

**BCT I PACING GUIDE 2007-2008 School year**  
**Jearline Bryant**

DATE	OBJECTIVE
8/08/07- 8/10/07	Unit 1: Orientation <ol style="list-style-type: none"> <li>1. Identify school and program policies and procedures related to Business and Computer Technology.               <ol style="list-style-type: none"> <li>a. Review school handbook, and classroom rules.</li> <li>b. Present PowerPoint about myself and an overview of BCT course.</li> </ol> </li> <li>2. Discuss educational, occupational, and leadership opportunities.               <ol style="list-style-type: none"> <li>a. Discuss FBLA opportunities</li> <li>b. Explore FBLA website. Perform scavenger hunt.</li> <li>c. Discuss Hierarchy of organizations.</li> </ol> </li> </ol>
8/13/07- 8/17/07	Unit 2: Work Environment <ol style="list-style-type: none"> <li>1. Explore safety policies and procedures related to the work environment.               <ol style="list-style-type: none"> <li>a. Present PowerPoint on Office Safety. Class Discussion.</li> <li>b. OSHA Handout on government guidelines related to safety.</li> </ol> </li> <li>2. Examine ergonomic factors related to the work environment               <ol style="list-style-type: none"> <li>a. Review websites on ergonomic</li> <li>b. Assign Ergonomics Students will research and select furniture for their office.</li> </ol> </li> <li>4. Use communications and time management principles to manage personal productivity.               <ol style="list-style-type: none"> <li>c. Give handout/worksheet on Time Management and have a class discussion on ways to effectively manage time.</li> </ol> </li> </ol> Unit 3: Document Processing <ol style="list-style-type: none"> <li>1. Perform basic keyboarding techniques. (<b>ONGOING</b>)               <ol style="list-style-type: none"> <li>a. Setup Microtype Pro and Discuss technique and speed.</li> </ol> </li> </ol>
8/20/07- 8/24/07	Unit 2: Work Environment <ol style="list-style-type: none"> <li>1. Explore safety policies and procedures related to the work environment.               <ol style="list-style-type: none"> <li>a. Review powerpoint presentation on safety.</li> </ol> </li> <li>5. Use human relations skills in the office to work effectively as a team member.               <ol style="list-style-type: none"> <li>a. Activity on employee/supervisor relations. Discuss.</li> </ol> </li> </ol> Unit 3: Office Systems <ol style="list-style-type: none"> <li>1. Identify components related to a computer.               <ol style="list-style-type: none"> <li>a. Visit comprehensive website on Computer hardware</li> <li>b. Assign Hardware Research Project. Each student will be assigned a piece of hardware to research and create a PowerPoint to present to the class on their findings.</li> </ol> </li> </ol> Unit 5: Business Communications and Presentation Skills <ol style="list-style-type: none"> <li>2. Plan and create a professional-quality presentation using multimedia               <ol style="list-style-type: none"> <li>a. Present Hardware PowerPoint orally.</li> </ol> </li> </ol>

