

CTE/ROP Virtual Enterprise/Economics A/B

San Diego County Office of Education - Sweetwater Union High School District Pacing Guide/Course Description

Course Length: 2 Semesters	Classroom Instruction: 180 hours
SUHSD Course Number:	Grade Level: 11 , 12
SDCOE Course Number:	SDCOE Total Hours:
CBEDS Number/Title:	Year of Implementation:
Course Pre-requisites: None	Articulation (school/credits): None
CTE Industry Sector: Finance and Business	CTE Pathway(s): Accounting Services, Banking and Related Services, Business Financial Management
Job Titles: Marketing Managers, Treasurers and Controllers, Industrial Production Managers, Purchasing Managers, Human Resources Managers, Operation Research Analyst, Loan interviewers and clerks	
Credential Information: Preliminary or Clear Full-time Designated Subjects CTE Teaching Credential in Finance and Business	
Required Textbooks: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional, Microsoft Publisher 2002, Macromedia Dreamweaver, Macromedia Flash, Jasc Paint Shop Pro 7, Jasc Animation Shop 3, Adobe Photoshop 7.0,	
Course Description:	
<p>This one-year course allows students to master basic economic principles and concepts. Students will be able to better understand the economic world around them by covering subject areas such as; micro and macroeconomics, international economics and entrepreneurship. Through a combination of project-based learning, lecture, research, and electronic media students will not only gain exposure to economic principles, but also gain an understanding of the role global and domestic businesses have as well as the impact the federal government has on the economy. They will do so by creating a simulated business where they will determine the nature of their company, its products and services, its management and structure, and learn the daily operations of a business.</p>	

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Semester 1

Unit 1: Introduction to Fundamental Economic Concept
Unit 2: Economic Systems
Unit 3: Free Enterprise Systems
Unit 4: Organizing a Business
Unit 5: Income and Consumption
Unit 6: Money and Financial Institutions
Unit 7: Saving and Investing
Unit 8: Market Structure
Unit 9: The Role of the Labor Force in the American System
Unit 10: International Trade
Unit 11: Working With Spreadsheets
Unit 12: Working With Word Processing and Desktop
Unit 13: Working With the Internet

Semester 2

Unit 14: Working With Presentations
Unit 15: Working with Databases
Unit 16: Business Etiquette
Unit 17: Establishing Accounting
Unit 18: Establishing Human Resources Department Responsibilities
Unit 19: Establishing Marketing Department Responsibilities
Unit 20: Establishing
Unit 21: Establishing Sales/Purchases Department Responsibilities
Unit 22: Essential Employability Skills
Unit 23: Job Search Instruction
Unit 24: Job Acquisition Skills

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<u>Semester 1 - Unit 1 – Introduction to Fundamental Economic Concept (10 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>1A - Demonstrates an understanding of how consumers make decisions and what factors in the economic system affect the making of those decisions.</p> <p>1B - Demonstrates knowledge of the basic concepts used by economics, particularly scarcity allocation of resources, economic decisions, economic goods, trade-offs, efficiency, price stability, goals of all economic systems.</p> <p>1C - Demonstrates an understanding of how the banking system works in the American economic system and the role of the Federal Reserve System in stabilizing the value of the dollar within the nations' economy.</p> <p>1D - Demonstrates an understanding of the basic differences between the different types of economic systems that exist in the world today.</p> <p>1E - Demonstrates and understanding of the concept of a mixed economic system.</p> <p>1F - Demonstrates knowledge of how market system pricing operates.</p> <p>1G - Demonstrates how the laws of supply and demand</p>	<p><u>Career Technical Education:</u> *FAB/ASVP/ A1.4 Prepare, analyze, and interpret financial statements for various business entities. A3.1 Understand the major types of business organizations and the risks and benefits of each. *FAB/BRSP/ B1.4 Use accounting knowledge to perform bookkeeping functions. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.2.5) Understand the process by which competition among buyers and sellers determines a market price. (12.2.7) Analyze how domestic and international competition in a market economy affects goods and services produced and the quality, quantity, and price of those products. (12.1) Students understand common economic terms and concepts and economic reasoning. (12.2.1) Understand the relationship of the concept of incentives to the law of supply and the relationship of the concept of incentives and substitutes to the law of demand. (12.2.4) Explain how prices reflect the relative scarcity of goods and services and perform the allocated function in a market economy. (12.2.5) Understand the process by which competition among buyers and sellers determines a market price. (12.2.6) Describe the effect of price controls on buyers and sellers. (12.4.2) Describe the current economy and labor market, including the types of goods and services produced, the types of skills workers</p>	<p>1A – 2 hours: Economic Choices</p> <p>1B – 2 hours: The Challenge of Scarcity</p> <p>1C – 2 hours: Economic Goals</p> <p>1D – 2 hours: Price stability, full employment</p> <p>1E – 2 hours: Growth and Socioeconomic goals</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<p>interact to produce prices which "clear the market". 