Business Technology Scope and Sequence Matrix

Name of Subject Area: Business Education

Grade	Computer Skills	Employment Skills	Financial Skills	Critical Thinking Skills	Business Ethics
K	• SmartBoard usage • Keyboard, mouse • Overhead projector				
1	• Introductory typing-spacebar, enter key, mouse, draw art • SmartBoard usage-markers, colors, website videos				
2	• Intro: Word, PowerPoint • Internet: Study Island (MAP readiness), research famous person • Keyboarding (home row) • SmartBoard				• Internet safety • Care and usage of hardware
3	• Intro: Word, PowerPoint • Internet: Study Island (MAP readiness), research Missouri facts, 3 branches of government • Keyboarding (home row) • SmartBoard				• Internet safety • Care and usage of hardware
4	• Word • Keyboarding-introduction to all letters, type a minimum of 10 wpm			• Introduction of Internet searching	• Computer ethics-Internet safety, care and usage of hardware
5	• Introduction: Word, Publisher, PowerPoint • Keyboarding: Introduction to all letters, type a minimum of 15 wpm			• Reinforcement of Internet searching • Create and design documents	• Computer ethics-Internet safety, care and usage of hardware, copyright laws

Grade	Computer Skills	Employment Skills	Financial Skills	Critical Thinking Skills	Business Ethics
6	• Introduction & some advanced features: Word, PowerPoint, Publisher • Keyboarding: introduction of letters and numbers, type a minimum of 20 wpm	• Presentation skills: create and present PowerPoint		• Advanced Internet searches • Create and design documents	• Presentation skills: create and present PowerPoint • Computer ethics: Internet safety, care and usage of hardware, copyright laws
7	•	•			
8	• Keyboarding skills: learn, practice, enhance, technique, type minimum of 30 net wpm	• Ethics in use of equipment and software			• Ethics in use of equipment and software

Computer Applications	Create business documents
	Introduction
	   • Word
	   • Excel
	   • PowerPoint
	   • Mail merge
		Career Exploration
		Develop employment documents
		Presentation Skills
			Introduce financial skills through Excel	Develop business documents.
				Develop employment documents	

Advanced/Dual Credit Business Computers	Use advanced features
	   • Word
	   • Excel
	   • PowerPoint
	Introduction
	   • Access
	   • Publisher
	File management
		Develop materials that can be used in a portfolio
		Presentation skills
			Use software to calculate business statistics	Students transfer knowledge to projects for school and community
				Advanced internet searches
					Computers ethics
					   • Internet safety
					   • E-mail
					   • Social networking

Desktop Publishing	Introduction
	   • Photoshop
	   • InDesign
	File management
		Develop materials that can be used in a portfolio.
		Meet deadlines
		Presentation skills
			Cost of hardware, software and peripherals	Implement design principles used in workplace.
				Create designs and documents
					Copyright laws

Grade	Computer Skills	Employment Skills	Financial Skills	Critical Thinking Skills	Business Ethics
Business and Personal Law	Excel to track court cases and data • Create Graphs Microsoft Word • Create reports for recent & historical court cases PowerPoint – Presentation Skills • Research & Present court case	Educational requirements for Attorney, Paralegal, Law Enforcement, FBI, Police Officer Understand Educational steps that can be taken to further career path	Costs associated with Business and Personal Law matters; small claims court, felony misdemeanor; civil case: Calculate cost both monetary and opportunity costs related to legal matters	Apply Law History to current trends in law Understand main points of a valid contract Apply pre-trial and trail procedures	Understand legal and ethical matters related to Business and Personal matters Demonstrate awareness of how law treats victims of crime & roles of law enforcement/court system Confidentiality
Sports and Entertainment Marketing	Integrate all software available	Teamwork Deadlines Presentation skills	Develop business financial plan Project financial proposal Opportunity cost Scarcity	Develop business plan Develop project proposal Target market	Ethics in marketing Ethics vs. morals
Multimedia	Create and edit video and audio Create and edit animation File management	Presentation skills Deadlines Teamwork	Cost of hardware, software and peripherals	Create storyboard and project proposals. Create multimedia presentations	Copyright laws
Global Business Technology	Create advanced business documents, presentations, and reports • Word • Excel • PowerPoint • Publisher Video and audio software Voice recognition software	Prepare employment documents Workplace behavior skills • Teamwork • Punctuality • Attendance • Deadlines • Responsibility • Dress code • Initiative Networking with business professionals Employment documents Mock Interviews	10-key Prepare business financial plan Track funds for FBLA Prepare invoices for projects in the community Create and keep financial records for projects	Filing simulation Entrepreneurship projects FBLA projects School athletic programs and documents Create documents and presentation's for school and community Organize community wide service projects Organize community events	Ethics at work Ethics in the classroom

Grade	Computer Skills	Employment Skills	Financial Skills	Critical Thinking Skills	Business Ethics
Personal Finance	Use Excel to create budget Research financial institutions Electronic checking accounts E-file taxes Create business documents and presentations • Word • Excel • PowerPoint	Establish career goals Outline steps to achieve career goals	Manage a checking account Pay Stub • Gross Pay • Net Pay • Deductions Fill out tax documents Evaluate financial resources Smart Consumer Decisions Financial investments and savings Scarcity Develop budget	Develop personal budget Develop career and personal goals Economic way of thinking • Implement smart consumer decisions • Opportunity cost Credit consumer skills	Credit and Bankruptcy Ethically handle a checking account Confidentiality
Accounting	Accounting on the computers • Automated accounting • Excel	Calculating gross and net pay Education requirements in accounting field	Analyzing transactions Journalizing and posting Preparing financial documents Completing the accounting cycle for a service and a merchandise business. Calculating component percentages	Completing accounting cycle simulations for a hypothetical business. Analyzing business transactions Applying accounting concepts	Ethics in accounting Appling general accepted accounting procedures
Advanced/Dual Credit Accounting	Accounting on the computers • Automated accounting • Excel	Advanced features of payroll including financial effects of benefits Education requirements in accounting field Job shadowing	Analyzing transactions Journalizing and posting Preparing financial documents Completing the accounting cycle for a service and a merchandise business. Completing the accounting cycle for a corporation Inventory methods Aging Voucher method Calculating component percentages Analyzing financial reports Making financial management decision based on financial analysis Tax accounting	Preparing simple tax returns for the community Completing accounting cycle simulations for a hypothetical business. Analyzing business transactions Applying accounting concepts	Ethics in volunteering for the IRS. Ethics in accounting Privacy act Applying general accepted accounting procedures.

Supervised Business Experience	Using computer software to create employment documents specific for their job Using Excel to track their gross pay, deductions and net pay and hours worked	Workplace behavior skills • Teamwork • Punctuality • Attendance • Deadlines • Responsibility • Dress code • Initiative Networking with business professionals Employment documents Mock Interviews Transfer skills to actual job	Varies depending on work place • Inventory • Cash register • Ordering of supplies or materials	Transfer skills learned at school and apply to actual work experience	Ethic at work Individual work place policies Customer service