

BUSINESS

&

INFORMATION

TECHNOLOGY



CAREER & TECHNICAL EDUCATION

THE BUSINESS & INFORMATION TECHNOLOGY EDUCATION BINDER

Table of Contents

9/10

Keyboarding Basics 6
Keyboarding/Computer Applications I (7-8)
Keyboarding/Computer Applications II (7-8)
Computer Applications
Personal Finance
Business Finance
Business Law
Business Management
Study Seminar
Accounting I
Accounting II
Computer Information Systems I
Computer Information Systems II
Design, Multimedia & Web Technologies
Digital Input Technologies
Economics and Personal Finance
IT Fundamentals



Business and Information Technology

6150-9 Keyboarding Basics 6





Keyboarding Basic 6
Content Outline

Competency	Topic	
<u>Unit 1: Computer Components/Portfolio</u>		Suggested Timeframe
6150.001	Demonstrate positive work ethic.	1 week / Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.005	Demonstrate diversity awareness.	
6150.026	Identify computer system components	
6150.027	Boot, access, and exit operating system and software.	
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	
6150.0030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.	
6150.0040	Examine planning at the level of both an individual business and the overall industry.	
6150.0046	Create a portfolio containing representative samples of student work.	
<u>Unit 2: Keyboarding Information/Portfolio</u>		Suggested Timeframe
6150.001	Demonstrate positive work ethic.	3 weeks / Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	
6150.029	Key alphabetic, numeric, and symbol information using a touch system and correct techniques.	



**The York County School Division
Curriculum Guide**

**Subject: Keyboarding Basics 6
Introduction to Keyboarding**

6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.	
6150.031	Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.	
6150.032	Improve keyboarding techniques.	
6150.033	Increase keyboarding speed and accuracy.	
6150.034	Proofread copy.	
6150.035	Edit copy.	
6150.040	Examine planning at the level of both an individual business and the overall industry.	
6150.046	Create a portfolio containing representative samples of student work.	

<u>Unit 3: Keyboarding Production/Portfolio</u>		Suggested Timeframe
6150.001	Demonstrate positive work ethic.	3 weeks / Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.004	Demonstrate self-representation skills.	
6150.007	Demonstrate creativity and resourcefulness.	
6150.009	Demonstrate effective reading and writing skills.	
6150.010	Demonstrate critical-thinking and problem-solving skills.	
6150.034	Proofread copy.	
6150.035	Edit copy.	
6150.036	Key and format letters, memoranda, reports, outlines, and tables.	
6150.039	Produce documents incorporating simple graphic elements.	
6150.040	Examine planning at the level of both an individual business and the overall industry.	
6150.041	Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).	
6150.046	Create a portfolio containing representative samples of student work.	



<u>Unit 4: Computer Lab Safety/Portfolio</u>		Suggested Timeframe
6150.001	Demonstrate positive work ethic.	1 week / Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.010	Demonstrate critical-thinking and problem-solving skills.	
6150.011	Demonstrate healthy behaviors and safety skills	
6150.013	Demonstrate lifelong-learning skills.	
6150.015	Demonstrate time-, task-, and resource-management skills.	
6150.019	Demonstrate information technology skills.	
6150.020	Demonstrate an understanding of Internet use and security issues.	
6150.021	Demonstrate telecommunications skills.	
6150.025	Identify Internet safety issues and procedures for complying with acceptable use standards.	
6150.040	Examine planning at the level of both an individual business and the overall industry.	
6150.041	Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).	
6150.042	Describe ergonomic guidelines related to safe computer use.	

<u>Unit 5: Careers/Portfolio</u>		Suggested Timeframe
6150.001	Demonstrate positive work ethic.	1 week / Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.004	Demonstrate self-representation skills.	
6150.006	Demonstrate conflict-resolution skills.	
6150.008	Demonstrate effective speaking and listening skills.	



**The York County School Division
Curriculum Guide**

**Subject: Keyboarding Basics 6
Introduction to Keyboarding**

6150.009	Demonstrate effective reading and writing skills.	
6150.010	Demonstrate critical-thinking and problem-solving skills.	
6150.011	Demonstrate healthy behaviors and safety skills	
6150.012	Demonstrate an understanding of workplace organizations, systems, and climates.	
6150.013	Demonstrate lifelong-learning skills.	
6150.014	Demonstrate job acquisition and advancement skills.	
6150.015	Demonstrate time-, task-, and resource-management skills.	
6150.016	Demonstrate job-specific mathematics skills.	
6150.017	Demonstrate customer-service skills.	
6150.018	Demonstrate proficiency with technologies common to a specific occupation.	
6150.019	Demonstrate information technology skills.	
6150.021	Demonstrate telecommunications skills.	
6150.041	Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).	
6150.043	Investigate careers.	
6150.046	Create a portfolio containing representative samples of student work.	



**Business and Information Technology
6150 Keyboarding/Computer Applications I**





Keyboarding/Computer Applications I Content Outline

Competency	Topic	
	Computer Components	Suggested Timeframe
6150.002	Demonstrate integrity.	1 week/ Ongoing
6150.003	Demonstrate teamwork skills.	
6150.009	Demonstrate effective reading and writing skills.	
6150.011	Demonstrate healthy behaviors and safety skills	
6150.013	Demonstrate lifelong-learning skills.	
6150.019	Demonstrate information technology skills.	
6150.026	Identify computer system components	
6150.027	Boot, access, and exit operating system and software.	
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.	
6150.040	Maintain work station, equipment, materials, and supplies.	
6150.047	Identify potential employment barriers for nontraditional groups and ways to overcome the barriers	
	Keyboarding Information	Suggested Timeframe
6150.002	Demonstrate integrity.	5 weeks/ Ongoing
6150.003	Demonstrate teamwork skills.	
6150.009	Demonstrate effective reading and writing skills.	
6150.011	Demonstrate healthy behaviors and safety skills	



**The York County School Division
Curriculum Guide**

**Subject: Keyboarding/ Computer
Applications I**

6150.013	Demonstrate lifelong-learning skills.	
6150.019	Demonstrate information technology skills.	
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	
6150.029	Key alphabetic, numeric, and symbol information using a touch system and correct techniques.	
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.	
6150.032	Improve keyboarding techniques.	
6150.033	Increase keyboarding speed and accuracy.	
6150.034	Proofread copy.	
6150.035	Edit copy.	
6150.040	Maintain work station, equipment, materials, and supplies.	
6150.046	Create a portfolio containing representative samples of student work.	
Word Processing		Suggested Timeframe
6150.002	Demonstrate integrity.	6 weeks/ Ongoing
6150.003	Demonstrate teamwork skills.	
6150.004	Demonstrate self-representation skills.	
6150.007	Demonstrate creativity and resourcefulness.	
6150.009	Demonstrate effective reading and writing skills.	
6150.010	Demonstrate critical-thinking and problem-solving skills.	
6150.011	Demonstrate healthy behaviors and safety skills	
6150.013	Demonstrate lifelong-learning skills.	
6150.015	Demonstrate time-, task-, and resource-management skills.	
6150.019	Demonstrate information technology skills.	
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	
6150.029	Key alphabetic, numeric, and symbol information using a touch system and correct techniques.	
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-	



**The York County School Division
Curriculum Guide**

**Subject: Keyboarding/ Computer
Applications I**

	down menus.	
6150.031	Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.	
6150.034	Proofread copy.	
6150.035	Edit copy.	
6150.036	Key and format letters, memoranda, reports, outlines, and tables.	
6150.037	Compose and format letters, memoranda, reports, outlines, and tables, using the English writing process steps.	
6150.038	Key and format addresses on labels and envelopes.	
6150.039	Produce documents incorporating simple graphic elements.	
6150.040	Maintain work station, equipment, materials, and supplies.	
6150.041	Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).	
6150.046	Create a portfolio containing representative samples of student work.	
	Computer Safety/Student Organization	Suggested Timeframe
6150.002	Demonstrate integrity.	3 weeks/ Ongoing
6150.003	Demonstrate teamwork skills.	
6150.005	Demonstrate diversity awareness.	
6150.006	Demonstrate conflict-resolution skills.	
6150.008	Demonstrate effective speaking and listening skills.	
6150.009	Demonstrate effective reading and writing skills.	
6150.010	Demonstrate critical-thinking and problem-solving skills.	
6150.011	Demonstrate healthy behaviors and safety skills	
6150.013	Demonstrate lifelong-learning skills.	
6150.015	Demonstrate time-, task-, and resource-management skills.	
6150.019	Demonstrate information technology skills.	
6150.020	Demonstrate an understanding of Internet use and security issues.	
6150.021	Demonstrate telecommunications skills.	
6150.022	Identify the purposes and goals of the student organization.	



**The York County School Division
Curriculum Guide**

**Subject: Keyboarding/ Computer
Applications I**

6150.023	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.	
6150.024	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.	
6150.025	Identify Internet safety issues and procedures for complying with acceptable use standards.	
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	
6150.029	Key alphabetic, numeric, and symbol information using a touch system and correct techniques.	
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.	
6150.031	Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.	
6150.034	Proofread copy.	
6150.036	Key and format letters, memoranda, reports, outlines, and tables.	
6150.040	Examine planning at the level of both an individual business and the overall industry.	
6150.041	Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).	
6150.042	Describe ergonomic guidelines related to safe computer use.	
6150.046	Create a portfolio containing representative samples of student work.	
	Careers/Portfolio	
6150.001	Demonstrate positive work ethic.	3 weeks/ Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.004	Demonstrate self-representation skills.	
6150.006	Demonstrate conflict-resolution skills.	
6150.008	Demonstrate effective speaking and listening skills.	
6150.009	Demonstrate effective reading and writing skills.	