1H - Demonstrates this knowledge through explanatory statements and construction of and reading of graphs and schedules. 1I - Demonstrates an understanding of how and why government regulates business. 1J - Demonstrates knowledge of the role of labor unions in the economic system.</p>	<p>need, the effects of rapid technological change, and the impact of international competition (12.3.1) Understand how the role of government in a market economy often includes providing for national defense, addressing environmental concerns, defining and enforcing property rights, attempting to make markets more competitive, and protecting consumers' rights. (12.2) Students analyze the elements of America's market economy in a global setting. (12.3) Students analyze the influence of the federal government on the American economy. (12.4.3) Discuss wage differences among jobs and professions, using the laws of demand and supply and the concept of productivity.</p>		
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<u>Semester 1 - Unit 2 – Economic Systems (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>2A – Demonstrates what constitutes an economic system</p> <p>2B – Recognizes different types of economic systems</p> <p>2C – Understands how economic systems resolve the basic economic questions</p>	<p><u>Career Technical Education:</u> *FAB/BFMP/ C1.3 Understand how the financial needs of a business change in a dynamic and competitive marketplace. *MSS/ENTP/ B5.1 Understand the role and importance of entrepreneurship and the small business in the economy. B5.2 Understand common ways in which fiscal and monetary policies affect the economy (e.g., the availability of money and credit and business decisions). B5.6 Understand the importance of economic measurement and the factors used to calculate it. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.1) Students understand common economic terms and concepts and economic reasoning.</p>	<p>2A – 1 hour What constitutes an economic system</p> <p>2B – 1 hour Different types of economic systems</p> <p>2C – 3 hour How economic systems resolve the basic economic questions</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 1 - Unit 3 – Free Enterprise Systems (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
3A – Understands free enterprise systems	<p><u>Career Technical Education:</u> *MSS/ENTP/ B5.3 Understand the role of government in the free enterprise system and its impact on small businesses. B5.4 Understand the relationship between supply and demand and pricing and production. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.2.1) Understand the relationship of the concept of incentives to the law of supply and the relationship of the concept of incentives and substitutes to the law of demand. (12.2.7) Analyze how domestic and international competition in a market economy affects goods and services produced and the quality, quantity, and price of those products.</p>	<p>3A - 2.5 hours: Basic laws of supply and demand 3B – 2.5 hours: Forces which interact to establish prices</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 1 - Unit 4 – Organizing a Business (10 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>4A - Demonstrate an understanding of how businesses are organized and how they function in a market economy.</p> <p>4B - Demonstrates an understanding of the role of profit incentive in business growth and its importance in preserving the benefits of competition.</p>	<p><u>Career Technical Education:</u> *FAB/ASVP/ A1.2 Examine, analyze, and categorize financial transactions *FAB/HS/ 6.1 Know the policies, procedures, and regulations regarding health and safety in the workplace, including employers’ and employees’ responsibilities. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.4.1) Understand the operations of the labor market, including the circumstances surrounding the establishment of principal American labor unions, procedures that unions use to gain benefits for their members, the effects of unionization, the minimum wage, and unemployment insurance. (12.4.2) Describe the current economy and labor market, including the types of goods and services produced, the types of skills workers need, the effects of rapid technological change, and the impact of international competition. (12.4.3) Discuss wage differences among jobs and professions, using the laws of demand and supply and the concept of productivity.</p>	<p>4A – 2 hour: Basic forms of business organization</p> <p>4B – 1 hour: Process of starting a business</p> <p>4C – 1 hour: Basic forms of business organizations</p> <p>4D – 1hour: Process of starting a business</p> <p>4E - 1 hour : Defining departments</p> <p>4F – 1 hour: Writing a business plan</p> <p>4G – 1 hour: Writing job descriptions</p> <p>4H – 1 hour: Interviewing for jobs</p> <p>4I – 1 hour : Insurance-Personal and Business</p>	<p><u>Teacher Resources:</u> Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0 SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p> <p><u>Students Resources:</u> Same as teacher’s Resources (see above)</p>