<p>8/27/07- 8/30/07</p>	<p>Unit 3: Office Systems</p> <ol style="list-style-type: none"> <li>1. Identify components related to a computer. <ol style="list-style-type: none"> <li>a. Watch video on history of computers. Hardware related.</li> </ol> </li> <li>2. Demonstrate a basic understanding of a computer system. <b>(ongoing)</b> <ol style="list-style-type: none"> <li>a. Discuss proper ways to save files to computer server, create folders, and navigate file directories.</li> <li>b. Discuss multiple types of software and common windows functions using online websites.</li> </ol> </li> <li>3. Discuss and demonstrate software installation and maintenance. <b>(ongoing)</b> <ol style="list-style-type: none"> <li>a. Familiarize students with correct process of downloading and installing software. Discuss Spyware, and Viruses</li> </ol> </li> </ol>
<p>9/03/07- 9/07/07</p>	<p>Unit 3: Office Systems</p> <ol style="list-style-type: none"> <li>1. Objectives 1a-b, 2a-c, 3a-c <ol style="list-style-type: none"> <li>a. Continue reviewing hardware and software terms using online website resources. Test will cover a combination of those three objectives.</li> </ol> </li> </ol> <p>Unit 2: Work Environment</p> <ol style="list-style-type: none"> <li>3. Discuss ethics in the workplace. <ol style="list-style-type: none"> <li>a. Activity detailing an office situation and what would be the best course of action. Discuss bad ethics, WorldCom etc...</li> </ol> </li> </ol>
<p>9/10/07- 9/14/07</p>	<p>Unit 6: Telecommunications</p> <ol style="list-style-type: none"> <li>1. Demonstrate telecommunications. <ol style="list-style-type: none"> <li>a. Students will learn terms of current and emerging technologies related to communications.</li> </ol> </li> </ol> <p style="text-align: center;"><b>TABE TEST was given this week</b></p>
<p>9/17/07- 9/21/07</p>	<p>Unit 6: Telecommunications</p> <ol style="list-style-type: none"> <li>2. Utilize on-line resources <ol style="list-style-type: none"> <li>a. Open and operate an email account. Send attachments.</li> <li>b. Discuss search engines. Complete activity using multiple online search engines.</li> <li>c. Worksheet and class discussion on Copyright laws.</li> </ol> </li> </ol> <p>Unit 5: Business Communication and Presentation Skills</p> <ol style="list-style-type: none"> <li>1. Develop reading, writing, listening, and speaking skills. <ol style="list-style-type: none"> <li>a. Students will strengthen their vocabulary through Webster's online dictionary. Frequent Vocabulary tests.</li> </ol> </li> </ol>

<p>9/24/07- 9/28/07</p>	<p>Unit 2: Work Environment</p> <ol style="list-style-type: none"> <li>4. Discuss ethics in the workplace.       <ol style="list-style-type: none"> <li>a. Activity detailing an office situation and what would be the best course of action. Discuss bad ethics, WorldCom etc...</li> </ol> </li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>3. Utilize word processing applications (<b>ongoing</b>)       <ol style="list-style-type: none"> <li>a. Activities that deal with creating professional looking formatted documents using the Microsoft Office 2003 text will be given to students. Completed activities will be spell checked, print previewed, and lastly printed for a grade.</li> <li>b. Learn to address envelopes and Mail Letter during Mail Race Activity.</li> </ol> </li> </ol> <p>Unit 5: Business Communication and Presentation Skills</p> <ol style="list-style-type: none"> <li>1. Develop reading, writing, listening, and speaking skills.       <ol style="list-style-type: none"> <li>a. Students will practice their letter writing skills be writing a letter to another school and mailing it.</li> </ol> </li> </ol>
<p>10/1/07- 10/5/07</p>	<p style="text-align: center;"><b>REVIEW FOR NINE WEEKS TEST</b></p>
<p>10/8/07- 10/12/07</p>	<p style="text-align: center;"><b>9 weeks test</b></p>
<p>10/15/07- 10/19/07</p>	<p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>3. Utilize word processing applications (<b>ongoing</b>)       <ol style="list-style-type: none"> <li>a. Create documents in MS Word that deal with editing a document, moving text, creating bulleted lists and inserting images.</li> </ol> </li> </ol> <p>Unit 5: Business Communication and Presentation Skills</p> <ol style="list-style-type: none"> <li>1. Develop reading, writing, listening, and speaking skills.       <ol style="list-style-type: none"> <li>a. Students will write a movie review in MS Word. Use online researching skills and writing skills to create a formatted review using graphics.</li> <li>b. Learn use of Watermark in documents, Picture Toolbar, and Text Wrapping.</li> </ol> </li> </ol>