**The York County School Division
Curriculum Guide**

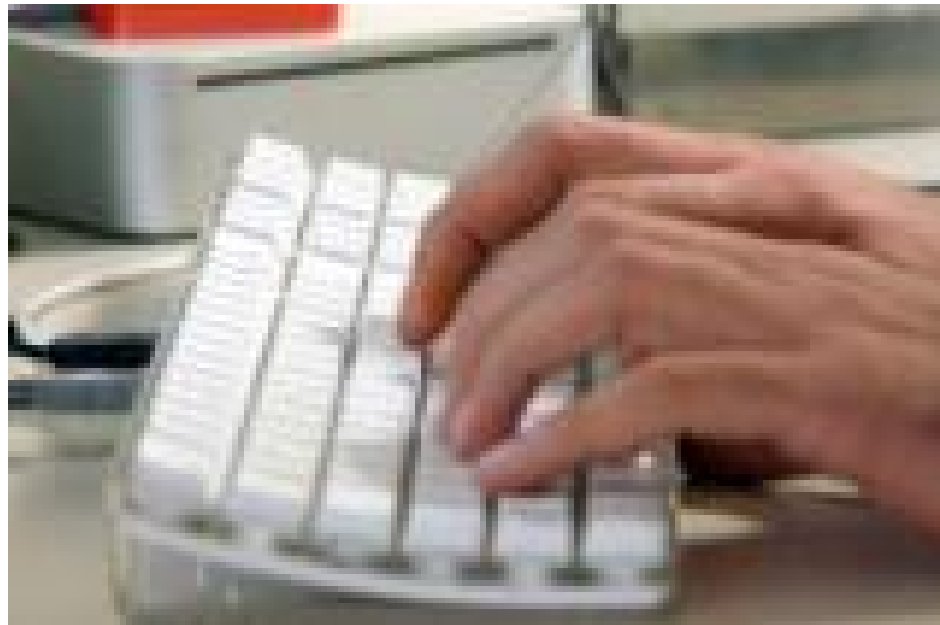
**Subject: Keyboarding/ Computer
Applications I**

6150.010	Demonstrate critical-thinking and problem-solving skills.
6150.011	Demonstrate healthy behaviors and safety skills
6150.013	Demonstrate lifelong-learning skills.
6150.014	Demonstrate job acquisition and advancement skills.
6150.015	Demonstrate time-, task-, and resource-management skills.
6150.016	Demonstrate job-specific mathematics skills.
6150.017	Demonstrate customer-service skills.
6150.018	Demonstrate proficiency with technologies common to a specific occupation.
6150.019	Demonstrate information technology skills.
6150.021	Demonstrate telecommunications skills.
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).
6150.029	Key alphabetic, numeric, and symbol information using a touch system and correct techniques.
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.
6150.031	Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.
6150.034	Proofread copy.
6150.035	Edit copy.
6150.040	Maintain work station, equipment, materials, and supplies.
6150.041	Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).
6150.043	Investigate careers.
6150.044	Develop a résumé.
6150.045	Complete a job application form.
6150.046	Create a portfolio containing representative samples of student work.



Business and Information Technology

6150-18 Keyboarding/Computer Applications II





Keyboarding/Computer Applications II Content Outline

Competency	Topic	
	Unit 1: Computer Components/Portfolio	Suggested Timeframe
6150.001	Demonstrate positive work ethic.	1 week/ Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.009	Demonstrate effective reading and writing skills.	
6150.011	Demonstrate healthy behaviors and safety skills	
6150.013	Demonstrate lifelong-learning skills.	
6150.019	Demonstrate information technology skills.	
6150.026	Identify computer system components	
6150.027	Boot, access, and exit operating system and software.	
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.	
6150.040	Maintain work station, equipment, materials, and supplies.	
6150.046	Create a portfolio containing representative samples of student work.	
	Unit 2: Keyboarding Information/Portfolio	Suggested Timeframe
6150.001	Demonstrate positive work ethic.	5 weeks/ Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.009	Demonstrate effective reading and writing skills.	
6150.011	Demonstrate healthy behaviors and safety skills	
6150.013	Demonstrate lifelong-learning skills.	



**The York County School Division
Curriculum Guide**

**Subject: Keyboarding/
Computer Applications II**

6150.019	Demonstrate information technology skills.	
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	
6150.029	Key alphabetic, numeric, and symbol information using a touch system and correct techniques.	
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.	
6150.032	Improve keyboarding techniques.	
6150.033	Increase keyboarding speed and accuracy.	
6150.034	Proofread copy.	
6150.035	Edit copy.	
6150.040	Maintain work station, equipment, materials, and supplies.	
6150.046	Create a portfolio containing representative samples of student work.	
Unit 3: Word Processing/Portfolio		Suggested Timeframe
6150.001	Demonstrate a positive work ethic.	6 weeks/ Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.004	Demonstrate self-representation skills.	
6150.007	Demonstrate creativity and resourcefulness.	
6150.009	Demonstrate effective reading and writing skills.	
6150.010	Demonstrate critical-thinking and problem-solving skills.	
6150.011	Demonstrate healthy behaviors and safety skills	
6150.013	Demonstrate lifelong-learning skills.	
6150.015	Demonstrate time-, task-, and resource-management skills.	
6150.019	Demonstrate information technology skills.	
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).	
6150.029	Key alphabetic, numeric, and symbol information using a touch system and correct techniques.	
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down	



**The York County School Division
Curriculum Guide**

**Subject: Keyboarding/
Computer Applications II**

	menus.	
6150.031	Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.	
6150.034	Proofread copy.	
6150.035	Edit copy.	
6150.036	Key and format letters, memoranda, reports, outlines, and tables.	
6150.037	Compose and format letters, memoranda, reports, outlines, and tables, using the English writing process steps.	
6150.038	Key and format addresses on labels and envelopes.	
6150.039	Produce documents incorporating simple graphic elements.	
6150.040	Maintain work station, equipment, materials, and supplies.	
6150.041	Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).	
6150.046	Create a portfolio containing representative samples of student work.	
Unit 4: Computer Safety/Student Organization/Portfolio		Suggested Timeframe
6150.001	Demonstrate a positive work ethic.	3 weeks/ Ongoing
6150.002	Demonstrate integrity.	
6150.003	Demonstrate teamwork skills.	
6150.005	Demonstrate diversity awareness.	
6150.006	Demonstrate conflict-resolution skills.	
6150.008	Demonstrate effective speaking and listening skills.	
6150.009	Demonstrate effective reading and writing skills.	
6150.010	Demonstrate critical-thinking and problem-solving skills.	
6150.011	Demonstrate healthy behaviors and safety skills	
6150.013	Demonstrate lifelong-learning skills.	
6150.015	Demonstrate time-, task-, and resource-management skills.	
6150.019	Demonstrate information technology skills.	
6150.020	Demonstrate an understanding of Internet use and security issues.	
6150.021	Demonstrate telecommunications skills.	



**The York County School Division
Curriculum Guide**

**Subject: Keyboarding/
Computer Applications II**

6150.022	Identify the purposes and goals of the student organization.		
6150.023	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.		
6150.024	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.		
6150.025	Identify Internet safety issues and procedures for complying with acceptable use standards.		
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).		
6150.029	Key alphabetic, numeric, and symbol information using a touch system and correct techniques.		
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.		
6150.031	Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.		
6150.034	Proofread copy.		
6150.036	Key and format letters, memoranda, reports, outlines, and tables.		
6150.040	Examine planning at the level of both an individual business and the overall industry.		
6150.041	Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).		
6150.042	Describe ergonomic guidelines related to safe computer use.		
6150.046	Create a portfolio containing representative samples of student work.		
Unit 5: Careers/Portfolio			Suggested Timeframe
6150.001	Demonstrate positive work ethic.		3 weeks/ Ongoing
6150.002	Demonstrate integrity.		
6150.003	Demonstrate teamwork skills.		
6150.004	Demonstrate self-representation skills.		
6150.006	Demonstrate conflict-resolution skills.		
6150.008	Demonstrate effective speaking and listening skills.		
6150.009	Demonstrate effective reading and writing skills.		
6150.010	Demonstrate critical-thinking and problem-solving skills.		