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<u>Semester 1 - Unit 5 – Income and Consumption (10 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>5A - Demonstrate an understanding of credit and its use in the American economic system and how credit plays a role in the lives of most Americans.</p> <p>5B - Demonstrate and gain skills necessary to calculate the cost of credit on typical credit agreements.</p> <p>5C - Demonstrate knowledge of the basic information for obtaining basic necessities - housing, food, transportation, clothing, and how to be able to analyze the costs of such basic economic facts in order to make intelligent decisions for themselves.</p>	<p><u>Career Technical Education:</u> *FAB/BFMP/ C2.4 Understand the primary ways in which various types of domestic and international financial markets influence interest rates, trade deficits, and unemployment. C2.5 Determine creditworthiness on the basis of appropriate criteria and identify alternative sources of credit. C2.6 Analyze investment and finance options available to prepare a cost-benefit analysis. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.6.1) Identify the gains in consumption and production efficiency from trade, with emphasis on the main products and changing geographic patterns of twentieth-century trade among countries in the Western Hemisphere. (12.5.3) Distinguish between short-term and long-term interest rates and explain their relative significance. *FAB/A/1.1M/A1/G8-12/ (13.0) Students add, subtract, multiply, and divide rational expressions and functions. Students solve both computationally and conceptually challenging problems by using these techniques. (12.4.3) Discuss wage differences among jobs and professions, using the laws of demand and supply and the concept of productivity.</p>	<p>5A – 5 hours: The role of the consumer in the economy</p> <p>5B – 5 hours: Personal Finance</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 1 - Unit 6 – Money and Financial Institutions (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>6A – Understands the role of money and Financial institutions</p>	<p><u>Career Technical Education:</u> *FAB/BFMP/ C1.1 Create a budget to calculate long-term projections. C1.2 Analyze past and current budgets to determine financial business needs. C1.3 Understand how the financial needs of a business change in a dynamic and competitive marketplace. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.3.4) Understand the aims and tools of monetary policy and their influence on economic activity (e.g., the Federal Reserve).</p>	<p>6A – 1 hour: Bank Services</p> <p>6B – 1hour: Medium of exchange</p> <p>6C – 1 hour: Role of the Federal Reserve System</p> <p>D – 1hour: Money supply, inflation and international exchange rates</p> <p>E – 1 hour: Starting and maintaining a branch bank</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 1 - Unit 7 – Saving and Investing (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>7A – Understands savings and investing</p>	<p><u>Career Technical Education:</u> *FAB/BRSP/ B2.1 Know basic banking concepts and terms *FAB/ASVP/ A2.2 Apply appropriate concepts and techniques to account for equity investments and withdrawals for sole proprietorships, partnerships, and corporations. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.1) Students understand common economic terms and concepts and economic reasoning. (12.3) Students analyze the influence of the federal government on the American economy.</p>	<p>7A – 2.5 hours: Savings</p> <p>7B – 2.5 hours: Investing</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and profession</p>

