CTE/ROP Business Computer Fundamentals

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

Course Length: 1 Year (2 Semesters)	**Classroom Instruction: 180 hours**
SUHSD Course Number:	**Grade Level: 9, 10, 11, 12**
SDCOE Course Number:	**SDCOE Total Hours: 540 hours**
CBEDS Number/Title:	**Year of Implementation: 2012**
Course Pre-requisites: None	**Articulation (school/credits):**
CTE Industry Sector: Finance & Business	**CTE Pathway(s): Business Technology, Business and Financial Management and Production & Managerial Arts**
Job Titles: Administrative Assistance, Secretary, Receptionist, Information Clerk, Office Clerk, Word Processor, Teller, Municipal Clerk, Loan Officer, Billing Clerk, Auditor	
Credential Information: Preliminary of Clear Full-Time Designated Subjects CTE Teaching Credentials in Finance & Business	
Required Textbooks: Internet and Computing Core Certification Guide (IC3)	

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Course Description: The Internet and Computing Core course consist of three modules: Computing Fundamentals, Living Online, and Key Application. In the first module students will explore the various computers available today, their components and peripherals. Students will learn how to maintain computer equipment, protect hardware from theft or damage, and solve common hardware problems. Students will also examine how software and hardware work together to perform computing tasks and how software is developed and upgraded. The second module helps students identify network fundamentals and the benefits and risks of network computing, identify various types of electronic communication and collaboration. This includes an understanding of the "the rules of the road" for online communication and common problems associated with electronic communication. Students will also learn about the Internet, the World Wide Web and websites and how to use a Web browsing application. The third module helps students perform functions common to the Microsoft Office applications, Word, Excel and PowerPoint. Students will also learn to format text and documents, and the ability to use word-processing tools to automate processes such as document review, security and collaboration. Students will learn how to build and use a spreadsheet efficiently, how to sort and manipulate data using formulas and functions, create simple but effective charts, and draw conclusions based on tabular data and charts. In addition, students will learn how to design, manage and modify presentations and identify different ways presentations are distributed. In conclusion, Business Computer Fundamentals Course will prepare students for the Business Technology course.

Semester 1

Unit 1: Introduction/Basic Knowledge and Skills
Unit 2: Basic Safety
Unit 3: Computing Fundamentals
Unit 4: Living Online: Getting Connected
Unit 5: Educational Opportunities
Unit 6: Business Practice

Semester 2

Unit 7: Key Application Microsoft Word 2010
Unit 8: Microsoft Excel 2010
Unit 9: Microsoft PowerPoint 2010
Unit 10: Industry Focus
Unit 11: Business and Finance Career

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<table>
<tr>
<td colspan="4">Semester 1 - Unit 1 – Introduction/Basic Knowledge and Skills (5 hours)</td>
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<th>Competencies</th>
<th>Standards</th>
<th>Suggested Pacing</th>
<th>Resources/Materials</th>
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<td>
1A - Demonstrates business human relations skills.
1B - Demonstrates business language and math skills in the business sector.
1C - Has understanding of business technology terminology.
1D - Demonstrates care in the handling of computer hardware and software.
1E - Has knowledge of the globally recognized certificate.
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<u>Career Technical Education:</u>
*IT/TKS/
10.2 Understand the information technology components of major business functions (e.g., marketing, accounting, and human resource management) and their interrelationships.
*AME/PMA/
C2.1 Know the main elements and functional responsibilities involved in the production and presentation of the performing, visual, and media arts.
<u>Core Academic:</u>
*IT/C/2.2W/WS/G9-10/
(1.3) Use clear research questions and suitable research methods (e.g., library, electronic media, personal interview) to elicit and present evidence from primary and secondary sources.
(1.6) Integrate quotations and citations into a written text while maintaining the flow of ideas.
(2.5a-d) Write business letters.
*AME/C/1.1M/NS/G7/
(2.3) Multiply, divide, and simplify rational numbers by using exponent rules.
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<td>
1A – 1 hour:
Business human relations skills

