

CTE/ROP Accounting/Computerized

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

Course Length: 1 Semester	Classroom Instruction: 90 Hours
SUHSD Course Number: 97057	Grade Level: 9, 10, 11, 12
SDCOE Course Number: 460002	SDCOE Total Hours: 1070 hours
CBEDS Number/Title:: 4600/Accounting/Computer Accounting	Year of Implementation: 2011
Course Pre-requisites: Business and Computer Applications is suggested	Articulation (school/credits): None
CTE Industry Sector: Finance and Business	CTE Pathway(s): Accounting Services; Business Financial Management
Job Titles: Bookkeeper, Accountant, Auditor, Budget Analyst, Billing Cost and Rate Clerk, Billing and Posting Clerk, Tax Examiner and Collector	
Credential Information: Preliminary or Clear Full-Time Designated Subjects CTE Teaching Credential in Finance and Business	
Required Textbooks: None	
<p>Course Description: This course provides entry-level or upgrade training in accounting theory and computerized accounting procedures. Employment possibilities include accounting clerk, bookkeeper, payroll clerk and accounts payable/receivable clerk. Instruction covers the following areas: principles of manual accounting, computerized accounting, electronic spreadsheets and job-seeking skills. Students use equipment which includes computers and 10-key printing calculators.</p>	