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<u>Semester 1 - Unit 8 – Market Structure (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>8A – Understands the market structure</p>	<p><u>Career Technical Education:</u> *FAB/BFMP/ C1.3 Understand how the financial needs of a business change in a dynamic and competitive marketplace. Core Academic: *FAB/A/1.3HSS/ECON/G12/ (12.1.5) Analyze the role of a market economy in establishing and preserving political and personal liberty (e.g., through the works of Adam Smith). (12.3) Students analyze the influence of the federal government on the American economy. (12.3.1) Understand how the role of government in a market economy often includes providing for national defense, addressing environmental concerns, defining and enforcing property rights, attempting to make markets more competitive, and protecting consumers' rights.</p>	<p>8A – 5 hours: Competition markets and monopolistic markets</p> <p>8B – 1.5 hours: Government regulation of business</p> <p>8C – 1.5 hours: Preservation of competition and protection of consumers</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 1 - Unit 9 – The Role of the Labor Force in the American System (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>9A – Understands the role of trends regarding unions, wages and labor laws.</p>	<p><u>Career Technical Education:</u> *FAB/BFMP/ C3.1 Understand the effects of tax structures on business decision making. C3.2 Know the legal rights and responsibilities of various types of businesses. C3.3 Analyze the ways in which current laws and regulations enforce appropriate financial practices. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.4.2) Describe the current economy and labor market, including the types of goods and services produced, the types of skills workers need, the effects of rapid technological change, and the impact of international competition. (12.4.1) Understand the operations of the labor market, including the circumstances surrounding the establishment of principal American labor unions, procedures that unions use to gain benefits for their members, the effects of unionization, the minimum wage, and unemployment insurance.</p>	<p>9A – 1.5 hours: Union, trends regarding unions</p> <p>9B – 1.5 hours: Wages</p> <p>9C – 2 hours: Collective bargaining</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 1 - Unit 10 – International Trade (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>10A – Understands the benefit of foreign trade.</p>	<p><u>Career Technical Education:</u> *MSS/TRP/ C1.3 Understand how trade agreements and barriers affect free trade. C1.4 Know how the technology base of various countries affects trade. C1.5 Know common financing sources and the payment methods used for international business transactions. C1.6 Understand the effect of imports and exports on production and manufacturing. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.2)Students analyze the elements of America’s market economy in a global setting.</p>	<p>10A – 1.5 hours: The benefit of foreign trade</p> <p>10B – 1.5 hours: How foreign trade works</p> <p>10C – 2 hours: Participating as a business person in the global economy</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 1 - Unit 11 – Working With Spreadsheets (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>11A – Creates worksheets, formulas and reports</p>	<p><u>Career Technical Education:</u> *FAB/BFMP/ C1.0 Students create and use budgets to guide financial decision making: C1.1 Create a budget to calculate long-term projections. C1.2 Analyze past and current budgets to determine financial business needs. C1.3 Understand how the financial needs of a business change in a dynamic and competitive marketplace. <u>Core Academic:</u> *FAB/C/2.2W/WSA/G11-12/ (1.8) Integrate databases, graphics, and spreadsheets into word-processed documents.</p>	<p>11A – 3 hours: Creating worksheets</p> <p>11B – 2 hours: Writing formulas, reports, business forms and templates</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p><i>*Supplemental Instructional Materials:</i> SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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Semester 1 - Unit 12 – Working With Word Processing and Desktop (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>12A – Understands computer software, hardware and terminology.</p> <p>12B - Uses technology to produce projects.</p>	<p><u>Career Technical Education:</u> *FAB/T/ 4.1 Understand past, present, and future technological advances as they relate to a chosen pathway. 4.2 Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services. <u>Core Academic:</u> *FAB/C/2.4LS/SA/G11-12/ (2.4) Deliver multimedia presentations: a. Combine text, images, and sound by incorporating information from a wide range of media, including films, newspapers, magazines, CD-ROMs, online information, television, videos, and electronic media-generated images. b. Select an appropriate medium for each element of the presentation. c. Use the selected media skillfully, editing appropriately and monitoring for quality.</p>	<p>12A – 10 hours: Letter, table graphics, catalogs, forms, templates</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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Semester 1 - Unit 13 – Working with the Internet (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>13A - Understands the ethical nature of on-line communications.</p> <p>13B - Demonstrates proficiency by sending e-mail and threading messages.</p> <p>13C - Creates a Web site using different applications and appropriate design features.