

IMPORTANT NOTICE

Please note that teachers may access the complete
Business Course of Study through our web site

www.medina-esc.k12.oh.us.

Click on the link **Course of Study** under **Teacher Resources**
Then select the Business link
You will have access to all grade levels.

It is sound educational practice for teachers to be aware of what is
taught in the grade level before, as well as the grade level after
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Medina County Schools

Business Course of Study

William J. Koran
Superintendent



2005

Business
Course of Study

William J. Koran, Superintendent

Approved by:
Governing Board of the Medina County Schools'
Educational Service Center
2005

Mission Statement

The Medina County Schools'
Educational Service Center
will be the leader in providing
services and products that promote
excellence in education.

Acknowledgements

The Medina County Schools' Educational Service Center wishes to acknowledge the contributions to the Business Course of Study made by the following:

Project Coordinator

Janice Woods, Curriculum Director MCSESC

Committee Members

Barbara J. Castle
Black River

Ann Johnson
Highland

Debbie L. Findish
Buckeye

Sibyl Cole-Olszewski
Medina City

Laurie A. Mikita
Buckeye

Patricia J. Swanson
Wadsworth

Ronald W. Wachtel
Cloverleaf

Shawn R. VanDyke
Wadsworth

Laurie B. Boedicker
Highland

Layout and Word Processing
Keturah Zacharias

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BUSINESS EDUCATION INTRODUCTION

The format of this guide is broad in scope and represents a general outline of the many aspects and multiple offerings in the business education courses in Medina County Schools.

The primary function of this course of study is to provide school personnel with a framework of what is to be taught. However, it also provides a curricular document that is adaptable to a wide range of teaching and learning styles and technological advancements.

Because of the diverse circumstances of each local district, each district should select the areas that best meet the needs of its students, its available facilities and its staff expertise.

BUSINESS EDUCATION PHILOSOPHY

The Medina County Schools business education curriculum serves its students by developing values and skills necessary to be a productive citizen and a positive member of society. It also provides for students to develop critical thinking and problem solving skills useful in everyday life as well as in the business world.

The business education program serves all students by making available to everyone courses with occupational skills as well as personal use value. Its purpose is to help each student develop to his/her highest potential and acquire the knowledge, attitudes, and skills to succeed in the business world.

BUSINESS EDUCATION PROGRAM GOALS

The overall program goals of the Business Education Department are as follows:

- To develop the understanding and the skill necessary to become a responsible citizen in a democracy.
- To develop critical thinking and problem solving abilities.
- To understand the best means of satisfying his/her needs and wants as an intelligent consumer.
- To acquire the basic principles of business knowledge and skills for personal use.
- To develop an awareness of one's potentialities and limitations.
- To develop an understanding and appreciation of our American business system and its relationship to the global economy.
- To develop an awareness of the importance of good human relationship skills and to work towards those skills.
- To develop marketable skills which meet the needs and requirements of the business community.
- To develop technological skills and computer literacy.
- To train for careers in business and marketing.
- To train for office and service occupations in business and industry where students can think critically, analyze information, and make important decisions.

Accounting

CLASS OFFERING: ACCOUNTING

Performance Objective: A. Accounting Cycle in Simplest Form

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*A-A-1	1. Explain the importance of accounting.	
*A-A-2	2. Describe how to begin and how to prepare a balance sheet.	
*A-A-3	3. Define business terms used in accounting.	
*A-A-4	4. Explain the general journal.	
*A-A-5	5. Post entries in the ledger.	
*A-A-6	6. Analyze transactions into debit and credit parts.	
*A-A-7	7. Describe and explain income transactions and income accounts.	
*A-A-8	8. Describe and explain the use of the cash journal.	
*A-A-9	9. Explain the need for posting and the importance of accuracy.	
*A-A-10	10. Understand the use of a multi-column worksheet.	
*A-A-11	11. Understand the procedure used in closing a ledger.	
	<i>*Required objectives for one semester course offering.</i>	