1B – 1 hour: Languages and math skills internet in media production

1C – 1 hour: Media production terminology

1D – 1 hour: Handling of media production hardware and software

1E – 1 hour: Internet and Computer Core Certification
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<u>Teacher Resources:</u>
http://www.vark-learn.com
http://www.cyberbee.com/copyrt.html

Also refer to websites listed in Suggestions/ Assessments section

<u>Student Resources:</u>
http://www.vark-learn.com
http://www.cyberbee.com/cb_copyright.swf
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<u>Semester 1</u> **Unit 2– Basic Safety (5 hours)**			
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
2A - Practicing occupational safety standards. **2B** - Safe equipment operation **2C** - Practicing occupational safety standards. **2D** - Practicing occupational safety standards	**Career Technical Education:** ***AME/HS/** **6.1** Know the policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities. ***AME/HS/** **6.2** Understand critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies.	**2A** - **1 hour** : Safe computer environment **2B – 1 hour:** Demonstrates safe equipment **2C – 2 hours**: Recognizes the proper computer ergonomics. **2D -1 hour:** Identifies occupational safety standards	**Teacher Resources::** Computer Lab Safety and Ethics Quiz and Key **Student Resources:** Technology Update Newsletter Template Computer Lab Safety and Ethics Quiz

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Semester 1- **Unit 3 – Computing Fundamentals (30 hours)**			
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
3A - Will identify personal computer, notebook or laptop, tablet, server, personal digital assistant, cellular phone, calculator & other types of computing devices. 3B - Will identify the role of the central processing unit (CPU) including how the speed of a microprocessor is measured. Identify concepts related to computer memory. 3C - Will be familiar with storage systems, hard disk drives, optical drives, portable or removable storage devices, network drives and remote storage. 3D - Will be familiar with input/output devices, common input devices, common output devices, specialized devices, how a device connects, what a port is. 3E - Will be familiar with computer performance, care of the computer, working with hardware, basic maintenance, basic troubleshooting. 3F - Will identify hardware considerations, software considerations, price considerations, support or service considerations 3G - Will identify what software programs are, how software programs are developed, what the operating system is, which software programs are designed	<ins>Career Technical Education:</ins> **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. **4.3** Understand the influence of current and emerging technology on selected segments of the economy. **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. ***IT/TC/** **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. ***IT/TKS/** **10.1** Know how to use a variety of business- and industry-standard software and hardware, including major proprietary and open standards. **10.6** Understand the interrelationships between hardware components and supportive software. **10.8** Know how to use appropriate help resources (e.g., help desks, online help, manuals) to install, configure, upgrade,	**3A – 3 hours:** Recognizing Computers: Computers All around Us **3B – 2 hours:** Element of a personal computer **3C – 2 hours:** Working with Storage Systems **3D** – **2 hours:** Using Input/Output Devises **3E** – **3 hours:** Basic Troubleshooting Techniques **3F** – **2 hours:** Buying a computer **3G** – **2 hours:** Looking at Software **3H** – **2 hours:** Using Microsoft Windows 7 Professional: Looking at Operating Systems **3I** – **2 hours:** Looking at the Windows Desktop **3J** – **2 hours:** Starting Windows Applications	**Teacher Resources:** Instructor's Resources – Microsite Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc. **Student Resources:** Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc.