</p>	<p><u>Career Technical Education:</u> *FAB/T/ 4.4 Understand effective technologies for Web site development and Internet usage. 4.5 Know procedures for maintaining secure information, preventing loss, and reducing risk.</p> <p><u>Core Academic:</u> *FAB/C/2.4LS/SA/G11-12/ (2.4) Deliver multimedia presentations: a. Combine text, images, and sound by incorporating information from a wide range of media, including films, newspapers, magazines, CD-ROMs, online information, television, videos, and electronic media-generated images. b. Select an appropriate medium for each element of the presentation. c. Use the selected media skillfully, editing appropriately and monitoring for quality. d. Test the audience’s response and revise the presentation accordingly</p>	<p>13A – 2.5 hours Using search engines, E-mail</p> <p>13B – 2.5 hours Creating web pages</p> <p>13C – 2.5 hours Business transactions</p> <p>13D – 2.5 hours E-Marketing</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 2 - Unit 14 – Working With Presentations (10 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>14A - Creates multimedia presentations, which include sound, animation, and digital photo imaging.</p>	<p><u>Career Technical Education:</u> *AME/MDAP/ A2.2 Know the component steps and skills required to design, edit, and produce a production for audio, video, electronic, or printed presentation. A2.3 Use technology to create a variety of audio, visual, written, and electronic products and presentations. A2.4 Know the features and uses of current and emerging technology related to computing (e.g., optical character recognition, sound processing, cable TV, cellular phones). A2.5 Know the writing processes, formats, and conventions used for various media. A2.6 Understand technical support related to various media and design arts. A2.7 Know how advanced and emerging technologies (e.g., virtual environment or voice recognition software) may affect or improve media and design arts products or productions. <u>Core Academic:</u> *FAB/C/2.4LS/SA/G11-12/ (2.4) Deliver multimedia presentations: a. Combine text, images, and sound by incorporating information from a wide range of media, including films, newspapers, magazines, CD-ROMs, online information, television, videos, and electronic media-generated images. b. Select an appropriate medium for each element of the presentation. c. Use the selected media skillfully, editing appropriately and monitoring for quality.</p>	<p>14A – 5 hours Creating slide shows and presentations</p> <p>14B – 5 hours Using text, graphics, charts, animation, digital imaging, Audio, and scanning</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current</p>

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	<p>d. Test the audience's response and revise the presentation accordingly.</p>		<p>salary and wage information among jobs and professions</p>
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Semester 2 - Unit 15 – Working with Databases (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>15A – Demonstrates designing, editing, maintaining and producing reports.</p>	<p><u>Career Technical Education:</u> *FAB/T/ 4.2 Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services. <u>Core Academic:</u> *FAB/C/2.4LS/SA/G11-12/ (2.4) Deliver multimedia presentations: a. Combine text, images, and sound by incorporating information from a wide range of media, including films, newspapers, magazines, CD-ROMs, online information, television, videos, and electronic media-generated images. b. Select an appropriate medium for each element of the presentation. c. Use the selected media skillfully, editing appropriately and monitoring for quality.</p>	<p>15A – 10 hours: Designing, editing, maintaining, and producing reports</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 2- Unit 16 – Business Etiquette (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>16A – Demonstrates professional ethics, international etiquette standards, phone etiquette, teamwork and professional attire.</p>	<p><u>Career Technical Education:</u> *MSS/TRP/ C2.2 Understand international variations in business ethics and customs. C2.3 Analyze how international business is affected by climate, distance, time zones, and topography. C2.4 Understand the impact of organized labor on international business. C2.5 Understand the ways in which a country’s natural, financial and human resources influence international business. *FAB/CPM/ 3.1 Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.4.2) Describe the current economy and labor market, including the types of goods and services produced, the types of skills workers need, the effects of rapid technological change, and the impact of international competition.