CLASS OFFERING: ACCOUNTING

Performance Objective: B. Combination Journal and Subsidiary Ledgers

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*A-B-1	1. Describe a combination journal and its uses.	
*A-B-2	2. Describe totaling and proving the combination journal.	
*A-B-3	3. Explain an accounts receivable ledger and its uses.	
*A-B-4	4. Explain an accounts payable ledger and its uses.	
*A-B-5	5. Summarize the principles of posting.	
*A-B-6	6. Lists types of endorsements.	
*A-B-7	7. Write a check and reconcile a bank statement.	
*A-B-8	8. Complete an eight-column worksheet.	
*A-B-9	9. Describe various types of financial statements used for business such as balance sheets and income and capital statements.	
*A-B-10	10. Explain the procedure for adjusting and closing entries.	
	<i>*Required objectives for one semester course offering.</i>	

CLASS OFFERING: ACCOUNTING

Performance Objective: C. Payroll Systems

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*A-C-1	1. Explain and prepare payroll taxes and tax reports.	
*A-C-2	2. Complete payroll register.	
*A-C-3	3. Record the payroll.	
A-C-4	4. Report withholding and payroll taxes.	
<i>*Required objectives for one semester course offering.</i>		

CLASS OFFERING: ACCOUNTING

Performance Objective: D. Special Journals

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
<p>A-D-1</p> <p>A-D-2</p> <p>A-D-3</p> <p>A-D-4</p> <p>*A-D-5</p> <p>*A-D-6</p>	<ol style="list-style-type: none"> 1. Identify the purposes of each of the special journals: general, purchases, cash payments, cash receipts, and sales. 2. Employ the special journals to record transactions for a business. 3. Record transactions in special journals using discounts and sales taxes. 4. Identify the flow of financial data through a retail cash register system. 5. State the purpose of a petty cash fund. 6. Journalize transactions to establish and replenish a petty cash fund. <p style="text-align: center; margin-top: 20px;"><i>*Required objectives for one semester course offering.</i></p>	

CLASS OFFERING: ACCOUNTING

Performance Objective: E. Partnerships and Corporations

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
A-E-1	1. Describe how a partnership is formed.	
A-E-2	2. Record a partner's salary.	
A-E-3	3. Prepare financial statements of a partnership.	
A-E-4	4. Prepare closing entries for a partnership.	

Introduction to Business/ Business Management

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: A. Our Business World

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
IB/BM-A-1	1. Define needs and wants.	
IB/BM-A-2	2. Define business terms.	
IB/BM-A-3	3. Define basic rights.	
IB/BM-A-4	4. State three ways to measure economic growth.	
IB/BM-A-5	5. Describe life styles in our economy.	
IB/BM-A-6	6. Describe our economic future.	

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: B. Banking and Financial Services

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-B-1	1. List the services provided by most banks.	
IB/BM-B-2	2. Explain how banks are regulated.	
*IB/BM-B-3	3. Explain how to open and maintain a checking account.	
*IB/BM-B-4	4. Understand and reconcile a bank statement.	
*IB/BM-B-5	5. Write a check.	
*IB/BM-B-6	6. Define terms associated with a checking account.	
*IB/BM-B-7	7. Identify methods used to cash and deposit checks.	
*IB/BM-B-8	8. Describe several different methods of making payments.	
<i>*Buckeye Semester Course — Introduction to Business (Inclusion)</i>		

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: C. Role as a Consumer

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
IB/BM-C-1	1. Describe how products reach the consumer.	
IB/BM-C-2	2. List the types of stores and their products.	
IB/BM-C-3	3. Explain the buying problems of the consumer.	
IB/BM-C-4	4. List sources to help become an informed consumer.	
IB/BM-C-5	5. Describe how to become an informed consumer.	
IB/BM-C-6	6. Identify consumer's rights and responsibilities.	
IB/BM-C-7	7. Identify groups that protect the consumer.	

