newspapers, current news and educational programming*

Topics

1. Focus on the business world and the role they are and will be taking part in.
2. Economic Decisions
 - a. Wants and needs/goods and services
 - b. Economic Resources/Factors of Production
 - i. Problem of limited resources/scarcity
 - ii. Opportunity Costs
 - c. Decision Making Process
 - d. Supply and Demand
 - i. Factors Influencing demand and supply
 - ii. Law of Demand: Law of Supply
 - iii. Determining market price
3. Social Responsibility of Business and Government
 - a. Social responsibly
 - i. Key Issues: Human rights, Environment, Animal protection, Community involvement, workplace diversity, safety and wellness, social justice
 - ii. Benefits, costs and future of business
 - b. Sustainability
 - i. Define, future of business, business examples
 - c. Business Ethics
 - i. Code of ethics
 - d. Government in Society
 - i. Government employment –state and federal
 - ii. Roles of government
 - iii. Levels of government
 - e. Government Protection Activities
 - i. Workers, Contracts, legal systems

- f. Protection of intellectual property
 - i. Patents, copyrights, trademarks
 - g. Regulatory Activities
 - i. Utilities
 - ii. Prevent unfair business practices
 - 1. Monopolies/Oligopolies/antitrust laws
4. Management
- a. Role and work of managers
 - b. Levels and functions of management.
 - c. Advantages and disadvantages of being a manager.
 - d. Leadership traits and skills and styles of effective managers of all types.
 - e. Management careers
 - f. the psychology and human aspect of management
 - i. Motivation/ Maslow's hierarchy
 - ii. Changing generations: Traditional to Millennials
5. Marketing
- a. Marketing careers
 - b. Marketing activities in business
 - c. Marketing Functions
 - i. Product and service, distribution, selling, information management, financial analysis, pricing, and promotion
 - ii. Marketing strategy
 - 1. Marketing orientation
 - 2. Marketing Avenues
 - d. Discuss top 2 laws of marketing
 - e. Market Research
 - f. Understanding customers and competition
 - i. Customers decision-making process
 - ii. the psychological side of marketing
 - iii. Maslow's Hierarchy; Behaviors and motivations
6. Small Business
- a. Advantages and disadvantages
 - b. Small business and the United States
 - c. History of small business in America
 - d. Business Plan: Parts, Examples, Tips and help in creating
 - e. SBA-Small Business Administration

Personal Finance

Class Description:

In this introductory finance course, the goal of is to help students to become financially responsible, conscientious members of society. To reach that end, this course develops students understanding and skills in such areas as national debt, economic measurement tools, Federal Reserve, money management, budgeting, saving, financial goal attainment, the wise use of credit, insurance, investments, retirement planning and consumer rights and responsibilities. This class prepares students for the state-wide “Financial Investment Challenge” competition every spring.

Resources:

- ✧ *Economic Education for Consumers 4th edition*: Rodger LeRoy Miller and Alan D. Stafford, South-Western Cengage Learning, 2010.
- ✧ *Principles of Business, 8th edition*: Les R. Dlabay, James L Burrow, Brad A Kleindl, South-Western Cengage Learning, 2012.
- ✧ *H and R Block National Budget Challenge Competition*
- ✧ *Wall Street Journal and local newspapers, current news and educational programming*

Topics:

1. Understanding the economic health of the Nation and how it relates to personal finance decisions.
 - a. What is Personal Finance and why it is so important for all citizens?
 - b. Macro vs Micro Economics
 - c. Economic Indicators
 - i. GDP/GNP
 - ii. Inflation/Deflation/CPI/Stagnation
 - iii. Unemployment
 - d. National Debt
 - i. Budget deficit/surplus
 - ii. Debt Clock
 - e. Business Cycle
 - i. Prosperity, Peak/Recovery, Expansion /Recession, Contraction /Depression, Trough
 - ii. DOW Industrial Average History/cycles
2. The Government and the Nations Supply of Money
 - a. Regulating the Supply of Money
 - i. Opportunity costs
 - b. Fiscal Policy
 - i. Legislative/Executive branches responsibility
 - ii. Taxes/Gov't Spending
 - c. Federal Reserve
 - i. What is Federal Reserve?
 - a. Monetary Policy
 - i. FOMC (Federal Open Market Committee)
 - ii. Buy Sell Gov't Securities
 - iii. Reserve Requirement
 - iv. Interest Rate