</p>	<p>16A – 1 hour: Professional ethics</p> <p>16B – 1 hour: International etiquette standards</p> <p>16C – 1 hour: Phone etiquette</p> <p>16D – 1 hour: Teamwork</p> <p>16E – 1 hour: Appropriate dress in the workplace</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 2 - Unit 17 – Establishing Accounting (10 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>17A – Demonstrates payroll, accounts receivable/payable, financial statements and operational costs</p>	<p><u>Career Technical Education:</u> *FAB/ASVP/ A3.2 Understand the influence of key agencies, regulations, and issues on accounting procedures and business decisions A4.1 Understand a variety of internal control measures. A4.2 Know cash management techniques. A4.3 Understand the role of managerial accounting. A4.4 Understand how planning and control principles are used to evaluate the performance of an organization. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.4.1) Understand the operations of the labor market, including the circumstances surrounding the establishment of principal American labor unions, procedures that unions use to gain benefits for their members, the effects of unionization, the minimum wage, and unemployment insurance. (12.5.2) Define, calculate, and explain the significance of an unemployment rate, the number of new jobs created monthly, an inflation or deflation rate, and a rate of economic growth.</p>	<p>17A – 1.5 hours: Payroll</p> <p>17B – 1.5 hours: Accounts receivable/payable</p> <p>17C – 4 hours: Financial Statements</p> <p>17D – 3 hours: Operational costs</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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Semester 2 - Unit 18 – Establishing Human Resources Department Responsibilities (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>18A – Recognizes organizational chart, assessment of personnel, employee manual and employer relations</p>	<p><u>Career Technical Education:</u> *FAB/PSCT/ 5.1 Apply appropriate problem-solving strategies and critical thinking skills to work-related issues and tasks. 5.3 Use critical thinking skills to make informed decisions and solve problems. *FAB/HS/ 6.1 Know the policies, procedures, and regulations regarding health and safety in the workplace, including employers’ and employees’ responsibilities. *FAB/ELR/ 8.1 Know major local, district, state, and federal regulatory agencies and entities that affect the industry and how they enforce laws and regulations. 8.2 Understand the concept and application of ethical and legal behavior consistent with workplace standards. 8.3 Understand the role of personal integrity and ethical behavior in the workplace. 8.4 Understand major local, state, and federal laws and regulations that affect business and the procedural requirements necessary for compliance <u>Core Academic:</u> *FAB/C/2.1R/RC/G11-12/ (2.3) Verify and clarify facts presented in other types of expository texts by using a variety of consumer, workplace, and public documents.</p>	<p>18A – 3 hours: Organizational chart</p> <p>18B – 2 hours: Assessment of personnel</p> <p>18C – 3hours: Employee manual</p> <p>18D – 2 hours: Employer relations</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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Semester 2- Unit 19 – Establishing Marketing Department Responsibilities (5 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>19A - Uses desktop publishing software to create a newsletter and a brochure using imported text and graphics with appropriate page layout and design.</p>	<p><u>Career Technical Education:</u> *MSS/ECP/ A2.1 Understand how e-commerce has affected traditional branding strategies. A2.2 Know how an e-commerce Web site must label products to meet legal and ethical business requirements. A2.3 Understand the importance of an appropriate and attractive presentation of goods and services sold electronically. A2.4 Know the techniques used by marketers in an online environment to position products and services. *MSS/ENTP/ B2.1 Understand the reasons a small business develops a business plan. B2.2 Conduct market research by using a variety of methods. B2.3 Analyze market research to develop a marketing plan. B2.5 Analyze a proposed business situation and its potential market. B4.1 Know the selling techniques used to aid customers and clients in making buying decisions. B4.2 Know the components of a promotional plan (e.g., advertising, public relations, sales promotion) and how the plan is used to achieve a stated outcome. B4.3 Understand how products and services are conceived, developed, maintained, and improved in response to market opportunities. B4.4 Understand how market research is used to develop strategies for marketing products or services in a small business. <u>Core Academic:</u></p>	<p>19A – 1.5 hours: Advertising, market research</p> <p>19B – 1.5 hours: Logos, promotional designs</p> <p>19C – 2 hours: Preparation of a catalog</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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	<p>*FAB/C/2.2W/WSA/G11-12/ (2.6) Deliver multimedia presentations: a. Combine text, images, and sound and draw information from many sources (e.g., television broadcasts, videos, films, newspapers, magazines, CD-ROMs, the Internet, electronic media-generated images).</p>		