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: D. Using Credit

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-D-1	1. Define the terms used in credit transactions.	
*IB/BM-D-2	2. Describe the advantages and disadvantages of buying on credit.	
*IB/BM-D-3	3. List the guidelines for using credit.	
IB/BM-D-4	4. Explain the different types of credit and compare their uses.	
*IB/BM-D-5	5. Explain the use of loans as credit.	
IB/BM-D-6	6. Explain the costs involved in using credit.	
IB/BM-D-7	7. Describe installment buying.	
IB/BM-D-8	8. Identify types of business forms used in credit transactions.	
IB/BM-D-9	9. Explain the importance of establishing and maintaining a good credit record.	
<i>*Buckeye Semester Course — Introduction to Business (Inclusion)</i>		

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: E. Insurance Protection

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-E-1	1. Explain how insurance works to protect against economic losses.	
*IB/BM-E-2	2. List where insurance can be purchased.	
*IB/BM-E-3	3. Describe the various kinds of vehicle insurance.	
IB/BM-E-4	4. Describe the various kinds of property insurance.	
IB/BM-E-5	5. List the main types of life insurance.	
IB/BM-E-6	6. Explain the types of protection provided by health insurance.	
IB/BM-E-7	7. Explain the need to insure income and how to do so.	
<i>*Buckeye Semester Course — Introduction to Business (Inclusion)</i>		

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: F. Saving and Investing Money

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-F-1	1. Explain the importance of planned savings to a consumer.	
IB/BM-F-2	2. Describe the savings alternatives to consider when investing money.	
*IB/BM-F-3	3. List the types of savings accounts in various institutions.	
IB/BM-F-4	4. Explain stocks and bonds as an investment program.	
IB/BM-F-5	5. Describe the advantages and disadvantages of mutual funds.	
<i>*Buckeye Semester Course — Introduction to Business (Inclusion)</i>		

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: G. Money Management

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
IB/BM-G-1	1. Explain how to use income.	
IB/BM-G-2	2. Describe the importance of money management goals.	
*IB/BM-G-3	3. List the steps in preparing an individual or family budget.	
IB/BM-G-4	4. Explain the importance of keeping records of income and expenditures.	
IB/BM-G-5	5. Explain the effects of the changing value of money in comparing prices of goods and services from year to year.	
IB/BM-G-6	6. List ways to combat inflation and deflation.	
<i>*Buckeye Semester Course — Introduction to Business (Inclusion)</i>		

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: H. Labor and Government in Our Economy

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
IB/BM-H-1	1. Explain how our government serves us.	
IB/BM-H-2	2. Explain how the cost of government is met.	
IB/BM-H-3	3. Explain how the tax system in the United States works.	
IB/BM-H-4	4. Describe the role of labor and its contribution to our economy.	
IB/BM-H-5	5. Describe the effect of world trade on our economy.	

CLASS OFFERING: INTRODUCTION TO BUSINESS/BUSINESS MANAGEMENT

Performance Objective: I. Economic Citizenship

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*IB/BM-I-1	1. Explain the reasons why we work.	
*IB/BM-I-2	2. List the responsibilities of a worker.	
IB/BM-I-3	3. Explain how learning about people, information, and things is important in deciding the type of work people do.	
*IB/BM-I-4	4. Discuss and inventory the personal qualities and characteristics to be considered when exploring careers in business.	
*IB/BM-I-5	5. Explain the steps involved in locating and applying for a job.	
<i>*Buckeye Semester Course — Introduction to Business (Inclusion)</i>		

Business Law

CLASS OFFERING: BUSINESS LAW

Performance Objective: A. Fundamentals of Law

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
BL-A-1	1. Explain the need for law in our society.	
BL-A-2	2. Trace the history of modern law.	
BL-A-3	3. Define the rules of precedence and the common law as it applies to our legal system.	
BL-A-4	4. Differentiate between constitutional, statute case, common, and administrative law.	
BL-A-5	5. Explain the need for uniformity in laws governing business transactions.	
BL-A-6	6. Identify the natural, civil, and political rights of a citizen as defined by statute.	
BL-A-7	7. Define criminal and civil law and differentiate between crimes and torts as related to business.	
BL-A-8	8. Identify the various courts and their purposes under the federal and state court system.	
BL-A-9	9. Explain the sequence of steps in a criminal proceeding.	
BL-A-10	10. Explain the sequence of steps in a civil proceeding.	