for specific tasks. 3H - Will be familiar with: what an operating system is, identifying different operating systems, how operating systems interact with other computers, capabilities and limitations of operating systems, common problems related to operating systems. 3I - Will be familiar with: how to start and exit Windows, what the Windows desktop is, how-to use the Start button, how to use the taskbar, how to manipulate windows. 3J - Will be able to: start an application program, move between open applications programs, start an application using the Run command, access online help, understand the Help screens, determine the version of Windows. 3K - Will be familiar with: What a file or folder is, how to recognize a file or folder on the desktop, how to recognize the drives available, selecting files or folders, moving files or folders, copying files or folders, changing the view for drives, files or folders, how to create, customize, or change a folder's properties, renaming files or folders, viewing file or folder properties, finding files. **3L** - Will be familiar with: Deleting files or folders, what the Recycle Bin is, restoring files from the Recycle Bin, emptying the Recycle Bin, identifying common problems with accessing files. **3M** - Will recognize what the	diagnose, and repair operating systems, environments, applications, and utilities. ***IT/ISSP/** **A1.1** Evaluate the systems-development life cycle and develop appropriate plans to maintain a given system after assessing its impact on resources. **A1.2** Evaluate support needs for different data and systems configurations. **A1.3** Understand the necessity of and procedures for communicating and documenting technical support provided. ***Core Academic:*** ***FAB/C/2.1R/RC/G9-10/** (**2.6)** Demonstrate use of sophisticated learning tools by following technical directions (e.g., those found with graphic calculators and specialized software programs and in access guides to World Wide Web sites on the Internet). **FAB/C/2.4LS/SA/G11-12/** (**2.4)** Deliver Multimedia Presentations Deliver multimedia. **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. **A6.1** Analyze technical support needs. **A7.1** Know common industry-standard software and its applications. **A7.2** Evaluate the effectiveness of software to solve specific problems. **A7.4** Diagnose and solve software	**3K – 2 hours:** Looking at Files and Folders **3L – 2 hours:** Using the Recycle Bin **3M – 2 hour:** Customizing System Settings **3N – 2 hour:** Installing and Uninstalling Programs	

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Control Panel is, changing or customizing the desktop display, changing the date or time, changing or customizing mouse settings, changing or customizing multimedia devices, working with printers installed on your system. **3N** - Will install and uninstall software, identify and troubleshoot common problems associated with installing and running applications.	application problems. **A9.2** Understand techniques for optimizing quality assurance processes. ***IT/PSDP/** **D1.2** Know how systems and software requirements are determined in various situations. **D1.3** Know the effective use of tools for software development. **D4.1** Know the steps involved in the software-testing process. **D4.2** Know the methodologies of program maintenance to preserve intended program applications and the operation of scheduled batch jobs and real-time jobs. **D4.3** Know how different systems and associated utilities perform such functions as file management, backup and recovery, and execution of programs.		

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Semester 1- **Unit 4 – Living Online-Getting Connected (30 hours)**			
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
4A - Will demonstrate that networks transmit different types of data, identify benefits of networked computing, identify the risks of networked computing, identify the files of clients and servers in a network, identify networks by size and type, identify concepts related to network communication (e.g. high speed, broadband, wireless (Wi-Fi), etc.), identify fundamentals principles of security on a network including authorization, authentication, and wireless security issues. **4B -** Will demonstrate the different methods of electronic communication/collaboration and the advantages and disadvantages of each (e.g. e-mail, instant messaging, blogging, social networking, etc.). **4C -** Will identify when to use different electronic mail options, manage attachments, manage mail, and recognize the purpose of frequently used mail-configuration options (e.g. automatic signatures, out-of-office assistance, blocking messages, etc.).	**Career Technical Education:** ***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. **4.3** Understand the influence of current and emerging technology on selected segments of the economy. **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. ***FAB/ELR/** **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. **8.5** Know how to design systems and applications to allow access to all users, including those with cultural, physical, and cognitive differences. ***IT/TKS/** **10.7** Analyze the functions, features, and limitations of different operating systems, environments, applications, and utilities. **10.8** Know how to use appropriate help resources (e.g., help desks, online help, manuals) to install, configure, upgrade, diagnose, and repair operating systems, environments, applications, and utilities. ***IT/ISSP/** **A2.1** Understand how to develop the	**4A – 4 hours:** Networking Fundamentals **4B – 3 hours:** Understanding Electronic Communications **4C – 3 hours:** Using Microsoft Outlook 2010 **4D – 4 hours:** Using the Internet: Getting Started **4E – 3 hours:** Using a Web Browser: **4F – 3 hours:** Using the Information from the Web **4G- 3 hours:** Searching for Information **4H – 3 hours:** Qualifying the Information **4I – 4 hours:** Using the Internet Responsibly	**Teacher Resources:** Instructor's Resources – Microsite Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc. **Student Resources:** Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc.