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Semester 1

Unit 1: Banking Procedures

Unit 2: Basic Accounting Procedures

Unit 3: Ten Key Calculator by Touch

Unit 4: Career Development

Unit 5: End of the Month Worksheets

Unit 6: Small Business Accounting

Unit 7: Payroll

Unit 8: Introduction to Professional Accounting

Unit 9: On the Job Training

Unit 10: All Aspects of the Industry

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<u>Semester 1 - Unit 1 – Banking Procedures (5 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>3A - Uses a checking account.</p> <p>3B - Reconciles bank statement manually.</p> <p>3C - Establishes and replenishes a petty cash fund.</p> <p>3D - Determines whether cash is short or over, makes appropriate journal entries.</p> <p>3E - Proves cash in the cash register drawer at the end of the day.</p> <p>3F - Reconciles bank statements using a spreadsheet program.</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. 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.</p> <p><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. (1.d) Formulate explanations by using logic and evidence.</p>	<p>3A-3B – 2 hours Explains online banking opportunities & procedures</p> <p>3C-3F – 3 hours Reconciling cash register</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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<u>Semester 1 - Unit 2 – Basic Accounting Procedures (14 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>2A - Uses a general journal to record and post business transactions for a service business.</p> <p>2B - Identifies accounting concepts and practices related to a service business.</p> <p>2C - Journalizes purchases, cash payments, sales and cash receipts for a merchandising business using special journals.</p> <p>2D - Detects and corrects errors in accounting records.</p> <p>2E - Prepares a chart of accounts for a service business organized as a proprietorship.</p> <p>2F - Knows accounting terminology related to an accounting system for both a service and a merchandising business.</p> <p>2G - Maintains accounts receivable transactions and reports on the computer.</p> <p>2H - Maintains accounts payable transactions and reports on the computer.</p> <p>2I - Practices safe working habits including ergonomic and repetitive motion training.</p> <p>2J - Uses Excel software to create and edit worksheets.</p> <p>2K - Uses spreadsheet functions to perform calculations.</p>	<p><u>Career Technical Education:</u> *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. *FAB/TKS/ 10.1 Know cash management techniques, including bank reconciliation and cash controls. 10.2 Understand the role of managerial accounting and the use of planning and control principles to evaluate the performance of an organization. 10.3 Know the agencies that affect accounting procedures and discuss regulations and compliance issues that influence business decisions. 10.4 Examine and use technological services to achieve objectives and make decisions in accounting and finance. <u>Core Academic:</u> *FAB/A/1.1M/MR/G7/ (1.1) Analyze problems by identifying relationships, distinguishing relevant from irrelevant information, identifying missing information, sequencing and prioritizing information, and observing patterns. (2.1) Use estimation to verify the</p>	<p>2A-2D – 4 hours General Journal</p> <p>2E – 3 hours Chart of Accounts</p> <p>2F – 3 hours Accounting Terminology</p> <p>2G-2H – 2 hours Maintenance of Accounts Receivable (A/R) and Accounts Payable (A/P)</p> <p>2I – 1 hour Safety</p> <p>2J-2K – 1 hour Spreadsheet Functions</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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	<p>reasonableness of calculated results.</p> <p>(2.5) Use a variety of methods, such as words, numbers, symbols, charts, graphs, tables, diagrams, and models, to explain mathematical reasoning.</p> <p>(3.1) Evaluate the reasonableness of the solution in the context of the original situation.</p> <p>(3.2) Note the method of deriving the solution and demonstrate a conceptual understanding of the derivation by solving similar problems.</p>		
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<u>Semester 1 - Unit 3 – Ten Key Calculator by Touch (6 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>4A - Performs at 150 dpm (digits per minute).</p> <p>4B - 200 dpm (digits per minute).</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.</p> <p><u>Core Academic:</u> *FAB/A/1.1M/A1/G8-12/ (1.1) Students use properties of numbers to demonstrate whether assertions are true or false. (5.0) Students solve multistep problems, including word problems, involving linear equations and linear inequalities in one variable and provide justification for each step.</p>	<p>4A – 3 hours Learning the calculator</p> <p>4B – 3 hours Accuracy proofing tapes</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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<u>Semester 1 - Unit 4 – Career Development (15 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>1A - Accessing and utilizing technology and information</p> <p>1B - Practicing occupational safety standards</p> <p>1C - Thinking critically and solving problems effectively</p> <p>1D - Using basic skills in reading, writing, mathematics, listening and speaking as they relate to occupation specific skills</p> <p>1E - Attaining a comprehensive understanding of all aspects of industry the individual is preparing to enter</p> <p>1F - Applying knowledge to real world problems and situations</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. <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. (1.d) Formulate explanations by using logic and evidence.</p>	<p>1A-1F – 15 hours Job Acquisition Skills</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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<u>Semester 1 - Unit 5 – End of the Month Worksheets (7 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>5A - Completes worksheet extensions, totals and balances including adjusting entries.</p> <p>5B - Completes closing entries from worksheet data.</p> <p>5C - Prepares income and capital statements.</p>	<p><u>Career Technical Education:</u> *FAB/TKS/ 10.1 Know cash management techniques, including bank reconciliation and cash controls. 10.2 Understand the role of managerial accounting and the use of planning and control principles to evaluate the performance of an organization. 10.3 Know the agencies that affect accounting procedures and discuss regulations and compliance issues that influence business decisions. 