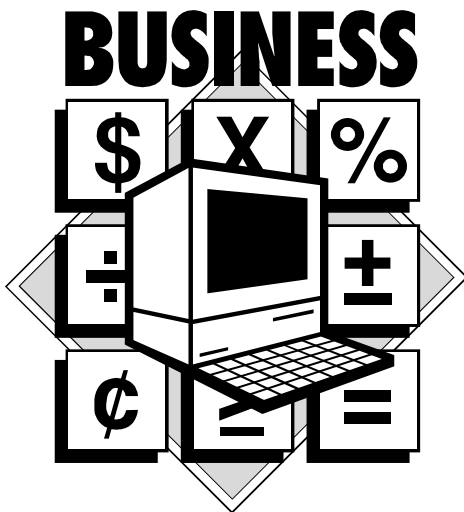
The York County School Division Curriculum Guide

Subject: Keyboarding/ Computer Applications II

6150.011	Demonstrate healthy behaviors and safety skills
6150.012	Demonstrate an understanding of workplace organizations, systems, and climates.
6150.013	Demonstrate lifelong-learning skills.
6150.014	Demonstrate job acquisition and advancement skills.
6150.015	Demonstrate time-, task-, and resource-management skills.
6150.016	Demonstrate job-specific mathematics skills.
6150.017	Demonstrate customer-service skills.
6150.018	Demonstrate proficiency with technologies common to a specific occupation.
6150.019	Demonstrate information technology skills.
6150.021	Demonstrate telecommunications skills.
6150.028	Input data and commands using peripherals (e.g., keyboard, light pen, mouse, scanner, and voice recognition).
6150.029	Key alphabetic, numeric, and symbol information using a touch system and correct techniques.
6150.030	Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.
6150.031	Use file and disk management techniques, such as copy, move, store, rename, retrieve, save, delete, and create/manipulate directories.
6150.034	Proofread copy.
6150.035	Edit copy.
6150.040	Maintain work station, equipment, materials, and supplies.
6150.041	Obtain assistance for preparing documents via electronic and hard copy references and documentation (e.g., help screen, spell check, user's manual, dictionary, grammar check, thesaurus, Internet search).
6150.043	Investigate careers.
6150.044	Develop a résumé.
6150.045	Complete a job application form.
6150.046	Create a portfolio containing representative samples of student work.
6150.047	Identify potential employment barriers for nontraditional groups and ways to overcome the barriers.

Curriculum Guide

Computer Applications



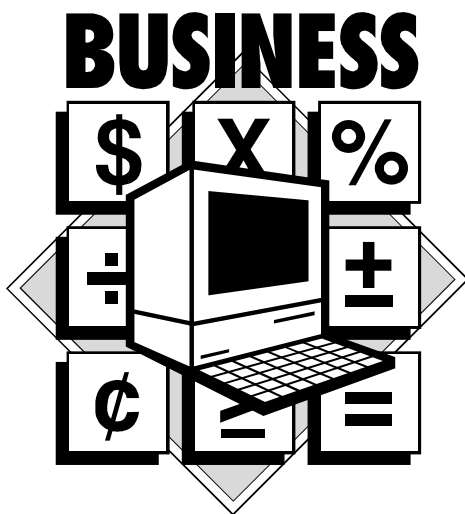
Computer Applications Content Outline

Topic	Competency	Suggested Time Frame
I. MASTERING KEYBOARDING SKILLS	BUS6617-1,	1 week/ Ongoing
A. Keyboarding Skills	2, 3, 5, 6, 7,	
B. Manipulation of System	69	
C. Maintenance of Workstation		
D. Ergonomic Guidelines		
E. Portfolio Design		
II. BASIC COMPUTER OPERATIONS	BUS6617-1,	1 week/ Ongoing
A. Computer System Components	2, 8, 9, 10,	
B. Maintenance of Workstation	11, 12, 13,	
C. Use of Input Devices and Peripherals	14, 55, 56,	
D. File and Disk Management Techniques	57, 58, 59,	
E. Software Manipulation	60, 69	
F. Safety Issues		
G. Ergonomic Guidelines		
H. Continuation of Student Portfolio		
III. WORD PROCESSING APPLICATIONS	BUS6617-1,	5 weeks/ Ongoing
A. Identification of Programs	2, 5, 6, 16,	
B. Word Processing	17, 18, 19,	
C. Editing and Enhancement of Documents	20, 21, 22,	
D. Integration	23, 24, 69	
E. Continuation of Student Portfolio		
IV. DATABASE COMMUNICATIONS	BUS6617-1,	3 weeks/ Ongoing
A. Identification of Programs	2, 5, 25, 26,	
B. Creation of a Database	27, 28, 29,	
C. Manipulation of Data	30, 31, 69	
D. Report Production		
E. Integration Into Other Applications		
F. Continuation of Student Portfolio		
V. SPREADSHEET COMMUNICATIONS	BUS6617-1,	3 weeks/ Ongoing
A. Identification of Program	2, 5, 32, 33,	
B. Creation of a Spreadsheet	34, 35, 36,	
C. Manipulation of Data	37, 69	
D. Analysis of Data Through Graphs and Charts		
E. Integration Into Other Applications		
F. Continuation of Student Portfolio		

Topic	Competency	Suggested Time Frame
VI. GRAPHIC FEATURES A. Identification of Media B. Enhancement of Documents C. Visual Communications D. Advanced Publishing Software Features E. Continuation of Student Portfolio	BUS6617-38, 39, 40, 41, 42, 43, 69	2 weeks/ Ongoing
VII. NETWORKS AND TELECOMMUNICATIONS A. Local and Worldwide Systems B. Web Site C. Retrieval of Electronic Information D. Evaluate Advantages and Disadvantages of All Systems E. Continuation of Student Portfolio	BUS6617-44, 45, 46, 47, 48, 49, 50, 51, 69	1 week/ Ongoing
VIII. ETHICAL ISSUES A. Identification of Security Issues B. Security Concepts–Information and Communications Systems C. Security Concepts–Copyright, Public Domain, Copy D. Continuation of Student Portfolio	BUS6617-52, 53, 54, 69	1 week/ Ongoing
IX. EMPLOYABLE SKILLS A. Student Organization B. Careers C. Completion of Student Portfolio	BUS6617-62, 63, 64, 65, 66, 67, 68, 69, 70	1 week/ Ongoing

Curriculum Guide

Personal Finance



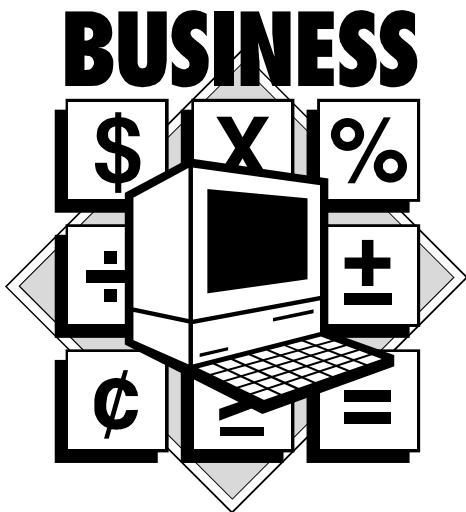
Personal Finance Content Outline

Topic	Competency	Suggested Time Frame
I. PERSONAL FINANCIAL PLANNING A. Identifying Financial Goals B. Determining Income and Expenses C. Determining Net Worth D. Estate Planning	45-51	6 block/ 12 single periods/
II. PLANNING FOR EXPENSES A. Making Purchases B. Independent Living C. Planning a Budget	9-13	6 blocks/ 12 single periods
III. CONSUMER SKILLS A. Decision-making Strategies B. Maintaining Records C. Consumer Protection	1-8	4 blocks/ 8 single periods
IV. BANKING A. Financial Services B. Maintaining a Checking Account C. Comparison Banking	14-20	5 blocks/ 10 single periods
V. CREDIT/LOAN FUNCTIONS A. Financing a Purchase B. Obtaining Credit C. Examining Credit Problems	21-31	5 blocks/ 10 single periods
VI. TYPES OF INSURANCE A. Automobile Insurance B. Property Insurance C. Life Insurance D. Health Insurance	32-36	6 blocks/ 12 single periods

Topic	Competency	Suggested Time Frame
VII. TAXES A. Types of Taxes B. Sales Tax C. Payroll Tax D. Tax Deductions E. Tax Forms F. Filing Taxes	37-44	8 blocks/ 16 single periods
VIII. INVESTMENT PLANNING A. Kinds of Investments and Savings B. Planning for Retirement C. Investing in the Stock Market	52-56	5 blocks/ 10 single periods

Curriculum Guide

Business Finance

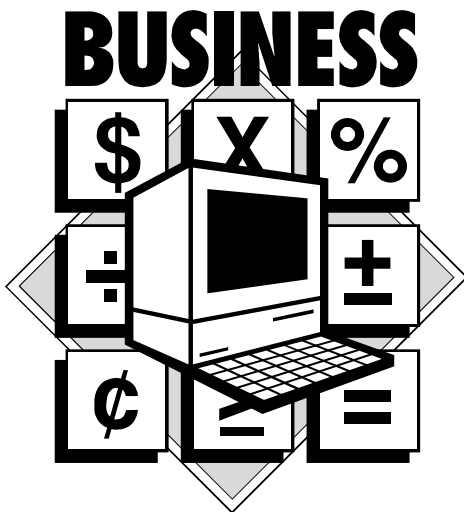


Business Finance Content Outline

Topic	Competency	Suggested Time Frame
I. THE MONETARY SYSTEM A. History B. Banking and Monetary Functions C. International Comparisons	57-60	5 block/ 10 single periods/
II. ECONOMIC PRINCIPLES A. Economic Systems B. Characteristics of Economic Systems C. Activities of Economic Systems D. Financial Institutions E. Supply and Demand F. International Trade G. Government Regulations H. Production Factors	61-67	7 blocks/ 14 single periods
III. PLANNING FINANCES A. Effects of Business Ownership B. Estimating Expenses C. Projecting Profit D. Identifying Sources of Capital E. Preparing a Balance Sheet F. Government Regulations	68-76	5 blocks/ 10 single periods
IV. MANAGING FINANCES A. Maintaining Records B. Processing Business Forms C. Maintaining Petty Cash D. Calculating Payroll	77-84	6 blocks/ 12 single periods
V. MANAGEMENT FUNCTIONS A. Interpreting Financial Statements B. Obtaining Financing C. Preparing a Financial Analysis D. Preparing a Business Plan E. Ethics	85-95	12 blocks/ 24 single periods
VI. CAREERS IN FINANCE A. Career Opportunities B. Preparing an Employment Portfolio C. Preparing Employment Correspondence	96-102	10 blocks/ 20 single periods