4D - Understands the difference between the Internet and the World Wide Web, Identify terminology related to the Internet and the World Wide Web (e.g. domain, home page, HTML, URL, Wiki, etc.), Identify ways content is created on the Internet (e.g. blogs, wikis, podcasts, social networking sites, etc.).	purpose and scope of a systems project. **A2.2** Understand the criteria and processes for evaluating the functions of information systems. **A2.3** Know the processes needed to install and maintain systems. **A2.4** Know appropriate documentation support for information systems.
4E - Navigates the Web using a browser (e.g. opening a new browser or tab, going to a website's home page, etc.) Reload/Refresh the view of a Web page, manage Bookmarked sites/Favorite sites.	**A3.2** Know common organizational, technical, and financial risks associated with the implementation and use of systems. **A3.3** Know the functions of various tools used to manage projects involving the development of information systems. **A4.1** Know how to acquire, use, and manage necessary internal and external resources when supporting various organizational systems.
4F - Copies appropriate elements from a Web site to another application (such as copying text or media to a work processing document or presentation or copying data to a spreadsheet), identify settings that can be modified in a Web browser.	**A4.2** Understand how to identify and integrate various organizational systems to achieve maximum efficiency and effectiveness. **A6.2** Use technical writing and communication skills to work effectively with diverse groups of people. **A6.3** Understand the principles of a customer-oriented service approach to users. **A7.1** Know common industry-standard software and its applications.
4G - Finds specific information on a Web site, identifies ways of searching for information.	**A7.2** Evaluate the effectiveness of software to solve specific problems. **A7.3** Know a variety of sources for reference materials (e.g., online help, vendors' Web sites, online discussion groups, tutorials, manuals). **A7.4** Diagnose and solve software application problems.
4H - Identify responsible and ethical behaviors when creating or using online content, identify how computers and the Internet have transformed traditional processes (e.g. e-commerce, telecommuting, online learning, etc.).	**A7.5** Know current and emerging industry-standard technology and trends. **A8.1** Know appropriate search procedures for different types of information, sources, and queries. **A8.2** Evaluate the accuracy, relevance, and

4I - Identify reasons for restricting access to files, storage devices, computers, networks, the Internet or certain Internet sites including protection of data and restricting sites to children with adult content, identify how to protect privacy and personal security online (to avoid fraud, identify theft and other hazards).	comprehensiveness of retrieved information. **A8.3** Analyze the effectiveness of online information resources to support collaborative tasks, research, publications, communications, and increased productivity. **A9.1** Know the characteristics and functions of available quality assurance tools and procedures for a variety of situations. **A9.2** Understand techniques for optimizing quality assurance processes. ***IT/NCP/** **C1.4** Diagram physical and logical layouts of network communication systems. **C2.1** Know the types of networks and their features and applications. **C2.5** Understand the differences between various network environments (e.g., peer-to-peer, client-server, thin client, n-tier, internetworks, intranets, and extranets). **C2.6** Evaluate, select, and deploy a variety of network architectures and protocols. **C2.7** Apply appropriate technologies to improve network performance. **C2.8** Identify, analyze, and evaluate emerging communications technologies for use in organizations. **C3.1** Know common customer policies and procedures, including those for management of incidents. **C3.2** Understand the security procedures necessary to maintain and support a network. **C3.3** Know the functions of common help-desk tools and resources, such as incident tracking, knowledge database, and staffing. **C3.4** Understand effective methods of disseminating information and instruction to users. **C5.1** Know the appropriate uses of communication services, products, and **applications.** **C5.2** Use a variety of online services (e.g., purchasing, selling, tracking, communicating,		

