

Business Department

Power Standards

2009-2010

INTRO. TO COMPUTERS

By the end of Intro. to Computers students will:

be able to type the alphabetic keyboard by touch

use application software to create & format business documents in Word, Excel, & Power Point
– MS Office

Quarterly Objectives and Outcomes

Quarter 1

Students will be able to:

1. Type the alphabetic keyboard by touch.
2. Use Microsoft Word to format the following documents:
3. MLA style academic report
4. Business report
5. Numbered and Bulleted lists and agendas
6. Multi-page reports with headings
7. Use keyboard shortcuts, toolbar buttons, and menu & commands to modify the appearance of documents.

Quarter 2

Students will be able to:

1. Improve speed and accuracy when typing by touch.
2. Use Microsoft Word to format the following documents:
3. Personal business letter
4. Business letter
5. Letter of application
6. Envelope
7. resume
8. Long reports with works cited
9. Title page, Table of Contents, Bibliography
10. Tables
11. Use Microsoft Excel to create, calculate and format spreadsheet applications.
12. Use Microsoft Word to create desktop publishing documents with graphics and draw tools.
13. Use Microsoft Power Point to create and format electronic presentations.

COMPUTER CONCEPTS I

By the end of Computer Concepts I students will:
understand the capabilities and functions of Microsoft Word and Excel for application to “real world” uses
use application software to input, store, and manipulate data for various situations
gather and evaluate information to integrate into useful business documents using Microsoft Word and Excel

Quarterly Objectives and Outcomes

Quarter 1

Students will be able to:

1. Create, format, edit, and correct documents using various methods in Microsoft Word.
2. Organize data using tabs and tabbed columns in Microsoft Word.
3. Manipulate data working with multiple document windows using Microsoft Word.
4. Manipulate data and organize it in tables and columns in Microsoft Word.
5. Work with graphics in Microsoft Word.
6. Use advanced skills to complete mail merges.

Quarter 2

Students will be able to:

1. Learn Microsoft Excel commands and features.
2. Create simple spreadsheets and apply text attributes and cell borders in Excel.
3. Manipulate data in Excel utilizing formulas, auto sum features, number formatting, aligning text, and cell formatting.
4. Adjust column widths, create borders, make aesthetic changes to spreadsheets and work with document headings.
5. Enter and understand how various functions work in Microsoft Excel.

COMPUTER CONCEPTS II

By the end of Computer Concepts II students will:
use software to create presentations to convey data effectively to groups with MS Power Point
use, plan, develop and maintain database management systems using Microsoft Access

Quarterly Objectives and Outcomes

Quarter 3

Students will be able to:

1. Learn to use Microsoft Access to create simple databases.
2. Enter data to create records for different tables, filter and sort data, and create reports using Microsoft Access.
3. Use Auto Forms & Form Wizard to design databases.
4. Learn what a query is and how to apply and use one.
5. Learn how to print various tables and reports in Microsoft Access.

Quarter 4

Students will learn:

1. Learn basic features of Microsoft Power Point.
2. Create presentations, manipulate text, images, and background in Microsoft Power Point.
3. Learn how to incorporate sound, animations, and transitions into presentations.
4. Create various documents integrating information from various Microsoft Office programs.

ACCOUNTING I

By the end of Accounting I students will:
complete the accounting cycle steps for a service business and merchandise business
prepare financial statements and forms
prepare payroll accounting and tax forms
use manual and computerized systems

Quarterly Objectives and Outcomes

Quarter 1

Students will be able to:

1. Complete three Cycle I accounting steps for a service business:
2. Analyze transactions.
3. Journalize transactions chronologically, prove journal pages and prove cash.
4. Post to a general ledger.
5. Control cash through various methods of banking.

Quarter 2

Students will be able to:

1. Complete three additional Cycle I accounting steps for a service business:
2. Prepare a worksheet for the purpose of gathering financial information.
3. Prepare various financial statements
4. Record adjusting and closing entries in the journal and post to the ledger.
5. Complete a business simulation using all the steps of the accounting cycle I for a fiscal year.

Quarter 3

Students will be able to:

1. Complete four Cycle II accounting steps for a merchandising business.
2. Analyze transactions chronologically, prove journal pages and prove cash.
3. Post to a general ledger.
4. Prepare payroll records and reports.
5. Prepare a worksheet for the purpose of gathering financial information.

Quarter 4

Students will be able to:

6. Complete two Cycle II accounting steps for a merchandising business.
7. Prepare various financial statements.
8. Record adjusting and closing entries in the journal and general ledger.
9. Complete a business simulation using all the steps of the accounting cycle II for a fiscal year.