CLASS OFFERING: BUSINESS LAW

Performance Objective: A. Fundamentals of Law (Continued)

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
BL-A-11	11. Identify the major classes of crimes and torts.	
BL-A-12	12. Describe the elements of a crime and torts.	
BL-A-13	13. Distinguish among a variety of particular crime and torts.	
BL-A-14	14. Explain the defenses available to criminal and civil defendants.	
BL-A-15	15. Summarize the penalties provided under criminal and civil statutes.	
BL-A-16	16. Explain the sequence of steps in a jury trial procedure.	
BL-A-17	17. Explain the purpose of and protection afforded by government regulation of commerce.	
BL-A-18	18. Identify situations where professional help is needed.	
BL-A-19	19. Explain the legal status of minors.	
BL-A-20	20. Compare and contrast the juvenile court and adult court system.	
BL-A-21	21. Identify the rights and responsibilities of minors.	

CLASS OFFERING: BUSINESS LAW

Performance Objective: B. Binding Agreements and Business Contracts

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
BL-B-1	1. Define the concept of “competent parties.”	
BL-B-2	2. List the requirements of an offer.	
BL-B-3	3. List the requirements of an acceptance.	
BL-B-4	4. Identify ways in which an offer can be ended before legally binding.	
BL-B-5	5. Distinguish between legal and illegal agreements.	
BL-B-6	6. Differentiate between void, voidable, and valid contracts.	
BL-B-7	7. Develop a properly written legal contract.	
BL-B-8	8. Identify the stipulations regarding assignments of contract rights and duties.	
BL-B-9	9. Identify remedies for breach of contract.	

Computer Applications/
Computer Applications I/
Word Processing I/
Business Tech I

**CLASS OFFERING: COMPUTER APPLICATIONS/COMPUTER APPLICATIONS I/
WORD PROCESSING I/BUSINESS TECH I**

Performance Objective: A. To Be Able to Execute a Program From Directory or Menu

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CA/WP-A-1	1. Be able to create a document file.	
CA/WP-A-2	2. Be able to set up simple letter style.	
CA/WP-A-3	3. Be able to use the cursor movement commands.	
CA/WP-A-4	4. Be able to set and change margins.	
CA/WP-A-5	5. Be able to format paragraphs.	
CA/WP-A-6	6. Be able to maintain a directory.	

**CLASS OFFERING: COMPUTER APPLICATIONS/COMPUTER APPLICATIONS I/
WORD PROCESSING I/BUSINESS TECH I**

Performance Objective: B. To Be Able to Edit, Save, and Delete a Prepared File

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CA/WP-B-1	1. Be able to use proof-reading marks.	
CA/WP-B-2	2. Be able to develop strong proof-reading skills.	
CA/WP-B-3	3. Be able to insert and delete text.	
CA/WP-B-4	4. Be able to move and copy text within a document.	
CA/WP-B-5	5. Be able to format text.	
CA/WP-B-6	6. Be able to use spell-checking devices and to be able to use writing and editing tools. Those tools include spelling, grammar, and thesaurus.	

**CLASS OFFERING: COMPUTER APPLICATIONS/COMPUTER APPLICATIONS I/
WORD PROCESSING I/BUSINESS TECH I**

Performance Objective: C. To Accurately Produce Tables, Letters, Memos, and Reports

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CA/WP-C-1	1. Be able to set, clear, and use tabs.	
CA/WP-C-2	2. Be able to set up different letter styles.	
CA/WP-C-3	3. Be able to use different punctuation.	
CA/WP-C-4	4. Be able to set up memorandum form.	
CA/WP-C-5	5. Be able to key reports.	
CA/WP-C-6	6. Be able to correctly key footnotes/endnotes.	
CA/WP-C-7	7. Be able to correctly key a bibliography or reference page.	