	banking, investing). **C5.3** Evaluate the features of communications software products in terms of their appropriateness to organizational tasks. **C5.4** Configure compatible systems across various platforms and types of media **C6.1** Understand the importance of classifying appropriate monitoring devices and procedures for quick identification and prevention of security violations. **C6.2** Know policies and procedures for routine administration (e.g., user agreement, incident reporting, recovery for users). **C6.3** Know common potential risks and entrance points, including internal and external risks, and the tools used to neutralize them (e.g., firewalls; monitoring; antivirus, spyware, and spam protection). **C6.4** Know common techniques for disaster prevention and recovery. **<u>Core Academic:</u>** ***FAB/C/2.1R/RC/G9-10/** **(2.6)** Demonstrate use of sophisticated learning tools by following technical directions (e.g., those found with graphic calculators and specialized software programs and in access guides to World Wide Web sites on the Internet). ***FAB/C/2.2W/WSA/G9-10/** **b.** Convey information and ideas from primary and secondary sources accurately and coherently. **c.** Make distinctions between the relative value and significance of specific data, facts, and ideas. **d.** Include visual aids by employing appropriate technology to organize and record information on charts, maps, and graphs. **e.** Anticipate and address readers' potential misunderstandings, biases, and expectations. **f.** Use technical terms and notations accurately.		

	(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). ***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.		

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	Semester 1- **Unit 5 – Educational Opportunities (10 hours)**		
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
5A - Applies and demonstrates knowledge of resources available for continuing education related to Business & Finance. **5B** - Research different trade schools. **5C** - Identifies other resources. **5D** - Demonstrates knowledge of resources available for continuing education by completing college applications. **5E** – College Tuition and Financial Aid	**Career Technical Education:** ***AME/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.	**5A – 2 hours:** Community Colleges and Universities **5B – 2 hour:** Trade Schools **5C – 2 hour:** Other (Trade organizations, user groups, vendor **5D – 2 hours:** College Application Process **5E – 2 hour:** College Tuition and Financial Aid	**Teacher Resources:** **Student Resources:** **Occupational Outlook Handbook** **http://www.bls.gove/oco** **www.careerbuilder.com**

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	Semester 1 - **Unit 6 – Business Practice (10 hours)**		
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
6A - Identifies the importance of time management. **6B** -Demonstrates proper business ethics, copyright laws and licensing agreements. **6C -** Demonstrates principals of effective workplace skills, including group dynamics conflict resolution, teamwork, leadership, negotiation and working with people from culturally diverse background.	<u>**Career Technical Education:**</u> ***FAB/TC/** **(4.2)** Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services. **(4.4)** Understand effective technologies for Web site development and Internet usage. ***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/CPM/** **(3.4)** Understand the role and function of professional organizations, industry associations, and organized labor in a productive society.	**6A – 2 hour:** Time Management **6B – 3 hours:** Ethic, Copyright and patent law **6C – 5 hours:** Office Management Skills	**Teacher Resources:** Job Finder's Guide **Student Resources:** Occupational Outlook Handbook **http://www.bls.gove/oco** **www.careerbuilder.com** Job Finder's Guide