ACCOUNTING II

By the end of Accounting II students will:
complete the accounting cycle steps for a manufacturing business/corporation
use manual and computerized systems for accounting cycles & financial statements
analyze and interpret data

Quarterly Objectives and Outcomes

Quarter 1

Students will be able to:

1. Complete payroll accounting as a review from Accounting I.
2. Analyze transactions for a business organized as a corporation.
3. Journalize for a business organized as a corporation.
4. Journalize with special journals (AP, AR, Purch. Returns & Allow., Sales Returns & Allow.)

Quarter 2

Students will be able to:

1. Record uncollectible bills
2. Calculate and record depreciation of assets

Quarter 3

Students will be able to:

1. Calculate Cost of Merchandise Sold and Inventory
2. Prepare notes
3. Calculate accrued revenue and expenses

Quarter 4

Students will be able to:

1. Distribute dividends
2. Prepare a worksheet for preparing financial statements
3. Prepare financial statements
4. Complete a business simulation using the steps for accounting in a corporate business.

BUSINESS LAW

By the end of Business law students will:

understand the relationship between ethics and the law

identify the sources of law and understand the structure of the court system

understand and analyze the relationship between contract law, law of sales, and consumer law

explain legal rules that apply to marriage & divorce

Quarterly Objectives and Outcomes

Quarter 1

Students will be able to:

1. Understand how ethics and the law conflict at times.
2. Be able to identify the three ways ethical decisions are made.
3. Know the difference between criminal and civil law.
4. Know the classifications and defenses for crimes and torts.
5. Learn how problems in society affect the legal system.
6. Understand the Dual Court System and be able to distinguish the jurisdiction powers of the courts.
7. Know the procedures & steps for a civil trial and criminal trial.

Quarter 2

Students will be able to:

1. Learn the characteristics and elements of a contract.
2. Understand what a genuine agreement capacity to contracts mean, the requirements of consideration and the legality of contracts.
3. Learn how contracts end, how to delegate or assign a contract, and the rights, duties, and remedies in a breached contract.
4. Identify the rights and responsibilities of a consumer and what consumer law is (warranties, product liability, deceptive practices)
5. Learn the legalities associated with marriage & the divorce process.

MARKETING

By the end of Marketing students will:

Understand the characteristics of entrepreneurship

Understand market economies and how they work

Have a business plan developed

Understand target marketing

Have a marketing plan developed

Understand the 4 P's of Marketing

Quarterly Objectives

Quarter 1

Students will be able to understand concepts of marketing by completing the following computer generated projects:

1. Choose a teen-based business
2. Prepare a company description
3. Design and create logos and taglines
4. Prepare a description of products and services
5. Prepare a market analysis
6. Design business cards
7. Design company letterhead
8. Prepare a marketing plan
9. Prepare an operating plan
10. Prepare a schedule of startup funds

Quarter 2

Students will be able to understand concepts of marketing by completing the following computer generated projects:

1. Prepare a customer prospect database
2. Prepare promotional letters
3. Prepare a three-panel brochure
4. Prepare a newspaper advertisement
5. Prepare an owner's resume
6. Prepare a projected income statement
7. Prepare a power point slide show
8. Prepare an executive summary of company
9. Prepare a business plan cover page
10. Assemble the business plan
11. Design a Web site homepage

WEB DESIGN

Upon completion of the course students will:

Understand the three phases of constructing a web site.

Be able to use HTML to create simple web pages.

Use Microsoft Expression Web to create multi-page web sites.

Quarterly Objectives and Outcomes

Quarter 1

Upon completion of the class, the students will:

1. Understand what the World Wide Web is, how it works, and how design elements determine how fast web pages load.
2. Be able to create a simple web page.
3. Know how HTML works, what angle brackets are, and how to organize basic HTML tags to create a web page.
4. Understand the three phases of building a web site.
5. Be able to create a Design Document, with all pertinent sections, for planning a new web site.
6. Be able to complete basic tasks using Microsoft Expression Web to create web pages.

Quarter 2

Upon completion of the class, the students will:

1. Know the importance of, and know how to prepare text for a web page.
2. Understand how graphics are used as interface elements, know the different roles graphics play, the concept of pixels/colors, and the various file types, and how graphics work with web pages.
3. Be able to add more complex tasks to their web pages using Microsoft Expression Web. They will work with button, tables, graphics and links.
4. Learn and evaluate the importance of a Business' web site. Look at order forms and various design templates.
5. Students will be able to create a multi-page web site.