**CLASS OFFERING: COMPUTER APPLICATIONS/COMPUTER APPLICATIONS I/
WORD PROCESSING I/BUSINESS TECH I**

Performance Objective: D. Demonstrate Skill in Formatting Documents

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CA/WP-D-1	1. Be able to use the menu toolbar.	
CA/WP-D-2	2. Be able to use the standard toolbar.	
CA/WP-D-3	3. Be able to use the formatting toolbar.	
CA/WP-D-4	4. Be able to use keyboard short cuts.	

**CLASS OFFERING: COMPUTER APPLICATIONS/COMPUTER APPLICATIONS I/
WORD PROCESSING I/BUSINESS TECH I (PERSONAL KEYBOARDING — BUCKEYE)**

Performance Objective: E. To Demonstrate Skill in Merging of Files and Integration of Different Software Packages

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities
CA/WP-E-1	1. Be able to merge files in the word processor.		
CA/WP-E-2	2. Be able to use the mail merge capabilities of the software package.		
CA/WP-E-3	3. Be able to type envelopes and mail merge envelopes.		
CA/WP-E-4	4. Be able to integrate other types of software with Word.		

Computer Applications II/
Introduction to Computer Technology/
Word Processing II/
Business Tech II

CLASS OFFERING: INTRODUCTION TO COMPUTER TECHNOLOGY (CLOVERLEAF ONLY)

Performance Objective: A. Performing Word Processing (WP) Functions

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CAII/WPII-A-1	1. Use WP manuals and other WP materials.	
CAII/WPII-A-2	2. Operate equipment.	
CAII/WPII-A-3	3. Integrate files.	
CAII/WPII-A-4	4. Format & edit documents.	
CAII/WPII-A-5	5. Print documents.	

**CLASS OFFERING: COMPUTER APPLICATIONS II/
INTRODUCTION TO COMPUTER TECHNOLOGY/WORD PROCESSING II/BUSINESS TECH II**

Performance Objective: B. Excel Spreadsheets

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CAII/WPII-B-1	1. Create and format a spreadsheet to produce professional reports.	
CAII/WPII-B-2	2. Enter formulas to perform calculations for spreadsheets.	
CAII/WPII-B-3	3. Enter data on spreadsheet.	
CAII/WPII-B-4	4. Edit and correct spreadsheets.	
CAII/WPII-B-5	5. Print spreadsheets.	
CAII/WPII-B-6	6. Demonstrate the ability to identify parts and toolbars on the Excel screen.	
CAII/WPII-B-7	7. Show proficiency in navigating in an Excel workbook.	
CAII/WPII-B-8	8. Create a chart to make comparisons, identify patterns, and recognize trends in data.	

**CLASS OFFERING: COMPUTER APPLICATIONS II/
INTRODUCTION TO COMPUTER TECHNOLOGY/WORD PROCESSING II/BUSINESS TECH II**

Performance Objective: C. Access

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities
CAII/WPII-C-1	1. Create and format a data base.		
CAII/WPII-C-2	2. Enter information for a data base.		
CAII/WPII-C-3	3. Proof-read, edit, and correct a data base.		
CAII/WPII-C-4	4. Design a query.		
CAII/WPII-C-5	5. Edit information for a data base.		

**CLASS OFFERING: COMPUER APPLICATIONS II/
INTRODUCTION TO COMPUTER TECHNOLOGY/WORD PROCESSING II/ BUSINESS TECH II
(Except Black River)**

Performance Objective: D. Desktop Publishing

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CAII/WPII-D-1	1. Design publications.	
CAII/WPII-D-1	2. Merge WP, graphics, DB, and spreadsheet files.	
CAII/WPII-D-1	3. Proof-read, edit, and correct desktop publications.	
CAII/WPII-D-1	4. Print desktop publications.	