10.4 Examine and use technological services to achieve objectives and make decisions in accounting and finance. <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. *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. (15.0) Students apply algebraic techniques to solve rate problems, work problems, and percent mixture problems. (24.1) Students explain the difference between inductive and deductive reasoning and identify and provide examples of each.</p>	<p>5A – 3 hours End of Month (worksheets)</p> <p>5B-5C – 4 hours Completing closing entries</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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<u>Semester 1 - Unit 6 – Small Business Accounting (7 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>6A - Journalizes and posts transactions related to discounts, returns, allowances and petty cash.</p> <p>6B - Journalizes transactions for notes receivable and payable.</p> <p>6C - Plans, counts, and costs inventory using both costing and estimating methods.</p> <p>6D - Maintains inventory on the computer.</p> <p>6E - Calculates merchandise inventory turnover ratio and average number of days' sales in merchandise inventory.</p> <p>6F - Prepares financial statements using selected component to analyze percentages.</p> <p>6G - Analyzes financial statements by calculating earnings performance, efficiency and financial strength.</p> <p>6H - Determines the effect of changes in sales volume, unit costs, and unit sales prices on net income.</p> <p>6I - Uses cost data for pricing decisions.</p> <p>6J - Calculates depreciation using a variety of methods and makes appropriate journal entries.</p> <p>6K - Processes sales tax</p>	<p><u>Career Technical Education:</u> *FAB/PSCT/ 5.2 Understand the systematic problem-solving models that incorporate input, process, outcome, and feedback components. *FAB/ASVP/ A2.1 Understand how to identify current and long-term assets and liabilities. A2.2 Apply appropriate concepts and techniques to account for equity investments and withdrawals for sole proprietorships, partnerships, and corporations. A2.3 Understand the processes involved in revenue recognition and in matching of income and expenses. <u>Core Academic:</u> *FAB/A/1.1M/NS/G7/ (1.1) Read, write, and compare rational numbers in scientific notation (positive and negative powers of 10) with approximate numbers using scientific notation. (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 percents and use these representations in estimations, computations, and applications. (1.4) Differentiate between rational and irrational numbers. (1.5) Know that every rational number is either a terminating or a repeating decimal and be able to convert terminating decimals into reduced fractions. (1.6) Calculate the percentage of increases and decreases of a quantity. (1.7) Solve problems that involve discounts,</p>	<p>6A – 1 hour Inventory & Notes - Accounts Receivable (AR) and Accounts Payable (AP)</p> <p>6B-6E – 1 hour General journal entries</p> <p>6F – 1 hour Prepares Financial Statements</p> <p>6G-6H - 1 hour Analyzing and determining changes</p> <p>6I – 1 hour Cost Analysis</p> <p>6J – 1 hour Depreciation</p> <p>6K-6L – 30 minutes Sales Tax & Electronic fund</p> <p>6M-6N – 30 minutes Computerized Accounting</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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<p>information and prepares required reports. 6L - Identifies the uses of electronic fund transfers and deposits. 6M - Operates a fully computerized accounting system from opening the chart of accounts to preparation of financial statements. 6N - Identifies accounting concepts and procedures related to budgets used for financial and management decisions.</p>	<p>markups, commissions, and profit and compute simple and compound interest. *FAB/A/1.1M/MR/G7/ (1.1) Analyze problems by identifying relationships, distinguishing relevant from irrelevant information, identifying missing information, sequencing and prioritizing information, and observing patterns. (2.8) Make precise calculations and check the validity of the results from the context of the problem. *FAB/A/1.3HSS/ECON/G12/ (12.4.3) Discuss wage differences among jobs and professions, using the laws of demand and supply and the concept of productivity. (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. *FAB/A/1.3HSS/ECON/G12/ (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>		
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<u>Semester 1 - Unit 7 – Payroll (8 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>7A - Prepares manual payroll records including computing time records, payroll registers and employees earning records.</p> <p>7B - Computers and journalizes payroll taxes.</p> <p>7C - Calculates federal and state deposits, and prepares quarterly reports.</p> <p>7D - Reviews current Federal and California laws and regulations affecting payroll.</p>	<p><u>Career Technical Education:</u> *FAB/ASVP/ A1.1 Understand the accounting cycle for service businesses and merchandise businesses. A2.6 Know payroll procedures.</p> <p><u>Core Academic:</u> *FAB/A/1.1M/NS/G7/ (1.1) Read, write, and compare rational numbers in scientific notation (positive and negative powers of 10) with approximate numbers using scientific notation. *FAB/A/1.1M/MR/G7/ (1.1) Analyze problems by identifying relationships, distinguishing relevant from irrelevant information, identifying missing information, sequencing and prioritizing information, and observing patterns. *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. (1.d) Formulate explanations by using logic and evidence.</p>	<p>7A – 6 hours Payroll - Manually Spreadsheet Calculations</p> <p>7B-7D – 2 hours California state tax laws</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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<u>Semester 1 - Unit 8 – Introduction to Professional Accounting (8 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>8A - Journalizes departmental purchases and cash payments.</p> <p>8B -Journalizes departmental sales and cash receipts.</p> <p>8C - Calculates and journalizes departmental payroll data.</p> <p>8D - Prepares financial statements for a departmental or business with a corporate structure.</p> <p>8E - Practices accounting control procedures related to a voucher system and for inventory planning and valuation.</p> <p>8F - Identifies, calculates, analyzes, and journalizes uncollectible accounts.</p> <p>8G - Records plant asset information, calculates depreciation for plant asset, and records the related journal entries.</p> <p>8H - Calculates division of profits and losses and prepares financial statements for a partnership.</p> <p>8I - Practices corporate accounting procedures to analyze stockholders' equity and its contribution to capital, earnings, and distribution, financial statements, and the formation, dissolution, and company liquidation.