Curriculum Guide

Business Law

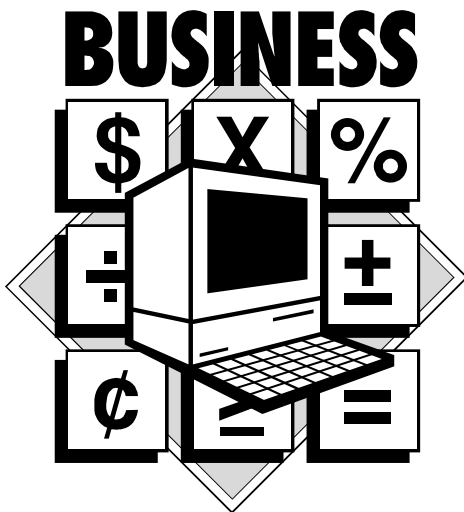


Business Law Content Outline

Topic	Competency	Suggested Time Frame
I. FOUNDATIONS OF A LEGAL SYSTEM A. Ethics in our Law B. Sources of Law C. Legal Rights and Responsibilities	1-10	5 block/ 10 single periods/
II. IDENTIFYING CONTRACTS A. Elements of a Contract B. Types of Contracts C. Statute of Frauds	11-17	6 blocks/ 12 single periods
III. RIGHTS AND RESPONSIBILITIES OF CONSUMERS A. Consumer Protection Information B. Different Kinds of Laws C. Types of Insurance	18-27	7 blocks/ 14 single periods
IV. EXPLORING CRIMINAL AND TORT LAW A. Civil and Criminal Law B. Common Crimes C. Misdemeanors and Felonies D. Describe Common Torts E. Penalties associated with Torts	28-38	10 blocks/ 20 single periods
V. UNDERSTANDING PERSONAL/FAMILY LAW A. Laws for Minors B. Laws for Families C. Laws for Consumers D. Laws for Workers E. International Law	39-58	11 blocks/ 22 single periods
VI. CAREERS A. Legal Profession Opportunities B. Application and Resignation Process C. Mock Interview C. Internet D. Career Report	59-67	6 blocks/ 12 single periods

Curriculum Guide

Business Management

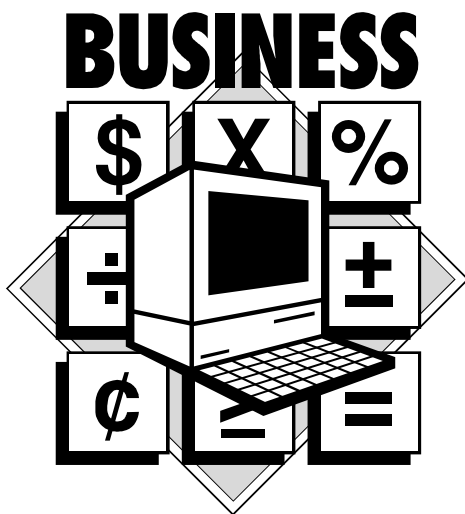


Business Management Content Outline

Topic	Competency	Suggested Time Frame
I. CHARACTERISTICS OF BUSINESS A. Types of Business Ownership B. Entrepreneurship C. Business Trends D. Global Competition E. International Business	1-9	9 block/ 18 single periods/
II. ORGANIZATION COMMUNICATION A. Process B. Barriers C. Formal vs. Informal D. International Communications	78-88	8 blocks/ 16 single periods
III. MANAGEMENT RESPONSIBILITIES A. Manager Roles B. Management Style C. Manager vs. Leader D. Vision E. Quality Control	15-25	5 blocks/ 10 single periods
IV. HUMAN RESOURCE MANAGEMENT A. Hiring B. Training C. Termination D. Legal Issues	47, 49, 51, 53, 54, 63, 64, 65, 72, 73, 74	5 blocks/ 10 single periods
V. EMPLOYMENT PREPARATION A. Resume B. Cover Letter C. Career Opportunities	91-95	8 blocks/ 16 single periods
VI. ECONOMIC SYSTEMS A. Supply/Demand B. Economics and Political Systems C. Marketing and Its Role	10, 11, 39, 46	5 blocks/ 10 single periods
VII. LEGAL ASPECTS OF BUSINESS A. Taxes B. Federal Laws C. Government Protection D. Budget Preparation	26, 38, 39	5 blocks/ 10 single periods

Curriculum Guide

Study Seminar/Notetaking



Study Seminar/Notetaking Content Outline

Topic	Competency/ Objective	Suggested Time Frame
I. GETTING READY TO STUDY AND LEARNING STYLES A. Overview of Learning Styles B. Goal Setting/Motivation C. Time Management	2.3, 2.4, 2.5	6 blocks/ 12 single periods
II. TAKING NOTES A. Characteristics of Good Notes B. Note Formats for Different Situations C. Techniques for Writing and Sketching Notes D. Shortcuts to Improve Speed of Notetaking	1.1, 1.4, 1.7	6 blocks/ 12 single periods
III. LISTENING IN THE CLASSROOM A. What's Involved in Good Listening B. Techniques for Effective Listening/Notetaking C. Common Barriers to Good Listening	1.6, 1.7	4 blocks/ 8 single periods
IV. READING A. Previewing a Book B. Reading for Comprehension C. Taking Notes on What You've Read D. Project	1.4, 1.5	4 blocks/ 8 single periods
V. PREPARING AND STUDYING FOR TESTS A. What and How to Study for a Test B. Reducing Test Anxiety Through Preparation C. Strategies for Taking Objective and Essay Tests D. Developing Critical Thinking Skills E. Project	2.6, 2.7, 2.8	4 blocks/ 8 single periods
VI. PREPARING RESEARCH REPORTS A. Locating Information and Sources via Computer and Library B. Preparing Preliminary and Final Outline C. Taking Notes D. Writing/Revising the Report and Proofreading E. Project	1.5, 2.1, 2.2	9 blocks/ 18 single periods

Topic	Competency/ Objective	Suggested Time Frame
<p>VII. MAKING ORAL PRESENTATIONS</p> <ul style="list-style-type: none"> A. How to Plan a Presentation B. How to Prepare Materials (notes, visuals, equipment) C. Characteristics of a Good Speaker D. Practice, Practice, Practice E. Control Anxiety F. Project 	2.2	6 blocks/ 12 single periods
<p>VIII. DEVELOPING EMPLOYABILITY SKILLS</p> <ul style="list-style-type: none"> A. Preparing/Updating Resume and Cover Letter B. Completing an Application for Employment C. Participating in a Mock Interview and Composing a Follow-Up Letter 	3.3, 3.4, 3.5	6 blocks/ 12 single periods

Accounting I





Accounting I
Content Outline

Unit 1:	Introduction to Accounting, Accounting Careers and the Workplace	Suggested Timeframe
Competency	Topic	4 blocks
001-021	Demonstrate Virginia's Workplace Readiness Skills in course activities.	
022-029	Apply Virginia's All Aspects of Industry elements in course activities.	
030	Identify the purposes and goals of the student organization.	
031	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.	
032	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs and projects.	
033	Identify Internet safety issues and procedures for complying with acceptable use standards.	
099	Describe confidentiality concepts and policies.	
100	Identify characteristics of professional conduct.	
101	Explore career opportunities in accounting.	
102	Identify personal characteristics of a professional accountant.	
103	Prepare resume, include format suitable for online posting.	
Unit 2:	Understanding the Accounting Cycle for a Service Business	
034	Describe the purpose of accounting and the role it plays in the global economy.	46 blocks
035	Demonstrate the effects of transactions on the accounting equation.	
036	Use source documents to journalize transactions.	
037	Prepare a chart of accounts.	
038	Prepare customer invoices for a service business.	
039	Receive vendor invoices for a service business.	
040	Analyze transactions through the use of T accounts.	
041	Record transactions in a general journal.	
042	Post journal entries to the general ledger.	
043	Prepare a trial balance.	
044	Plan end-of-period adjustments using a worksheet.	