Consumer Economics/ Personal Finance

CLASS OFFERING: CONSUMER ECONOMICS/PERSONAL FINANCE

Performance Objective: A. To Develop an Awareness of Supply and Demand in the Consumer Market

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CE/PF-A-1	1. Determine how the supply of a product helps to determine the cost of the product.	
CE/PF-A-2	2. List the factors that affect the price of a product.	
CE/PF-A-3	3. Demonstrate how supply and demand affect each other.	
CE/PF-A-4	4. Explain how an individual's need, financial ability, and value system affect his or her choices.	
CE/PF-A-5	5. Define product, consumer and value.	

CLASS OFFERING: CONSUMER ECONOMICS/PERSONAL FINANCE

Performance Objective: B. To Develop an Understanding of Personal Economic Decisions and How They Are Derived

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CE/PF-B-1	1. Demonstrate the relationship between values and careers.	
CE/PF-B-2	2. Demonstrate the difference between a need and a want.	
CE/PF-B-3	3. Evaluate decisions on how to budget and spend money.	
CE/PF-B-4	4. Determine unit pricing.	
CE/PF-B-5	5. List the advantages and disadvantages of owning a home.	
CE/PF-B-6	6. Estimate how much a family can afford to spend on housing.	
CE/PF-B-7	7. Compare the annual costs of owning and renting a home.	
CE/PF-B-8	8. List places where money can be borrowed to pay for a home.	
CE/PF-B-9	9. Calculate how much a home will cost.	
CE/PF-B-10	10. Describe various methods of purchasing an automobile.	

CLASS OFFERING: CONSUMER ECONOMICS/PERSONAL FINANCE

Performance Objective: C. To Develop an Awareness of the Importance and the Different Types of Credit

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CE/PF-C-1	1. Describe the advantages and disadvantages of buying on credit.	
CE/PF-C-2	2. Describe various types of credit (e.g., credit cards, installment plans).	
CE/PF-C-3	3. Explain the legal obligations of the consumer when using credit.	
CE/PF-C-4	4. Define bankruptcy.	
CE/PF-C-5	5. Explain what qualifications one needs to obtain credit.	
CE/PF-C-6	6. State the economic problems of the use of credit.	

CLASS OFFERING: CONSUMER ECONOMICS/PERSONAL FINANCE

Performance Objective: D. To Develop an Understanding of the Various Types of Insurance

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
CE/PF-D-1	1. State how an insurance company should be selected.	
CE/PF-D-2	2. Explain how the rates of different insurance companies can be compared.	
CE/PF-D-3	3. Identify factors that should be considered in selecting an insurance agent.	
CE/PF-D-4	4. Identify factors that should be considered in planning an insurance program.	
CE/PF-D-5	5. Describe the nature of property and liability insurance.	
CE/PF-D-6	6. State how insurance companies are organized, operated, and regulated to provide property and liability risk protection.	
CE/PF-D-7	7. Identify some of the hazards involved in home ownership and how the owners can protect the family against these hazards.	
CE/PF-D-8	8. Identify some of the hazards involved in automobile ownership and how an automobile owner can be protected against these hazards.	
CE/PF-D-9	9. State the purpose of life insurance.	
CE/PF-D-10	10. Identify different types of life insurance.	
CE/PF-D-11	11. Explain how life insurance policies differ.	
CE/PF-D-12	12. Explain the importance of health insurance.	

Keyboarding/ Keyboarding I

CLASS OFFERING: KEYBOARDING/KEYBOARDING I

Performance Objective: A. Basic Operational Skills

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KI-A-1	1. Identify various computer parts and their functions.	
*KI-A-2	2. Perform the touch operation system for the alphabetic keys.	
*KI-A-3	3. Perform the touch operation system for number and special symbol keys.	
*KI-A-4	4. Reach and type response patterns.	
KI-A-5	5. Evaluate basic keyboarding skills.	
<i>*Required objectives for one semester course offering.</i>		