</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. 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.</p> <p><u>Core Academic:</u> *FAB/A/1.1M/A1/G8-12/ (1.1) Students use properties of numbers to demonstrate whether assertions are true or false. (5.0) Students solve multistep problems, including word problems, involving linear equations and linear inequalities in one variable and provide justification for each step. (13.0) Students add, subtract, multiply, and divide rational expressions and functions. Students solve both computationally and conceptually challenging problems by using these techniques. (15.0) Students apply algebraic techniques to solve rate problems, work problems, and percent mixture problems. (24.1) Students explain the difference between inductive and deductive reasoning and identify and provide examples of each.</p>	<p>8A – 2 hours Basics of Professional Accounting</p> <p>8B – 2 hours Departmental – Journalizing</p> <p>8C – 2 hours Plant asset information</p> <p>8D-8I – 2 hours Analyzing stock holder's equity</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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<u>Semester 1 - Unit 9 – On the Job Training (10 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>9A - Maintains accounts receivable.</p> <p>9B - Maintains accounts payable.</p> <p>9C - Verifies purchase orders and invoices.</p> <p>9D - Reconciles bank statements.</p> <p>9E - Checks for errors.</p> <p>9F - Journalizes transactions.</p> <p>9G - Posts transactions.</p> <p>9H - Processes payroll.</p> <p>9I - Completes quarterly and year-end tax forms.</p> <p>9J - Prepares trail balances.</p> <p>9K - Uses 10-key calculator.</p> <p>9L - Enter and retrieves data on a computer.</p> <p>9M - Performs word processing tasks.</p> <p>9N - Sorts and files materials.</p> <p>9O - Operates standard office equipment.</p> <p>9P - Answers phones.</p> <p>9Q - Computerizes accounting</p> <p>9R - Spreadsheets</p>	<p><u>Career Technical Education:</u> *FAB/RF/ 7.1 Understand the qualities and behaviors that constitute a positive and professional work demeanor. 7.2 Understand the importance of accountability and responsibility in fulfilling personal, community, and workplace roles. 7.3 Understand the need to adapt to varied roles and responsibilities.</p> <p><u>Core Academic:</u> *FAB/A/1.1M/MR/G7/ (2.8) Make precise calculations and check the validity of the results from the context of the problem. *FAB/A/1.3HSS/ECON/G12/ (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. (12.5.3) Distinguish between short-term and long-term interest rates and explain their relative significance.</p>	<p>9A-9B – 1 hour Maintaining Accounts Receivables & Accounts Payables</p> <p>9C – 1 hour Verifying</p> <p>9D – 3 hours Invoicing</p> <p>9E-9F – 2 hours Quarterly tax preparations</p> <p>9G-9R – 3 hours Trial balance report</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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<u>Semester 1 - Unit 10 – All Aspects of the Industry (10 hours)</u>			
Competencies	Standards	Suggested Pacing	Resources/Materials
<p>10A - Identifies key elements of industry planning</p> <p>10B - Identifies key elements of management.</p> <p>10C - Understands industry finance.</p> <p>10D - Understand the underlying principles of technology.</p> <p>10E - Identifies the labor and regulatory issues.</p> <p>10F - Understand the community, health, safety and environmental issues.</p> <p>10G - Allocates resources (i.e., time, money, materials, space and staff)</p> <p>10H - Work on teams, teach others, serve customers, lead, negotiate and work well with people from culturally diverse backgrounds.</p> <p>10I - Acquire and evaluate data, organize and maintain files, interpret and communicate information as well as use computer to process information.</p> <p>10J - Understand social, organizational, and technical systems, monitor correct performance and improve systems.</p> <p>10K - Select equipment and tools, apply technology to specific tasks and maintain and troubleshoot equipment.</p>	<p><u>Career Technical Education:</u> *FAB/CPM/ 3.4 Understand the role and function of professional organizations, industry associations, and organized labor in a productive society. *FAB/RF/ 7.1 Understand the qualities and behaviors that constitute a positive and professional work demeanor. 7.2 Understand the importance of accountability and responsibility in fulfilling personal, community, and workplace roles. 7.3 Understand the need to adapt to varied roles and responsibilities. 7.4 Understand that individual actions can affect the larger community. *FAB/LT/ 9.1 Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace settings. 9.2 Understand the ways in which preprofessional associations, such as DECA (An Association of Marketing Students) and Future Business Leaders of America, and competitive career development activities enhance academic skills, promote career choices, and contribute to employability. 9.3 Understand how to organize and structure work individually and in teams for effective performance and the attainment of goals. 9.4 Know multiple approaches to conflict resolution and their appropriateness for a variety of situations in the workplace. 9.5 Understand how to interact with others in ways that demonstrate respect for individual</p>	<p>10A- 10G – 3 hours Identifying key elements</p> <p>10H-10I – 3 hours Teamwork</p> <p>10J-10M – 4 hours Understanding of community social organizational, health and technology</p>	<p><u>Teacher Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p> <p><u>Student Resources:</u> <i>*Textbook:</i> Century 21 Southwestern Accounting 8E by Gilbertson, Lehman, Ross</p>

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<p>10L - Follow safety procedures and practices.</p> <p>10M - Demonstrate (show) understanding of ethics and confidentiality.</p>	<p>and cultural differences and for the attitudes and feelings of others.</p> <p>Core Academic:</p> <p>*FAB/C/2.2W/WSA/G9-10/</p> <p>(2.5) Write business letters:</p> <p>a. Provide clear and purposeful information and address the intended audience appropriately.</p> <p>b. Use appropriate vocabulary, tone, and style to take into account the nature of the relationship with, and the knowledge and interests of, the recipients.</p> <p>c. Highlight central ideas or images.</p> <p>d. Follow a conventional style with page formats, fonts, and spacing that contribute to the documents' readability and impact.</p> <p>*FAB/C/2.2W/WSA/G11-12/</p> <p>(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>		
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