The York County School Division Curriculum Guide

Subject: Accounting I I

045	Prepare financial statements for a service business.	
046	Prepare entries to close temporary accounts.	
047	Journalize adjusting entries and closing entries for a service business.	
048	Analyze the difference between net income and net loss.	
049	Prepare post-closing trial balance for a service business.	
050	Summarize the progression from source documents to journals to ledgers to financial reports for a service business.	
051	Describe record organization and retention schedules for a service business.	
052	Identify special transactions that require tax review.	
Unit 3:	Understanding the Accounting Cycle for a Merchandising Business	Suggested Timeframe
055	Compare the accounting procedures for different types of business ownership and business cycles.	30 blocks
056	Differentiate between service and merchandising business	
057	Journalize purchase transactions	
058	Record sales transactions for a merchandising business.	
059	Identify special journals and their uses.	
060	Journalize taxable and nontaxable sales transactions.	
061	Post from journals to general and subsidiary ledgers.	
062	Prepare schedules from subsidiary ledgers.	
063	Prepare customer invoices for a merchandising business.	
064	Receive vendor invoices for a merchandising business.	
065	Generate trial balance and end-of-period adjustments for a merchandising business using a worksheet.	
066	Prepare financial statements for a merchandising business.	
067	Analyze financial statements for a merchandising business.	
068	Prepare to close temporary accounts for a merchandising business.	
069	Journalize adjusting and closing entries for a merchandising business.	
070	Prepare post-closing trial balance for a merchandising business.	
071	Summarize the progression from source documents to journals to ledgers to financial reports for a merchandising business.	
072	Describe record organization and retention schedules for a merchandising business.	
Unit 4:	Understanding Cash Control and Payroll	Suggested Timeframe



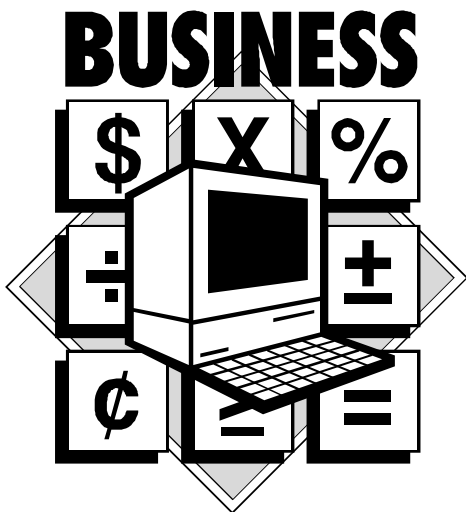
The York County School Division Curriculum Guide

Subject: Accounting I I

075	Reconcile a bank statement.	10 blocks
076	Journalize banking transactions.	
077	Maintain petty cash records.	
078	Maintain a checking account.	
079	Identify security considerations related to cash control.	
082	Describe methods used to determine gross earnings.	
083	Explain the purposes of withholdings and other deductions.	
084	Compute employee gross earnings, deductions and net pay of a payroll register.	
085	Journalize payroll transactions.	
086	Maintain employee earnings records.	
087	Generate payroll checks.	
088	Identify source documents for adding and deleting employees from payroll.	
089	Describe record organization and retention procedures for payroll.	
090	Prepare employer tax returns.	

Curriculum Guide

Accounting II



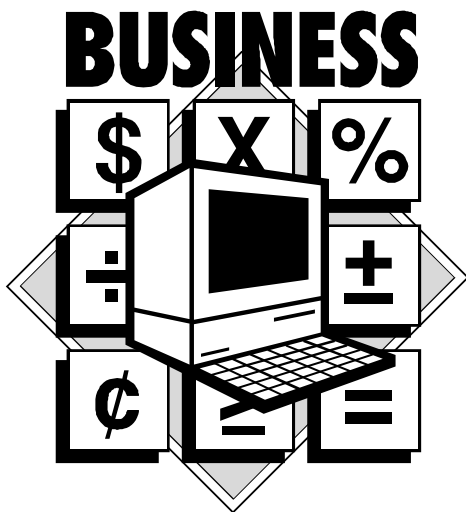
Accounting II

Content Outline

Topic	Competency	Suggested Time Frame
I. INVENTORY PROCEDURES A. Ethics B. Maintaining Inventory Records C. Computing Cost of Merchandise Inventory	6321.005- 6321.007, 6321.027- 6321.029	5 blocks/ 10 single periods/
II. DEPRECIATION A. Preparing Depreciation Records B. Calculating Depreciation C. Recording Depreciation	6321.008- 6321-010	10 blocks/ 20 single periods
III. PAYABLE AND RECEIVABLE ACTIVITIES A. Recording Payable and Receivable Transactions B. Computing Interest C. Recording Adjusting Entries D. Using Technology to Maintain Records (on-going)	6321.001- 6321.004, 6321.011- 6321.015	15 blocks/ 30 single periods
IV. SPECIALIZED ACCOUNTING SYSTEMS A. Planning a Budget B. Implementing Accounting Procedures C. Analyzing Financial Records	6321.016- 6321.019	15 blocks/ 30 single periods
V. ORGANIZING A PARTNERSHIP A. Preparing End-of-Period Reports B. Distributing Earnings C. Liquidating a Partnership	6321.020- 6321.023	15 blocks/ 30 single periods
VI. ORGANIZING A CORPORATION A. Forming a Corporation B. Preparing End-of-Period Reports C. Processing Dividends	6321.024- 6321.026	15 blocks/ 30 single periods
VII. CAREER EXPLORATION AND EMPLOYABILITY SKILLS A. Future Business Leaders of America Activities B. Career Research C. Resume Writing D. Composing a Letter of Application E. Completing Applications F. Creating a Portfolio G. Mock Interviews H. Composing a Letter Requesting a Promotion I. Composing a Letter of Resignation	6321.030- 6321.038	15 blocks/ 30 single periods

Curriculum Guide

Computer Information Systems I



Computer Information Systems I

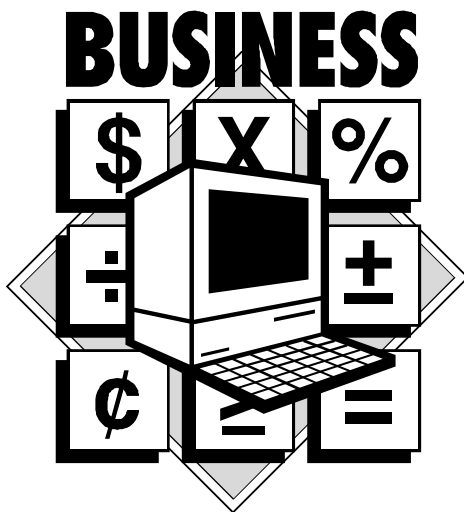
Content Outline

Topic	Competency	Suggested Time Frame
I. COMPUTER CONCEPTS A. System and Network Components B. History of Computers C. Input/Output/Storage Devices	6612.001-007	5 block/ 10 single periods
II. MANAGING COMPUTER SYSTEMS A. Troubleshooting Hardware Problems B. Managing Operating Systems C. Managing Files and Directories D. Operating Peripherals	6612.008-017	4 blocks/ 8 single periods
III. COMPUTER ETHICS A. Security Issues B. Copyright Issues C. Ethical Qualities	6612.063-0265	3 blocks/ 6 single periods
IV. WORD PROCESSING A. Composing Documents B. Desktop Publishing C. Using Graphics D. Integration E. Microsoft Office Specialist Tasks	6612.018-026	18 blocks/ 36 single periods
V. SPREADSHEETS A. Creating Spreadsheets B. Using Formulas C. Creating Graphs and Charts D. Integration E. Microsoft Office Specialist Tasks	6612.027-035	14 blocks/ 28 single periods
VI. DATABASES A. Creating a Database File B. Sorting and Indexing C. Conducting Queries D. Generating Reports E. Integration F. Microsoft Office Specialist Tasks	6612.036-043	14 blocks/ 28 single periods

Topic	Competency	Suggested Time Frame
VII. MULTIMEDIA PRESENTATIONS A. Components of an Effective Presentation B. Researching and Building a Presentation C. Enhancing a Presentation D. Delivering a Presentation E. Microsoft Office Specialist Tasks	6612.044-053	14 block/ 28 single periods/
VIII. NETWORKS AND TELECOMMUNICATIONS A. Telecommunication Devices B. Network Features C. Internet Features and Services D. Creating a Web Page	6612.054-062	18 block/ 16 single periods
IX. EMPLOYABILITY SKILLS A. Future Business Leaders of America Activities B. Career Research C. Resume Writing D. Composing a Letter of Application E. Completing Applications F. Creating a Portfolio G. Mock Interviews H. Composing a Letter Requesting a Promotion I. Composing a Letter of Resignation	6612.066-077	10 blocks/ 20 single periods

Curriculum Guide

Computer Information Systems II



Computer Information Systems II

Content Outline

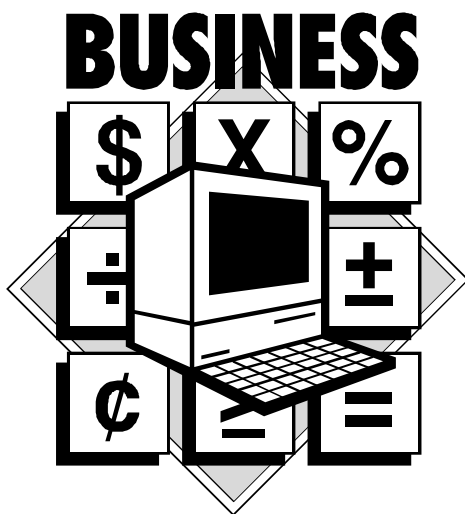
Topic	Competency	Suggested Time Frame
I. ADVANCED WORD PROCESSING FUNCTIONS A. Evaluate a Variety of Word Processing Programs B. Create Mail Merge Features C. Produce Multi-Page Documents with Multiple Functions D. Create a Professional Document Demonstrating Principles of Design in Desktop Publishing E. Import Text/Graphics from Other Sources F. Integrate Software Applications into Word Processing Documents	6613.001-006	13 block/ 26 single periods
II. ADVANCED SPREADSHEET FUNCTIONS A. Evaluate Spreadsheet Programs for Features and Functions B. Create Spreadsheets Using Advanced Formatting Features and Graphics C. Utilize Advanced Formulas and Functions D. Utilize Advanced Tools E. Create and Reformat Complex Graphs F. Analyze, Interpret and Present Data G. Sort and Filter Worksheet Databases H. Import and Export Data from Sources Including the Internet	6613.007-014	15 blocks/ 30 single periods
III. ADVANCED DATABASE FUNCTIONS A. Evaluate Variety of Database Programs for Features and Functions B. Plan, Design and Create a Database File with Advanced Features C. Sort/Index Database D. Generate Customized Reports Using Advanced Formatting Features and Graphics E. Create and Conduct Advanced Queries F. Import and Export Data from Various Sources	6613.015-020	15 blocks/ 30 single periods