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<u>Semester 2 - Unit 20 – Establishing (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>20A – Creates company directory, purchasing budgets for departments, business plan and office layout.</p>	<p><u>Career Technical Education:</u> *FAB/LT/ 9.3 Understand how to organize and structure work individually and in teams for effective performance and the attainment of goals. <u>Core Academic:</u> FAB/A/1.2S/IE/G9-12/ (1.a) Select and use appropriate tools and technology (such as computer-linked probes, spreadsheets, and graphing calculators) to perform tests, collect data, analyze relationships, and display data. *FAB/A/1.3HSS/ECON/G12/ (12.2.5) Understand the process by which competition among buyers and sellers determines a market price. (12.2.6) Describe the effect of price controls on buyers and sellers.</p>	<p>20A – 1 hour: Company Directory</p> <p>20B – 1hour: Purchasing budget for departments</p> <p>20C – 1 hour: Workflow</p> <p>20D – 1 hour: Business Plan</p> <p>20E – 1hour: Office layout</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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Semester 2 - Unit 21 – Establishing Sales/Purchases Department Responsibilities (5 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>21A – Understands International trade research, consumer needs competition and procedures for acquiring clients.</p>	<p><u>Career Technical Education:</u> *MSS/PSMP/ D3.1 Analyze and use data for identifying potential customers and clients. D3.2 Track trends and analyze data to forecast sales, predict economic conditions, and guide business activities. D3.3 Research consumers' needs and wants to develop, maintain, and improve a product or service. D3.4 Use sales information to guide business activities. <u>Core Academic:</u> *FAB/A/1.3HSS/ECON/G12/ (12.2.7) Analyze how domestic and international competition in a market economy affects goods and services produced and the quality, quantity, and price of those products. (12.2.8) Explain the role of profit as the incentive to entrepreneurs in a market economy. (12.2.9) Describe the functions of the financial markets.</p>	<p>21A – 1.5 hours: International Trade Research</p> <p>21B – 1.5 hours: Consumer Needs</p> <p>21C – 3 hours: Competition</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p><i>*Supplemental Instructional Materials:</i> SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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Semester 2 - Unit 22 – Essential Employability Skills (10 hours)			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>22A -Identifies steps for setting goals and writing personal goals and objectives.</p> <p>22B - Discusses importance of the following personal skills in the workplace: positive attitude, self-confidence, integrity/honesty, perseverance, self-discipline and sociability.</p> <p>22C - Completes an appropriate cover letter, resume and job application.</p> <p>22D - Demonstrates knowledge of job interview techniques.</p>	<p>Career Technical Education: *FAB/CPM/ 3.6 Know important strategies for self-promotion in the hiring process, such as job applications, résumé writing, interviewing skills, and preparation of a portfolio.</p> <p>Core Academic: *FAB/C/2.2W/WSA/G11-12/ (2.5) Write job applications and résumés</p> <p>a. Provide clear and purposeful information and address the intended audience appropriately.</p> <p>b. Use varied levels, patterns, and types of language to achieve intended effects and aid comprehension.</p> <p>c. Modify the tone to fit the purpose and audience.</p> <p>d. Follow the conventional style for that type of document (e.g., résumé, memorandum) and use page formats, fonts, and spacing that contribute to the readability and impact of the document.</p>	<p>22A – 2 hours: Personal Development</p> <p>22B – 2 hours: Job Applications</p> <p>22C – 2 hours: Resumes</p> <p>22D – 2 hours: Portfolios</p> <p>22E – 2 hours: Interviewing Skills</p>	<p>Teacher & Student Resources: *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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<u>Semester 2 - Unit 23 – Job Search` Instruction (10 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>23A - Demonstrates knowledge of other career opportunities in accounting and related occupations.</p> <p>23B - Examine aptitudes related to career options, and relate personal characteristics and interest of educational and occupational opportunities.</p> <p>23C - Discusses and implements good safety practice, including: avoidance and reporting of physical hazards in the work environment, safe operation of equipment, proper handling of hazardous materials, and apply sound ergonomic principles in organizing one' work space.</p>	<p><u>Career Technical Education:</u> *FAB/CPM/ 3.1 Know the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers. 3.2 Understand the scope of career opportunities and know the requirements for education, training, and licensure. 