CLASS OFFERING: KEYBOARDING/KEYBOARDING I

Performance Objective: B. Basic Keyboarding Applications

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*KI-B-1	1. Center tables horizontally and vertically.	
*KI-B-2	2. Proofread using spell check and make corrections.	
KI-B-3	3. Center announcements vertically and horizontally.	
<i>*Required objectives for one semester course offering.</i>		

CLASS OFFERING: KEYBOARDING/KEYBOARDING I

Performance Objective: C. Personal and/or Business Communications

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*KI-C-1	1. Key business letters in various letter styles (block, modified).	
KI-C-2	2. Key correspondence in acceptable styles.	
KI-C-3	3. Key documents from straight, rough draft, and/or script copy.	
<i>*Required objectives for one semester course offering.</i>		

CLASS OFFERING: KEYBOARDING/KEYBOARDING I

Performance Objective: D. Manuscripts, Themes, and Outlines

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*KI-D-1	1. Type a manuscript in various acceptable styles.	
KI-D-2	2. Properly place footnotes on the page using current accepted techniques by most colleges.	
*KI-D-3	3. Center and key a title page.	
KI-D-4	4. Prepare and key a table of contents (with leaders).	
KI-D-5	5. Key a bibliography or reference page.	
KI-D-6	6. Vertically center and arrange an outline in acceptable form.	
<i>*Required objectives for one semester course offering.</i>		

CLASS OFFERING: KEYBOARDING/KEYBOARDING I

Performance Objective: E. Improving Basic Typing Skills

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
*KI-E-1	1. Improve keyboarding techniques and related learning.	
*KI-E-2	2. Improve speed.	
*KI-E-3	3. Improve skill transfer.	
<i>*Required objectives for one semester course offering.</i>		

CLASS OFFERING: KEYBOARDING/KEYBOARDING I

Performance Objective: F. Personal or Business Applications

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities
KI-F-1	1. Key various acceptable styles of business and personal letters.		
KI-F-2	2. Use tabulation techniques in preparing a report.		

CLASS OFFERING: KEYBOARDING/KEYBOARDING I

Performance Objective: G. Office Production Skills

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities
KI-G-1	1. Perform special office applications.	2. Key various letters, reports, and tables with accuracy.	
KI-G-2			

CLASS OFFERING: KEYBOARDING/KEYBOARDING I

Performance Objective: H. Word Processing

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities
KI-H-1	1. Format and edit a document.		
KI-H-2	2. Print a document.		

Keyboarding II

CLASS OFFERING: KEYBOARDING II

Performance Objective: A. Work Habits

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-A-1	1. Demonstrate proper use and care of the machine.	
KII-A-2	2. Proofread effectively, detect errors and make corrections neatly.	
KII-A-3	3. Increase the ability to read, comprehend and follow directions.	
KII-A-4	4. Organize work.	
KII-A-5	5. Use reference materials to locate information from a variety of sources to complete assigned tasks.	

CLASS OFFERING: KEYBOARDING II

Performance Objective: B. Improvement of Typing Skills

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-B-1	1. Develop techniques and pattern practice.	
KII-B-2	2. Demonstrate increased speed and error control in typing from straight copy, script, rough draft, and statistical copy.	
KII-B-3	3. Improve spelling, word usage, proofreading and punctuation skills.	
KII-B-4	4. Improve and increase horizontal and vertical centering skills.	

CLASS OFFERING: KEYBOARDING II

Performance Objective: C. Letter Production

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-C-1	1. Demonstrate improved proficiency in typing business letters in various styles, i.e., block, modified block, and AMS style.	
KII-C-2	2. Type letters containing special features i.e., attention lines, subject lines, mailing notations, postscripts, company name in closing lines, enclosure, and carbon copy notations.	
KII-C-3	3. Improve measurement skills in relation to production skills.	