<p>10/22/07- 10/26/07</p>	<p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>3. Utilize word processing applications (<b>ongoing</b>)       <ol style="list-style-type: none"> <li>a. Students will learn to type a research paper in correct format. Includes Double-spacing, headers, footnotes, and works cited page. MLA STYLE. Integrates with English.</li> </ol> </li> </ol> <p>Unit 5: Business Communication and Presentation Skills</p> <ol style="list-style-type: none"> <li>2. Demonstrate effective oral communications.       <ol style="list-style-type: none"> <li>a. Give handout and show video on Proper Telephone Techniques. Discuss experience talking with people on the phone. Casual vs Professional.</li> <li>b. Complete chapter in Office Skills text that deals with Telephone procedures.</li> </ol> </li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>2. Utilize word processing applications (<b>ongoing</b>)       <ol style="list-style-type: none"> <li>a. Students will become familiar with basic features of Microsoft Word and slowly learn more advanced skills as the year progresses.</li> <li>b. Students will type a letter and format it correctly. Microsoft Office 2003 text will be used to introduce documents and skills that will be demonstrated by teacher and reproduced by the students on their computers.</li> </ol> </li> </ol> <p>Unit 5: Business Communications and Presentation Skills</p> <ol style="list-style-type: none"> <li>3. Plan and create a professional quality presentation using multimedia equipment.       <ol style="list-style-type: none"> <li>b. Students will use PowerPoint to create a Halloween slideshow that includes pictures, sounds, and animations.</li> </ol> </li> </ol>
<p>10/29/07- 11/02/07</p>	<p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>3. Utilize word processing applications (<b>ongoing</b>)       <ol style="list-style-type: none"> <li>a. Students will create document that requires special formatting, editing, bullets and numbers, and symbols.</li> <li>b. Create multi-page documents with headers, special indented paragraphs, and other various formatting.</li> </ol> </li> </ol> <p>Unit 7: Business Data Management</p> <ol style="list-style-type: none"> <li>1. Manually prepare personal and business names for alphabetic filing.       <ol style="list-style-type: none"> <li>a. Students will use handouts to learn Rules 1-5 of filing personal and business names in alphabetic order.</li> </ol> </li> </ol>
<p>11/5/07- 11/09/07</p>	<p>Unit 7: Business Data Management</p> <ol style="list-style-type: none"> <li>1. Manually prepare personal and business names for alphabetic filing.       <ol style="list-style-type: none"> <li>a. Students continue working on activities dealing with Rules 1-5 and take a test.</li> </ol> </li> <li>2. Utilize database applications       <ol style="list-style-type: none"> <li>a. Learn database terminology and complete Project 1 database in Microsoft Office 2003 text.</li> <li>b. Create two tables, a form, and a report based on data entered into the database.</li> </ol> </li> </ol>

	<p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>3. Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Activities that deal with creating professional looking formatted documents using the Microsoft Office 2003 will be given to students. Completed activities will be spell checked, print previewed, and lastly printed for a grade.</li> <li>b. Students will learn to use the Drawing Toolbar in MS Word to create graphics in their documents.</li> </ol> </li> </ol>
11/12/07-11/16/07	<p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>3. Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Review and give test over Project 1&amp; 2 content on toolbars and activities completed so far.</li> </ol> </li> </ol> <p>Unit 5: Business Communications and Presentation Skills</p> <ol style="list-style-type: none"> <li>3. Plan and create a professional quality presentation using multimedia equipment. <ol style="list-style-type: none"> <li>a. Students will be assigned a PowerPoint activity that uses advanced features including custom animation, and transitions.</li> </ol> </li> </ol>
11/19/07-11/23/07	<p><b>Thanksgiving Holiday</b></p>
11/26/07-11/30/07	<p>Unit 8: Business Finance and Spreadsheet Applications</p> <ol style="list-style-type: none"> <li>3. Develop proficiency in spreadsheet applications. <ol style="list-style-type: none"> <li>a. Students will learn to create and format a advanced spreadsheet using formulas</li> <li>b. Project 2 activity in Microsoft Office 2003 Textbook. Includes graphs and charts.</li> </ol> </li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>2. Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Create professional documents in MS Word that show knowledge of formatting. Brochure.</li> </ol> </li> </ol>
12/03/07-12/07/07	<p>Unit 7: Business Data Management</p> <ol style="list-style-type: none"> <li>1. Utilize database applications <ol style="list-style-type: none"> <li>a. Learn database terminology and complete Project 2 database in Microsoft Office 2003 text.</li> <li>b. Create multiple reports, using queries to pull information out of a database.</li> </ol> </li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>3. Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Create professional documents in MS Word that show knowledge of formatting. Newsletter.</li> </ol> </li> </ol>