Topic	Competency	Suggested Time Frame
IV. ENHANCING MULTIMEDIA PRESENTATIONS A. Present an Original Multimedia Presentation Orally and Visually B. Use Advanced Features of Software C. Produce Templates D. Enhance Layout Using Principles of Effective Design E. Enhance with Features Such as Timing, Backgrounds, Graphics, Charts and Graphs, Organizational Charts, and Tables F. Incorporate Scanned Images, Digital Photos, and Downloadable Images from Internet G. Incorporate Audio Elements H. Integrate Other Applications Into the Presentation I. Proofread and Edit Presentation J. Create Handouts and Other Visuals K. Critique Clarity and Effectiveness of Presentation	6613.021-033	12 blocks/ 24 single periods
V. PRODUCING DESKTOP PUBLISHED DOCUMENTS A. Gather/Compose Text and Graphics B. Determine Appropriate Software C. Apply Principles of Layout, Design and Typography for Readability and Attractiveness D. Enhance Documents with Boxes, Lines, Images E. Create Master Pages F. Create Multi-Page and Multi-Column Documents G. Demonstrate the Use of Keyboard Shortcuts H. Generate a Variety of Documents: Flyers, Bulletins, Proposals, Reports, Cards, Transparencies, Brochures I. Distribute Document Electronically J. Import Text and Graphics, Tables, and Charts K. Incorporate Audio/Visual Elements L. Convert to Electronic Format	6613.034-047	12 blocks/ 24 single periods
VI. WEB PAGE DESIGN A. Evaluate Methods of Web Page Creation B. Research and Organize Information for Web Site C. Plan and Create Web Site Using Software D. Apply Web Page Design Features E. Create Hypertext Links to Other Pages or Sites F. Proofread, Edit, and Test Web Site G. Post, Update, and Maintain Web Site H. Explain Publicizing and Promotion of a Web Site	6613.048-056	12 blocks/ 24 single periods

Topic	Competency	Suggested Time Frame
VII. MAINTAINING AND TROUBLESHOOTING SYSTEMS A. Maintain Work Station, Equipment, Software B. Analyze Software Problems for Online Assistance C. Comply with Safety Precautions with Computer Use D. Compare Operating Systems (OS2, Unix, Linux)	6613.058-059, 067-068	1 block/ 2 single periods/ Ongoing
VIII. EXECUTING NETWORKING ACTIVITIES A. Identify Types of Local Area Networks B. Identify Network File Structures C. Identify Topologies, Transmission Media, and Cabling D. Explain the Importance of Network Security	6613.069, 071, 072, 079	1 block/ 2 single periods
IX. IMPLEMENTING PROGRAMMING ACTIVITIES A. Enter and Run a Program B. Code Application Programs C. Improve Appearance of Printed Reports D. Design Interactive Programs E. Write Programs to Summarize Data F. Write Modular Programs G. Write Controlled Loops in Programs H. Explore the Characteristics of Artificial Intelligence and Expert Systems	6613.081-086, 088, 089, 093	5 blocks/ 10 single periods
X. EXPLORING COMPUTER ETHICS A. Comply with Copyright and Patent Laws B. Analyze Legal But Unethical Issues C. Comply with Licensing Agreements D. Apply Confidentiality to Information Systems	6613.094-097	1 block/ 2 single periods
XI. DEVELOPING EMPLOYABILITY SKILLS A. Identify Purposes of Student Organization B. Participate in Student Organization Activities C. Explore Job Opportunities D. Update Resume and Student Portfolio E. Research Company to Prepare for an Interview F. Explore Purposes of Life-Long Learning G. Investigate Employment Trends H. Identify Potential Employment Barriers for Non-Traditional Groups and Ways to Overcome Barriers	6613098-103, 108-110	3 blocks/ 6 single periods/ Ongoing

Curriculum Guide

*Design, Multimedia &
Web Technologies*



Design, Multimedia & Web Technologies

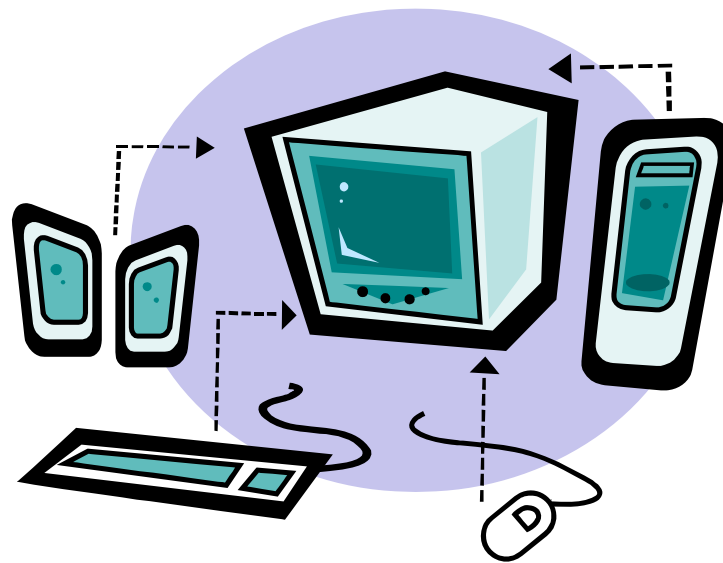
Content Outline

Topic	Competency	Suggested Time Frame
I. SYSTEMS OPERATIONS A. Computer Hardware B. Desktop Publishing Software C. Operating System Requirements	BUS6630.001- BUS6630.004	3 blocks/ 6 single periods/ Ongoing
II. PRINCIPLES AND TECHNIQUES OF JOURNALISM A. Types of Articles B. Headlines and Captions C. Proofreading and Editing D. Layout	BUS6630.005- BUS6630.008	4 blocks/ 8 single periods/ Ongoing
III. PLANNING DESKTOP PUBLISHING DOCUMENTS A. Software Products B. Design Elements C. Layout D. Typography E. Special Effects and Features	BUS6630.009- BUS6630.013	15 blocks/ 30 single periods/ Ongoing
IV. PRODUCING DESKTOP PUBLICATIONS A. Master Pages B. Style Sheets C. Generate a Variety of Documents D. Text and Graphics E. Audio/Video Elements F. Electronic Document Conversion	BUS6630.014- BUS6630.022	23 blocks/ 46 single periods/ Ongoing
V. PRODUCING MULTIMEDIA USING PRESENTATIONS SOFTWARE A. Components of an Effective Presentation B. Proofread and Edit C. Multimedia/Interactive Presentation D. Master Slides and Templates E. Software Integration F. Critique Multimedia Presentation G. Produce Multimedia/Interactive Presentations	BUS6630.023- BUS6630.037	25 blocks/ 50 single periods/ Ongoing

Topic	Competency	Suggested Time Frame
VI. DESIGNING AND PRODUCING WEB PAGES A. Web Page Creation B. Web Site Planning C. Web Design Features D. Hyperlinks E. Proofread and Edit F. Publicize and Promote Web Site	BUS6630.048- BUS6630.055	13 blocks/ 26 single periods
VII. EXPLORING LEGAL AND ETHICAL ISSUES A. Copyright and Patent Laws B. Ethics C. Licensing Agreement	BUS6630.057- BUS6630.059	2 blocks/ 4 single periods/ Ongoing
VIII. EMPLOYMENT SKILLS A. Student Organization B. Careers C. Employment Activities D. Real-World Applications F. Business/Industry Trends G. Barriers	BUS6630.060- BUS6630.068	5 blocks/ 10 single periods/ Ongoing

BUSINESS AND INFORMATION TECHNOLOGY

Digital Input Technologies (6160)





**Digital Input Technologies (6160)
Content Outline**

Competency	Topic	
Unit: 1	Exploring the Digital Input Technologies Mix	Suggested Timeframe 1 Week
007	Research developments in new and emerging technologies (e.g., on-screen writing, speech recognition, and PDAs [Personal Digital Assistants]).	
008	Identify specific applications and emerging technologies (e.g., on-screen writing, speech recognition, and PDAs) used for lifelong learning.	
009	Identify computer system components	
010	Boot, access, and exit operating system and software	
Unit: 2	Practicing Keyboarding Skills	Suggested Timeframe 6 Weeks
011	Key alphabetic, numeric, and symbol information, using a touch system	
012	Manipulate data, software, and operating system, using function keys, icons, menu/tool bars, and pull-down menus	
013	Use file-and disk-management techniques (e.g., copy, move, store, rename, open, save, delete, and create) to manipulate directories/folders.	
014	Use keyboarding techniques to improve typing speed and accuracy.	
015	Proofread copy.	
016	Edit copy.	
021	Incorporate graphic elements in documents.	
022	Maintain workstation, equipment, and materials.	
023	Obtain assistance for preparing documents via electronic and hard-copy references and documentation (e.g., help screen, spell-check, grammar-check, thesaurus, user's manual, dictionary, Internet search).	
024	Troubleshoot computer problems (e.g., those involving cable hookups, power sources, and peripheral devices).	
025	Apply ergonomic guidelines related to safe computer use.	