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	Semester 2 – **Unit 7 – Key Applications Microsoft Word 2010 (30 hours)**		
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
7A - Identify on-screen elements common to applications, display and use onscreen command buttons (toolbar/ribbon). **7B -** Creates files, switch between open documents, insert text and numbers into a file, display non-printing characters and identify on-screen formatting information, identify common uses for word processing such as creating short documents like letters and memos, long documents like reports and books, and specialized documents such s Web pages and blog entries) and identify elements of a well-organized document. **7C -** Change views (draft/normal, print-layout/page layout, etc.), change magnification level (zoom), perform simple editing. Performs simple text formatting (e.g. format to text characters, align text, use the Format Painter tool. **7D -** Performs simple text formatting (e.g. format to text characters, align text, and use the Format Painter tool. **7E -** Indent text, use tabs, display non-printing characters and identify on-	**Career Technical Education:** ***FAB/TC/** **(4.2)** Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services. ***IT/MSSP/** **(B1.3)** Analyze the purpose of the media to determine the appropriate file format and level of compression. ***FAB/TC/** **(4.2)** Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services. ***IT/MSSVP/** **(B1.0)** Students understand the effective use of tools for media production, development, and project management: **(B1.1)** Know the basic functions of media design software, such as key frame animation, two-dimensional design, and three-dimensional design. **(B1.2)** Use appropriate software to design and produce professional-quality images, documents, and presentations. ***FAB/DA/** **(11.0)** Students demonstrate and apply the concepts contained in the foundation and pathway standards. Core Academic: ***FAB/C/2.2W/WSA/G11-12/** **(2.6)** Deliver multimedia presentations: **a.** Report information and convey ideas logically and correctly. **c.** Use the selected media skillfully, editing appropriately and monitoring for quality. ***FAB/C/2.2W/WSA/G9-10** **(1.8)** Design and publish documents by using	**7A – 1 hour:** Common Elements: Getting Started with programs **7B – 3 hours:** Using Microsoft Word 2010: Creating Documents **7C – 3 hours:** Manipulating Text **7D – 3 hours:** Formatting Text **7E – 2 hours:** Setting Tabs and Indents **7F – 2 hours:** Proofing your Document **7G – 2 hours:** Formatting the Document **7H – 1 hour:** Printing Documents **7I – 2 hours:** Working with Headers and Footers **7J – 3 hours;** Using Publishing Format Tools **7K – 3 hours:** Working with Graphics	**Teacher Resources:** Instructor's Resources – Microsite Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc. **Student Resources:** Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc.

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screen formatting information, create and modify bulleted and numbered lists (single-level and multi-level). **7F-** Find and/or Find and Replace information, check spelling, use language tools. **7G** - Format a document for printing, change spacing options, insert symbols/special characters, insert and modify data elements into a document. **7H** - Manages printing and prints jobs, output documents in electronic format, identify and solve common problems associated with printing. **7I -** Inserts and deletes a page break or section break, inserts, modifies and formats page numbers, creates, modifies and formats headers and footers. **7J -** Creates , modifies and applies styles, creates and modifies columns, inserts and modifies data elements into a document. **7K** - Inserts pictures and other objects into a file. **7L -** Works with tables, modifies table structures, formats tables. **7M -** Use tools that support collaborative creation and editing of documents, protects a document from unauthorized viewing or modifications.	advanced publishing software and graphic programs. **(1.7)** Use systematic strategies to organize and record information (e.g., anecdotal scripting, annotated bibliographies). **(1.8)** Integrate databases, graphics, and spreadsheets into word-processed documents.	**7L – 3 hours:** Working with Tables **7M – 2 hours**: Working with Others	

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	Semester 2 - **Unit 8 – Microsoft Excel 2010 (30 hours)**		
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
8A - Identifies common uses of spreadsheets (such as creating budgets, managing expense reports, or tracking student grades) as well as elements of a well-organized, well-formatted spreadsheet. **8B -** Performs simple editing, modifies table structure, inserts and modifies data. **8C -** Demonstrate an understanding of absolute vs. relative cell addresses, insert arithmetic formals into worksheet cells. **8D -** Performs simple text formatting, applies borders to cells, applies table AutoFormats, and modifies table structure. **8E -** Checks spelling, sort worksheet data, filter data. **8F -** Insert and modify simple charts in a worksheet, draw conclusions based on tabular data or charts in a worksheet. **8G -** Formats a document for printing, previews a file before printing, and specifies worksheets/workbook-specific print options.	**Career Technical Education:** ***IT/TKS/** **(10.1)** Know how to use a variety of business- and industry-standard software and hardware, including major proprietary and open standards. ***FAB/TC/** **(4.2)** Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services. ***FAB/TKS/** **(10.4)** Examine and use technological services to achieve objectives and make decisions in accounting and finance. ***IT/TKS/** **(10.7)** Analyze the functions, features, and limitations of different operating systems, environments, applications, and utilities. ***IT/TKS/** **(10.2)** Understand the information technology components of major business functions (e.g., marketing, accounting, and human resource management) and their interrelationships. ***FAB/DA/** **(11.0)** Students demonstrate and apply the concepts contained in the foundation and pathway standards. **Core Academic:** ***FAB/C/2.1R/RC/G9-10/** **(2.1)** Analyze the structure and format of functional workplace documents, including the graphics and headers, and explain how authors use the features to achieve their purposes.	**8A – 4 hours:** Getting Started **8B – 3 hours:** Manipulating the Information **8C – 3 hours:** Working with Formulas **8D – 4 hours:** Formatting A Worksheet **8E – 3 hours:** Using Miscellaneous Tools **8F – 10 hours:** Working with Charts **8G – 3 hours:** Getting Ready to Print	**Teacher Resources:** Instructor's Resources – Microsite Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc. **Student Resources:** Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc.