CLASS OFFERING: KEYBOARDING II

Performance Objective: D. Tables, Business Forms, and Report Production

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-D-1	1. Demonstrate proficiency in arranging and typing short, average, and long letters containing tables, and listed items in acceptable form from arranged and unarranged copy.	
KII-D-2	2. Type special forms, i.e., full-page memos in standard and simplified styles.	
KII-D-3	3. Demonstrate proficiency in typing business reports in unbound and left bound formats.	
KII-D-4	4. Demonstrate proficiency in typing the title page, outline, table of contents, footnotes, and bibliography sections of reports.	
KII-D-5	5. Arrange and type statistical tables of varying complexity.	

CLASS OFFERING: KEYBOARDING II

Performance Objective: E. Production Skills

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
KII-E-1	1. Produce a required number of business letters and envelopes in styles used commonly in business.	
KII-E-2	2. Arrange and type unbound reports with main heading, side headings, a table, textual citations, and a reference list in acceptable form within a specified time period.	
KII-E-3	3. Type a two-column table (with a main heading and column headings), a three-column table with main heading, secondary heading, and a column heading.	
KII-E-4	4. Type various forms of copy in a specified time period.	

Desktop Publishing

CLASS OFFERING: DESKTOP PUBLISHING

Performance Objective: A. Become Familiar With Basic Operating Concepts

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-A-1	1. Store and retrieve documents using various storage devices.	
DP-A-2	2. Use a laser or color printer.	
DP-A-3	3. Operate a scanner to import pictures and graphics.	

CLASS OFFERING: DESKTOP PUBLISHING

Performance Objective: B. Create a Slide Show Presentation — CLOVERLEAF ONLY

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-B-1	1. Understand slide masters.	
DP-B-2	2. Use design templates.	
DP-B-3	3. Set fonts for all slides.	
DP-B-4	4. Add clipart, draw shapes, and change colors.	
DP-B-5	5. Understand, create, and arrange transitions.	
DP-B-6	6. Preview, adjust, and present a presentation.	

CLASS OFFERING: DESKTOP PUBLISHING

Performance Objective: C. Become Familiar With Text and Graphic Boxes in a Document

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-C-1	1. Put text in separate and multiple text boxes	
DP-C-2	2. Format overall page structure.	
DP-C-3	3. Create, manipulate, and draw multiple text boxes.	
DP-C-4	4. Create and manipulate graphic boxes.	

CLASS OFFERING: DESKTOP PUBLISHING

Performance Objective: D. Be Familiar With Editing Features, Manipulating Graphics, and Drawing Capabilities of the Publishing Program.

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-D-1	1. Insert and delete pages.	
DP-D-2	2. Use and manipulate page guides, column guides, and ruler guides.	
DP-D-3	3. Place, size, proportion, and print graphics.	
DP-D-4	4. Draw, edit, delete, and size a line.	
DP-D-5	5. Draw shapes and rounded corners.	
DP-D-6	6. Determine the line/shape size and fill pattern.	
DP-D-7	7. Work with palettes.	
DP-D-8	8. View, select, and create layers.	
DP-D-9	9. Blend colors.	
DP-D-10	10. Crop images.	
DP-D-11	11. Copy and paste.	
DP-D-12	12. Rotate and flip selections.	

CLASS OFFERING: DESKTOP PUBLISHING

Performance Objective: E. Create Their Own Documents Using the Desktop Publishing Program

Instructional Organization	Instructional Objectives <i>The learner will:</i>	Resources/ Instructional Activities
DP-E-1	1. Create a brochure.	
DP-E-2	2. Create a newsletter.	
DP-E-3	3. Create a letterhead.	
DP-E-4	4. Create a business card.	
DP-E-5	5. Create a flyer.	
DP-E-6	6. Create one, two, and multiple page layouts.	
DP-E-7	7. Create multiple page layouts with graphics.	



CLASS OFFERING:

Performance Objective:

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities

CLASS OFFERING:

Performance Objective:

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities

CLASS OFFERING:

Performance Objective:

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities

CLASS OFFERING:

Performance Objective:

Instructional Organization	<i>The learner will:</i>	Instructional Objectives	Resources/ Instructional Activities