The York County School Division Curriculum Guide

Subject: Digital Input Technologies

Unit: 3		Using Digital Imaging	Suggested Timeframe 1 Week
026	Identify scanner hardware and software components.		
027	Scan an image.		
028	Save scanned image in various file formats.		
029	Manipulate scanned images.		
030	Insert scanned image into an application.		
031	Identify the basic components and functions of a digital camera.		
032	Take a variety of digital photographs.		
033	Import images from a digital camera.		
034	Insert digital images into an application.		
Unit: 4		Speech Recognition: Tools and Basic Techniques	Suggested Timeframe 2 Weeks
041	Identify terminology associated with new and emerging speech-recognition technologies.		
042	Create a personal user speech file/profile.		
043	Train speech recognition software to recognize user's voice through the training/enrollment process.		
044	Adjust the headset or microphone for optimal clarity.		
045	Test the microphone and audio settings.		
046	Improve accuracy through additional advanced training in the user speech profile.		
047	Open and close computer software applications and menus by using speech commands.		
048	Activate or deactivate the microphone by using a variety of speech commands.		
049	Clear text from the screen with speech commands.		
050	Dictate from prepared dialog or text for speech-recognition software input.		
051	Dictate student-composed dialog or text for speech-recognition software input.		
052	Navigate a document by using speech commands.		
053	Save a selected dialog, using speech commands.		
054	Integrate speech commands, keyboarding strokes, and mouse input.		
055	Integrate text with other applications by using speech commands.		
056	Print, using speech commands.		



The York County School Division Curriculum Guide

Subject: Digital Input Technologies

Unit: 5		Speech Recognition: Using Editing and Formatting Techniques	Suggested Timeframe 2 Weeks
057	Use correction functions to improve a speech profile.		
058	Dictate line and paragraph breaks.		
059	Dictate punctuation.		
060	Change font type and style, using commands for capitalization and format.		
061	Dictate symbols and special characters.		
062	Dictate numbers, decimals, fractions, and mathematical formulas.		
063	Dictate dates, times, phone numbers, currency, and Web and e-mail addresses.		
064	Use speech commands to select, copy, delete, and move text.		
065	Add words, including names, to speech-recognition dictionary by using the “add word” feature.		
066	Select commands from “What Can I Say” or equivalent help menu.		
067	Format text, and undo the formatting by using speech commands (e.g., BOLD and RESTORE THAT or UN-BOLD).		
068	Format text, and undo the formatting by using speech commands (e.g., ITALICIZE/ITALIC and RESTORE THAT/UN-ITALIC).		
069	Underline text, and undo the formatting by using speech commands (e.g., UNDERLINE and RESTORE THAT/UN-UNDERLINE).		
070	Create bulleted and numbered lists by using speech commands.		
071	Format alignment by using speech commands (e.g., CENTER, ALIGN LEFT, or ALIGN RIGHT).		
072	Capitalize the titles or headings by using speech commands.		
Unit: 6		On-Screen Writing: Digital Pen	Suggested Timeframe 2 Weeks
073	Identify terminology associated with new and emerging on-screen writing technologies (e.g., electronic whiteboard, graphics tablet, and tablet PC).		
075	Use pen to tap, double tap, and tap and drag text or objects.		
076	Calibrate digital pen for user preferences.		
087	Alternate between the input panel options.		
088	Write in the writing pad, using both printed and cursive letters.		
089	Use the art feature to create a drawing.		
090	Insert a drawing into an application.		
091	Change options and settings in the input panel.		



The York County School Division Curriculum Guide

Subject: Digital Input Technologies

092	Post writing by using the two-line writing feature.	
093	Erase writing by using the circle, “swish,” or “scribble” gesture.	
094	Correct spacing errors.	
095	Activate automatic recognition in the writing pad.	
096	Dock and undock the input panel.	
097	Cut, copy, and paste by using the input panel.	
098	Enter text by using the Caps Lock feature.	
099	Enter text by using the symbols pad.	
100	Use the “Write Anywhere” feature in Windows-based applications.	
Unit: 7	Personal Digital Assistants: Functions and Applications	
102	Identify terminology associated with new and emerging PDA technologies.	
103	View user tutorial.	
104	Open applications.	
105	Set preferences, and add ShortCuts.	
106	Synchronize (“HotSync) data with a personal computer.	
107	Send and receive beamed data.	
108	Navigate the PDA, using the input device.	
109	Create a message.	
110	Create entries in the address book/list of contacts.	
111	Edit addresses in the address book/list of contacts.	
112	Search for entries in the address book/list of contacts.	
113	Create a personal business card.	
114	Add appointments to the date/appointment book or calendar.	
115	Edit entries in the date/appointment book or calendar.	
116	Set alarms in the date/appointment book or calendar.	
117	Create an item in the task list.	
118	Edit a task item.	
119	Prioritize a task item.	
120	Mark and delete a task item.	
121	Attach a note to a task item.	
122	Write and edit a memo or note.	
123	Categorize memos or notes.	



The York County School Division Curriculum Guide

Subject: Digital Input Technologies

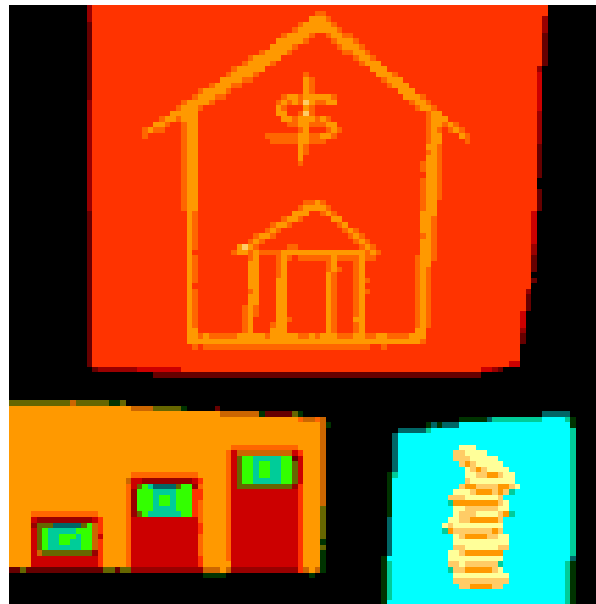
124	Delete memos or notes.	
125	Solve mathematical problems by using the calculator feature.	
126	Set up a personal financial account.	
127	Add a transaction entry into the personal financial account.	
128	Edit a transaction entry in the personal financial account.	
Unit: 8	Preparing for a Career	Suggested Timeframe 3 Weeks
138	Investigate global careers.	
139	Identify personal interests, aptitudes, and attitudes in relation to those found in successful students and professionals.	
140	Identify types of specific training and experience required for occupations that demand proficient use of digital input technologies.	
142	Develop a career plan.	
143	Explain purposes and options for lifelong learning.	
149	Present an electronic and a hard-copy portfolio containing representative examples of student work.	
152	Demonstrate communication skills expected of an employee in the workplace.	
001	Demonstrate Virginia's Workplace Readiness Skills in course activities	
002	Apply Virginia's All Aspects of Industry elements in course activities.	
003	Identify Internet safety issues and procedures for complying with acceptable use standards	
004	Identify the purposes and goals of the student organization.	
005	Explain the benefits and responsibilities of membership in the student organization as a student and in professional/civic organizations as an adult.	
006	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.	

Note: Frameworks can be accessed by copying the following link into your browser, signing in, then clicking on the competency number:

http://www.cterresource.org/verso2/framework/tasklist/business_and_information_technology/digital_input_technologies_616136wks_616018wks/2010/6160

Business and Information Technology

6120 Economics and Personal Finance





**The York County School Division
Curriculum Guide**

Subject: Economics and Personal Finance

Competency	TOPIC OUTLINE	
Unit: 1	Introduction to Economics and Personal Finance	Suggested Timeframe 1 Week
001-021	Demonstrate Virginia’s Workplace Readiness Skills in course activities	
022-029	Apply Virginia’s All Aspects of Industry elements in course activities	
033	Identify internet safety issues and procedures for complying with acceptable use standards.	
030	Identify the purposes and goals of the student organization	
031	Explain the benefits and responsibilities of membership in the student organization as a student and in personal/civic organization as an adult.	
032	Demonstrate leadership skills through participation in student organization activities, such as meetings, programs, and projects.	
Unit: 2	Career and Income Exploration/ Employability Skills	Suggested Timeframe 5 Weeks
131	Investigate career opportunities.	
132	Identify personal interests, aptitudes, and attitudes related to the characteristics found in successful workers.	
133	Prepare a professional portfolio.	
134	Research a company in preparation for a job interview.	
135	Participate in mock interviews to refine interviewing techniques.	
136	Prepare employment-related correspondence.	
084	Examine how personal choices about education, training, skill development, and careers impact earnings.	
085	Differentiate among sources of income.	
086	Calculate net pay.	
087	Investigate employee benefits and incentives.	
088	Complete a standard W-4 form.	