- 1. Discount/Prime
 - b. Banking Supervision
 - i. FDIC
 - ii. Money disposal
 - c. Provide Financial Services
 - i. Clears checks
 - ii. Money creation
 - 1. Bureau of Engraving and Printing/US Mint
3. Banking/Checking
 - a. Parts of a check
 - b. Writing a check/fraud
 - c. Endorsements/Deposits
 - d. Types of Checking Accounts
 - i. Sharing expenses with partner
 - e. Banking services and Fees
 - i. Stop Payment Orders
 - ii. Debit vs Credit spending/ATM's
 - iii. Lost or stolen checks
 - iv. Safe deposit boxes
 - v. Notary Public
 - vi. Financial Services
 - vii. Financial Advisors
 - f. Bank VS Credit Union
4. Saving/Retirement
 - a. SMART Goal Guide to success
 - i. Budgeting/goals
 - b. Why do we save?
 - i. Major purchases
 - ii. Unexpected purchases
 - iii. Emergencies
 - iv. Retirement
 - c. Saving vs Investing
 - i. Risk
 - ii. Rule of 72, liquidity
 - iii. Saving accounts, CD's, Money Market accounts
 - iv. 529 plan
 - d. Interest/Principal
 - i. Simple vs Compound
 - ii. APY
 - e. IRA
 - i. Roth vs Traditional
 - f. Company Sponsored Retirement Plans
 - i. Define Benefit Plan
 - ii. Defined Contribution Plan
 - 1. 401K
 - 2. 403B
5. Investing
 - a. Securities

- i. Diversification
 - ii. Stocks
 - iii. Bonds
 - iv. Mutual Funds
 - b. Real Estate
 - i. Owning vs Renting
 - ii. Benefits: Taxes, Equity
 - c. Commodities and Futures
 - d. Collectables
- 6. Taxes
 - a. Types of Common Taxes
 - b. Your paycheck
 - i. Withholdings Income tax, FICA tax
 - ii. Gross vs Net Income
 - iii. IRS
 - iv. Disposable/discretionary Income
 - c. Forms
 - i. W4, W2, 1099, 1040EZ, 1040A
 - d. Filing
 - i. Status, Exemption, dependents, deductions
 - ii. Credits, preparing and filing
- 7. Borrowing/Credit
 - a. DECIDE steps/Do I need or want/Other financial plans in place
 - b. 20/10 Rule
 - c. Secured vs Unsecured Loans/collateral
 - d. Good Loans vs Poor Loans/Payday loans
 - e. Amortization/APR
 - f. 6 C's of Credit
 - g. Credit Cards
 - i. Types/Tips/Proper use/applying
 - ii. Consumer protection/laws (Usury)
 - h. Credit Score/Credit Report
 - i. FICO Score
 - 1. What is on it and how it is calculated.
 - 2. Range Numbers, good vs bad/options
 - ii. Credit Bureaus
 - 1. How many, what is on credit Report
 - 2. Disputes/ Checking report
 - i. Student Loans
 - i. Cost of College
 - ii. How to pay for college with limited savings
 - 1. Scholarships
 - 2. ROTC/Armed Forces
 - 3. FASFA
 - a. When/how to apply
 - b. Estimated Family Contribution
 - c. Types of Loans//Grants/Work Study
 - d. Repayment Responsibilities
 - j. Bankruptcy

8. Purchasing Car/Home

a. Cost of a Home

- i. Appreciation vs Depreciation
- ii. Income, Career influences Home choices
- iii. Property Taxes/Down payment/Mortgage/Closing Costs/Points/Insurance
- iv. Types of Mortgages
 1. Fixed/ARM's/FHA/VA/grad-payment/Interest only
 2. Awareness: Subprime lending/balloon payments
- v. Buying a Home
 1. Real Estate agents
 2. Tips for Evaluating home
 3. Making an offer/Earnest money

b. Car buying Process

- i. Evaluating new and used cars
- ii. Calculating fair price
- iii. The buying process
 1. Loans
 2. Where and when to shop
 3. Negotiating the deal
 4. Tips for buying and consumer protection

9. Insurance

a. Vehicle

- i. Types of Coverage
- ii. Cost
- iii. Legal aspects
- iv. Deductibles/premiums

b. Property

- i. Coverage/Policies
- ii. Common perils
- iii. Making a claim

c. Life

- i. Policy/beneficiary
- ii. Types of Policies