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	*FAB/C/2.2W/WSA/G11-12/ **(1.8)** Design and publish documents by using advanced publishing software and graphic programs. ***FAB/A/1.1M/NS/G7/** **(1.2)** Add, subtract, multiply, and divide rational numbers (integers, fractions, and terminating decimals) and take positive rational numbers to whole-number powers. **(1.3)** Convert fractions to decimals and percent and use these representation in estimations, computations, and applications. **(1.6)** Calculate the percentage of increases and decreases of a quantity. **(1.7)** Solve problems that involve discounts, markups, commissions, and profit and compute simple and compound interest.		

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Semester 2- **Unit 9 – Microsoft PowerPoint 2010 (25 hours)**			
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
9A - Identifies common uses of presentation software (such as facilitating meetings or classroom learning or creating and distributing content that includes a wide variety of media) as well as effective design principles for simple presentations. **9B -** Manages slides, changes the order of slides in a presentation, modifies a slide background, add information to a slide, changes view (including outline view, slide layout view, and slide master view). **9C -** Performs simple editing, checks spelling, performs simple text formatting, and adds information to slide. **9D -** Inserts pictures and other objects into a file, add information to a slide. **9E -** Adds information to a slide, assigns transitions to slides. **9F -** Identify different ways presentations are distributed (printed, projected to an audience, distributed over networks or the Internet, etc.), Creates different output elements (speaker's notes, handouts, Web page, etc.), preview the slideshow presentation, navigate an on-	<u>Career Technical Education:</u> ***FAB/TC/** **(4.2)** Understand the use of technological resources to gain access to, manipulate, and produce information, products, and services. ***IT/MSSP/** **(B1.0)** Students understand the effective use of tools for media production, development, and project management: **(B1.2)** Use appropriate software to design and produce professional-quality images, documents, and presentations. **(B1.3)** Analyze the purpose of the media to determine the appropriate file format and level of compression. **(B1.4)** Analyze media and develop strategies that target the specific needs and desires of the audience. **(B1.6)** Know the basic design elements necessary to produce effective print, video, audio, and Web-based media. ***IT/TKS/** **(10.5)** Use technology and electronic media to manage the work flow and to provide feedback. ***FAB/DA** **(11.0)** Students demonstrate and apply the concepts contained in the foundation and pathway standards. <u>Core Academic:</u> ***FAB/C/2.2W/WSA/G9-10/** **(1.8)** Design and publish documents by using advanced publishing software and graphic programs. ***FAB/C/2.2W/WSA/G11-12/** **(1.6)** Develop presentations by using clear research questions and creative and critical	**9A – 2 hours:** Getting Started **9B – 3 hours:** Setting Up the Presentation **9C – 5 hours:** Working with Text **9D – 5 hours:** Working with Objects **9E – 5 hours:** Enhancing the Presentation **9F – 5 hours:** Bringing It All Together	**Teacher Resources:** Instructor's Resources – Microsite Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc. **Student Resources:** Internet and Computing Core (IC3) Guide CCI Learning Solutions Inc.