The York County School Division Curriculum Guide

Subject: Economics and Personal Finance

Unit: 3		Developing Economic Knowledge and Consumer Skills	Suggested Timeframe 7 Weeks
034	Demonstrate knowledge of basic economic concepts and structures.		
035	Demonstrate knowledge of the role of producers and consumers in a market economy.		
036	Demonstrate knowledge of the price system.		
037	Demonstrate knowledge that many factors affect income.		
038	Demonstrate knowledge of a nation's economic goals, including full employment, stable prices, and economic growth.		
039	Demonstrate knowledge of the nation's financial system.		
040	Demonstrate knowledge of how monetary and fiscal policy influence employment, output, and prices.		
041	Demonstrate knowledge of the role of government in a market economy.		
042	Demonstrate knowledge of the global economy.		
043	Examine basic economic concepts and their relation to product prices and consumer spending.		
044	Examine the effect of supply and demand on wages and prices		
045	Describe the strategies for making a purchase decision, including the roles of marginal benefit and marginal cost.		
046	Describe common types of contracts and the implications of each.		
047	Demonstrate comparison-shopping skills		
053	Interact effectively with salespersons and merchants.		
054	Differentiate between consumer protection regulations and assistance agencies.		
048	Maintain a filing system for personal finance records.		
049	Examine the impact of advertising and marketing on consumer demand and decision-making in the global marketplace.		
050	Access reliable financial information from a variety of sources.		
051	Explain consumer rights, responsibilities, and remedies, including the importance of consumer vigilance.		
052	Examine precautions for protecting one's identity and personal information.		



The York County School Division Curriculum Guide

Subject: Economics and Personal Finance

Unit: 4		Personal Financial Living and Banking	Suggested Timeframe 12 Weeks
100	Identify short-term and long-term personal financial goals		
101	Identify anticipated and unanticipated income and expenses.		
102	Examine components and purposes of a personal net worth statement.		
103	Develop a personal budget.		
104	Investigate the effects of government actions and economic conditions on personal financial planning.		
105	Explain how economics influences a personal financial plan.		
106	Compare the impact of simple interest vs. compound interest on savings.		
107	Compare and contrast investment and savings options.		
108	Explain costs and income sources for investments.		
109	Examine the fundamental workings of the Social Security System and the system's effects on retirement planning.		
110	Contrast alternative retirement plans.		
111	Explore how the stock market works.		
055	Compare the costs and benefits of purchasing vs. leasing a vehicle.		
057	Analyze the process of renting housing.		
058	Describe the process of purchasing a home.		
056	Compare the advantages and disadvantages of renting vs. purchasing a residence.		
059	Calculate the cost of utilities, services, maintenance, and other housing expenses involved in independent living.		
060	Evaluate discretionary spending decisions.		
061	Describe the types of financial institutions.		
062	Examine how financial institutions affect personal financial planning.		
063	Evaluate services and related costs associated with personal banking needs.		
064	Differentiate among types and regulations of electronic monetary transactions.		
065	Prepare all forms necessary for opening and maintaining a checking and a savings account.		
066	Reconcile bank statements.		
067	Compare costs and benefits of online and traditional banking.		
068	Explain how certain historical events have influenced the banking system and other financial institutions.		



**The York County School Division
Curriculum Guide**

Subject: Economics and Personal Finance

069	Compare the U.S. monetary system with the international monetary system.	
Unit: 5	Credit and Loan Functions	Suggested Timeframe 4 Weeks
079	Calculate payment schedules for a loan, using spreadsheets, calculators, and online tools.	
070	Evaluate the various methods of financing a purchase.	
071	Analyze credit card features and their impact on personal financial planning.	
072	Identify qualifications needed to obtain credit.	
073	Identify basic provisions of credit and loan laws.	
074	Compare terms and conditions of various sources of consumer credit.	
080	Complete a sample credit application.	
075	Identify strategies for effective debt management.	
075	Analyze sources of assistance for debt management.	
076	Explain the need for a good credit rating.	
077	Compare the costs and conditions of secured and unsecured loans.	
078	Compare the types of voluntary and involuntary bankruptcy and the implications of each.	
Unit: 6	Risk Management	Suggested Timeframe 4 Weeks
081	Evaluate insurance as a risk management strategy.	
082	Distinguish among the types, costs, and benefits of automobile insurance coverage.	
082	Distinguish among the types, costs, and benefits of property coverage.	
082	Distinguish among the costs and benefits of the major types of life insurance coverage.	
082	Distinguish among the types, costs, and benefits of health insurance coverage.	
082	Distinguish among the types, costs, and benefits of professional liability insurance.	
083	Explain the roles of insurance in financial planning.	
UNIT 7	Conducting Tax Functions	Suggested Timeframe 3 Weeks
089	Describe the types and purposes of local, state, and federal taxes and the way each is levied.	
090	Explore how tax structures affect consumers, producers, and business owners	



The York County School Division Curriculum Guide

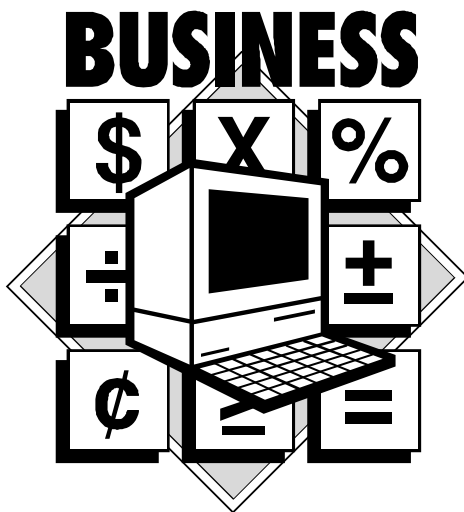
Subject: Economics and Personal Finance

	differently.	
091	Compute local taxes on products and services.	
092	Examine potential tax deductions and credits on a tax return.	
093	Explain the content and purpose of a standard W-2 form.	
098	Complete a state income tax form, including electronic formats.	
099	Complete short and itemized federal income tax forms, including electronic formats.	
094	Explain the similarities and differences between state and federal taxation of inheritances.	
095	Define the terminology associated with inheritance.	
096	Compare investment options for a monetary inheritance.	
097	Examine types and purposes of estate planning.	

Curriculum Guide

Information Technology (IT)

Fundamentals



Information Technology (IT) Fundamentals

Content Outline

Topic	Competency	Suggested Time Frame
I. MASTERING IT BASICS A. History of Information B. Impact of Information Technology C. Identify Hardware/Software Associated with IT D. Evolution of the Internet E. Trends in Technology F. Ethics in Information Technology	6670.001- .009	7 blocks/ 14 single periods
II. INVESTIGATE CAREERS IN INFORMATION TECHNOLOGY A. Career Self-Assessment B. Education, Certification and Careers in Four Strands	6670.010- .011	4 blocks/ 8 single periods
III. USING COMPUTER APPLICATIONS A. Word Processing B. Database Software C. Spreadsheet D. Desktop Publishing E. Presentation Software	6670.012- .016	11 blocks/ 22 single periods
IV. DEVELOPING COMPUTER FUNDAMENTALS A. Evolution of the Computer B. Computer Architecture C. Operating Systems D. Multimedia/Entertainment Devices E. Building a Computer	6670.017- .030	12 blocks/ 24 single periods
V. MAINTAINING, UPGRADING, AND TROUBLESHOOTING A. Proper Tools and Equipment B. Configure Hardware and Software C. Understand Compatibility D. Identify Basic Problems E. Infection, Detection, and Resolution F. Identify and Utilize Back-up Methods	6670.031- .039	8 blocks/ 16 single periods
VI. ENSURING COMPUTER SAFETY A. Identify Personal and Equipment Safety Procedures B. Demonstrate Safety Principles	6670.040- .041	3 blocks/ 6 single periods

Topic	Competency	Suggested Time Frame
VII. UNDERSTANDING NETWORK FUNDAMENTALS A. Network Evolution B. Basic Networking Concepts and Structures C. LAN and WAN Networks D. Customizing a Network System	6670.042-.047	6 blocks/ 12 single periods
VIII. UNDERSTANDING INTERNET FUNDAMENTALS A. Explore Uses of the Internet B. Identify Types of Physical Connections C. IP Addresses and Domain Names D. ISP and Its Role E. Web Browsers F. Internet/Computer Etiquette G. Security and Privacy	6670.048-.059	10 blocks/ 20 single periods
IX. UNDERSTANDING PROGRAMMING BASICS A. Purpose and Functions B. Components of a Computer Program C. Identify and Compare Programming Languages D. Steps in a Program Life Cycle E. Design a Program F. Create, Test, and Debug a Program	6670.060-.069	8 blocks/ 16 single periods
X. WEB PAGE DESIGN A. Investigate Elements of a Professional Web Site B. Analyze Web Page Structure C. Create a Web Page D. Investigate Publication of Web Sites	6670.070-.074	9 blocks/ 18 single periods
XI. UNDERSTANDING GRAPHICS AND INTERACTIVE MEDIA A. Investigate Software Packages B. Create an Interactive Media Presentation	6670.075-.077	4 blocks/ 8 single periods
XII. DEVELOP EMPLOYABILITY/WORKPLACE READINESS SKILLS A. Future Business Leaders of America Activities B. Career Research C. Demonstrate Reasoning, Problem Solving, and Decision Making Skills D. Completing Applications E. Prepare Letter of Application and Resume F. Career Portfolio Creation G. Demonstrate IT Career Field Skills	6670.078-.100	8 blocks/ 16 single periods