3.3 Develop a career plan that is designed to reflect career interests, pathways, and postsecondary options. 3.4 Understand the role and function of professional organizations, industry associations, and organized labor in a productive society. 3.5 Understand the past, present, and future trends that affect careers, such as technological developments and societal trends, and the resulting need for lifelong learning. 3.6 Know important strategies for self-promotion in the hiring process, such as job applications, résumé writing, interviewing skills, and preparation of a portfolio.</p> <p><u>Core Academic:</u> *FAB/A/1.1M/A1/G8-12/ (13.0)Students add, subtract, multiply, and divide rational expressions and functions. Students solve both computationally and conceptually challenging problems by using these techniques.</p>	<p>23A – 1 hour: Selecting a job</p> <p>23B – 2 hours: Finding employment openings</p> <p>23C – 2 hours: Preparing job interviews</p> <p>23D – 2 hours: Job interview techniques</p> <p>23E – 1 hour: Career ladders</p> <p>23F – 2 hours: Keeping and advancing on the job</p>	<p><u>Teacher & Student Resources:</u> *Textbook: Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001. Microsoft Office XP Professional Microsoft Publisher 2002 Macromedia Dreamweaver Macromedia Flash Jasc Paint Shop Pro 7 Jasc Animation Shop 3 Adobe Photoshop 7.0</p> <p>*Supplemental Instructional Materials: SOFTWARE REFERENCE MANUALS: Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002. Adobe Software User Guides WEBSITES: Full Virtual Enterprise curriculum, including lesson plans: www.virtualenterprise.org www.tasks.com – business writing skills and lessons www.stocksquest.com – stock market simulation http://finance.yahoo.com – financial information www.salary.com – current salary and wage information among jobs and professions</p>

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Semester 2- Unit 24 – Job Acquisition Skills (10 hours)

Competencies	Standards	Suggested Pacing	Resources/Materials
<p>24A - Accessing and utilizing technology and information</p> <p>24B - Practicing occupational safety standards</p> <p>24C - Thinking critically and solving problems effectively</p> <p>24D - Using basic skills in reading, writing, mathematics, listening and speaking as they relate to occupation specific skills</p> <p>24E - Attaining a comprehensive understanding of all aspects of industry the individual is preparing to enter</p> <p>24F - Applying knowledge to real world problems and situations</p> <p>24G – Demonstrates workplace skills and behavior</p> <p>a. Works independently and collaboratively.</p> <p>b. Communicates effectively and appropriately.</p> <p>c. Performs reliably and responsibly.</p> <p>d. Respects diversity.</p>	<p><u>Career Technical Education:</u></p> <p>*FAB/T/</p> <p>4.2 Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services.</p> <p>*FAB/CPM/</p> <p>3.6 Know important strategies for self-promotion in the hiring process, such as job applications, résumé writing, interviewing skills, and preparation of a portfolio.</p> <p>*FAB/PSCT/</p> <p>5.1 Apply appropriate problem-solving strategies and critical thinking skills to work-related issues and tasks.</p> <p>5.2 Understand the systematic problem-solving models that incorporate input, process, outcome, and feedback components.</p> <p>5.3 Use critical thinking skills to make informed decisions and solve problems.</p> <p><u>Core Academic:</u></p> <p>*FAB/C/2.4LS/SA/G11-12/</p> <p>(2.4)Deliver multimedia presentations:</p> <p>a. Combine text, images, and sound by incorporating information from a wide range of media, including films, newspapers, magazines, CD-ROMs, online information, television, videos, and electronic media-generated images.</p> <p>b. Select an appropriate medium for each element of the presentation.</p> <p>c. Use the selected media skillfully, editing appropriately and monitoring for quality.</p> <p>d. Test the audience’s response and revise the presentation accordingly.</p>	<p>24A – 10 hours:</p> <p>Job Acquisition Skills</p>	<p><u>Teacher & Student Resources:</u></p> <p><i>*Textbook:</i></p> <p>Arnold, Roger A., Economics in Our Times, National Textbook Company, 2001.</p> <p>Microsoft Office XP Professional Microsoft Publisher 2002</p> <p>Macromedia Dreamweaver</p> <p>Macromedia Flash</p> <p>Jasc Paint Shop Pro 7</p> <p>Jasc Animation Shop 3</p> <p>Adobe Photoshop 7.0</p> <p><i>*Supplemental Instructional Materials:</i></p> <p>SOFTWARE REFERENCE MANUALS:</p> <p>Warner and Berkowitz, Macromedia MX for Dummies, Hungry Minds, 2002.</p> <p>Adobe Software User Guides</p> <p>WEBSITES:</p> <p>Full Virtual Enterprise curriculum, including lesson plans:</p> <p>www.virtualenterprise.org</p> <p>www.tasks.com – business writing skills and lessons</p> <p>www.stocksquest.com – stock market simulation</p> <p>http://finance.yahoo.com – financial information</p> <p>www.salary.com – current salary and wage information among jobs and professions</p>