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screen slide show.	research strategies (e.g., field studies, oral histories, interviews, experiments, electronic sources). ***FAB/C/2.2W/WSA/G11-12/** (**1.8**) Integrate databases, graphics, and spreadsheets into word-processed documents. ***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). **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.		

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	Semester 2 Unit 10 – Industry Focus (5 hours)		
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
10A - Understands and identifies key elements of industry planning. **10B -** Understands and identifies key elements of industry planning. **10C -** Understands the industry finance. **10D -** Understands the underlying principles of technology. **10E -** Identifies the labor and regulatory issues. **10F -** Understand the community, health, safety and environmental issues.	**Career Technical Education:** ***FAB/CPM/** **3.7** Explore career opportunities in business through such programs as virtual enterprise, work experience, and internship. **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. **4.3** Understand the influence of current and emerging technology on selected segments of the economy. **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. ***FAB/HS/** **6.1** Know the policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities. **6.2** Understand critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies. **6.3** Understand the environmental and ergonomic risks associated with the use of business equipment and the financial impact of an unsafe work environment. **Core Academic:** ***FAB/A/1.3HSS/ECON/G12/** **(12.2.9)** Describe the functions of the financial markets. **(12.4)** Students analyze the elements of the	**10A – 1 hour:** Professional Organization **10B – 1 hour:** Print **10C – 1 hour:** Vendors **10D – 1 hour:** Trade Shows **10E – 30 minutes:** User Groups **10F – 30 minutes:** Production Facilities	**Teacher Resources:** Job Finder's Guide Employability Skills Handbook (lesson plan examples) http://www.baldyviewrop.com/teachers_staff/lesson_plans.htm www.careerbuilder.com **Student Resources:** Job Finder's Guide www.careerbuilder.com www.snagajob.com www.monster.com http://www.ca.gov/Jobs/

	U.S. labor market in a global setting. **(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.		

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<u>Semester 2</u> - **Unit 11– Business and Finance Careers (5 hours)**			
Competencies	**Standards**	**Suggested Pacing**	**Resources/Materials**
11A - Attains career awareness of advanced career and educational opportunities. **11B -** Completes an appropriate resume and job application. **11C -** Demonstrate interview skills, etiquette and attire	<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. **3.7** Explore career opportunities in business through such programs as virtual enterprise, work experience, and internship. <u>**Core Academic:**</u> <u>**Core Academic:**</u> ***AME/A/1.4VPA/VA/ADV/** **(5.3)** Prepare portfolios of their original works of art for a variety of purposes (e.g., review for postsecondary application, exhibition, job application, and personal collection). ***AME/C/2.3WO/ELC/G11-12/** **(1.2)** Produce legible work that shows accurate spelling and correct punctuation and	**11A – 2 hours:** Career awareness **11B – 1.5 hours:** Resume **11C – 1.5 hours:** Interview	**Teacher Resources:** Job Finder's Guide Employability Skills Handbook (lesson plan examples) http://www.baldyviewrop.com/teachers_staff/lesson_plans.htm www.careerbuilder.com **Student Resources:** Job Finder's Guide www.careerbuilder.com www.snagajob.com www.monster.com http://www.ca.gov/Jobs/

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	capitalization. ***AME/C/2.2W/WA/G11-12/** **(2.5)** Write documents related to career development, including simple business letters and job applications: **a.** Present information purposefully and succinctly and meet the needs of the intended audience. **b.** Follow the conventional format for the type of document (e.g., letter of inquiry, memorandum). ***AME/C/2.2W/WSA/G11-12/** **(2.5)** Write job applications and résumés: **a**. Provide clear and purposeful information and address the intended audience appropriately. **b**. Use varied levels, patterns, and types of language to achieve intended effects and aid comprehension. **c**. Modify the tone to fit the purpose and audience. **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.		