<p>12/10/07 12/14/07</p>	<p>Review Information and Objectives from Project 2 activities in databases and spreadsheets. Also, review information from Word Processing Activities dealing with creating Newsletters and Brochures.</p>
<p>12/17/07- 12/20/07</p>	<p style="text-align: center;"><b>9 Weeks Test</b></p>
<p>1/07/08- 1/11/08</p>	<p>Unit 8: Business Finance and Spreadsheet Applications</p> <ol style="list-style-type: none"> <li>1. Manage a checking account. <ol style="list-style-type: none"> <li>a. Discuss and give activities related to managing a checking account, writing checks and balancing accounts.</li> <li>b. Video on Personal Finance will be shown.</li> <li>c. Activities will be completed that show students how to manage their money and plan for the future.</li> </ol> </li> </ol>
<p>1/14/08- 1/18/08</p>	<p>Unit 8: Business Finance and Spreadsheet Applications</p> <ol style="list-style-type: none"> <li>1. Manage a checking account.</li> <li>2. Develop business financial skills <ol style="list-style-type: none"> <li>a. Students will work on chapter related to business math.</li> </ol> </li> </ol> <p>Unit 6: Telecommunications</p> <ol style="list-style-type: none"> <li>4. Design a website using HTML programming. <b>(Ongoing for remainder of year)</b> <ol style="list-style-type: none"> <li>a. PageTutor.com website will be used as a guide to create webpages in HTML. A series of Lessons will be completed from the site.</li> <li>b. Students will create a personal webpage</li> </ol> </li> </ol>
<p>1/21/08- 1/25/08</p>	<p>Unit 6: Telecommunications</p> <ol style="list-style-type: none"> <li>5. Design a website using HTML programming. <b>(Ongoing for remainder of year)</b> <ol style="list-style-type: none"> <li>a. PageTutor.com website will be used as a guide to create webpages in HTML.</li> <li>b. Students will create a personal page</li> <li>c. A test over terms concerning html will be given and a basic webpage will be created to show skill for a grade.</li> </ol> </li> </ol>
<p>1/28/08- 2/01/08</p>	<p>Unit 6: Telecommunications</p> <ol style="list-style-type: none"> <li>6. Design a website using HTML programming. <b>(Ongoing for remainder of year)</b> <ol style="list-style-type: none"> <li>a. PageTutor.com website will be used as a guide to create webpages in HTML.</li> <li>b. Students will create a webpage to promote a company.</li> </ol> </li> </ol>

<p>2/04/08- 2/08/08</p>	<p>Unit 8: Business Finance and Spreadsheet Applications</p> <ol style="list-style-type: none"> <li>3. Develop proficiency in spreadsheet applications. <ol style="list-style-type: none"> <li>a. Students will learn to create and format a advanced spreadsheet using formulas</li> <li>b. Project 3 activity in Office 2003 Textbook. Includes graphs and charts.</li> </ol> </li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>2. Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Create professional documents in MS Word that show knowledge of formatting. Resume</li> </ol> </li> </ol>
<p>2/11/08- 2/15/08</p>	<p>Unit 7: Business Data Management</p> <ol style="list-style-type: none"> <li>2. Utilize database applications <ol style="list-style-type: none"> <li>a. Learn database terminology and complete Project 3 database in Office 2003 text.</li> <li>b. Maintaining and updating a database.</li> </ol> </li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>4. Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Create professional documents in MS Word that show knowledge of formatting.</li> </ol> </li> </ol>
<p>2/18/08- 2/22/08</p>	<p>Unit 7: Business Data Management</p> <ol style="list-style-type: none"> <li>1. Manually prepare personal and business names for alphabetic filing. <ol style="list-style-type: none"> <li>a. Students continue working on activities dealing with Rules 6-10 and take a test.</li> </ol> </li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>3. Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Create professional documents in MS Word that show knowledge of formatting.</li> </ol> </li> </ol>
<p>2/25/08- 2/29/08</p>	<p>Unit 9: Employability Skills</p> <ol style="list-style-type: none"> <li>1. Develop <b>personal</b> skills necessary for securing and maintaining employment.</li> <li>2. Develop <b>professional</b> skills necessary for securing and maintaining employment. <ol style="list-style-type: none"> <li>a. Students will prepare career reports and PowerPoint presentations that show knowledge of objective.</li> <li>b. Write application letters, and look into online and print resources for applying for jobs.</li> </ol> </li> </ol>
<p>3/03/08- 3/07/08</p>	<p>Unit 9: Employability Skills</p> <ol style="list-style-type: none"> <li>1. Develop <b>personal</b> skills necessary for securing and maintaining employment.</li> <li>2. Develop <b>professional</b> skills necessary for securing and maintaining employment. <ol style="list-style-type: none"> <li>a. Students will prepare career reports and PowerPoint presentations that show knowledge of objective.</li> <li>b. Students will research and create a PowerPoint on good interview preparation practices.</li> </ol> </li> </ol>

3/10/08- 3/14/08	<b>9 Weeks Tests</b>
3/17/08- 3/21/08	<b>Spring Break</b>
3/24/08- 3/28/08	<p>Unit 5: Business Communications and Presentation Skills</p> <ol style="list-style-type: none"> <li>1. Develop reading, writing, listening, and speaking skills. <ol style="list-style-type: none"> <li>a. Students will use MS Word to create complaint letters, follow-up letters, and letters requesting information.</li> <li>b. Students must communicate effectively and use correct grammar and punctuation while writing letters.</li> </ol> </li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>2.Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Create professional documents in MS Word that show knowledge of formatting.</li> </ol> </li> </ol>
3/31/08- 4/04/08	<p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>2.Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Create professional documents in MS Word that show knowledge of formatting. Begin to integrate programs together through activities in Microsoft Office 2003 text. Inserting spreadsheets into MS Word etc...</li> </ol> </li> </ol>
4/07/08- 4/11/08	<p>Unit 8: Business Data Management</p> <ol style="list-style-type: none"> <li>1. Manage a checking account <ol style="list-style-type: none"> <li>a. Explore online banking options. Discuss ways to open bank accounts and terminology.</li> </ol> </li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>2.Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Create professional documents in MS Word that show knowledge of formatting. Begin to integrate programs together through activities in Microsoft Office 2003 text. Inserting spreadsheets into MS Word etc...</li> </ol> </li> </ol>
4/14/08- 4/18/08	<p>Unit 5: Business Communications and Presentation Skills</p> <ol style="list-style-type: none"> <li>1. Develop, reading, writing, listening, and speaking skills</li> </ol> <p>Unit 4: Document Processing</p> <ol style="list-style-type: none"> <li>2.Utilize word processing applications (<b>ongoing</b>) <ol style="list-style-type: none"> <li>a. Mail Merge. Combine a letter and a database to create a series of documents that can be mailed. Explain</li> </ol> </li> </ol>

	<p>importance of saving time.</p> <p>b. Create professional documents in MS Word that show knowledge of formatting. Begin to integrate programs together through activities in Microsoft Office 2003. Inserting spreadsheets into MS Word etc...</p>
4/21/08-4/25/08	<p>Unit 5: Business Communications and Presentation Skills</p> <p>1. Develop, reading, writing, listening, and speaking skills</p> <p>Unit 4: Document Processing</p> <p>2.Utilize word processing applications (<b>ongoing</b>)</p> <p>a. Create professional documents in MS Word that show knowledge of formatting. Begin to integrate programs together through activities in Microsoft Office 2003. Inserting spreadsheets into MS Word etc...</p>
4/28/08-5/02/08	<p>Unit 5: Business Communications and Presentation Skills</p> <p>1. Develop, reading, writing, listening, and speaking skills</p> <p>Unit 4: Document Processing</p> <p>2.Utilize word processing applications (<b>ongoing</b>)</p> <p>a. Create professional documents in MS Word that show knowledge of formatting. Begin to integrate programs together through activities in Microsoft Office 2003. Inserting spreadsheets into MS Word etc...</p>
05/05/08-05/09/08	<p>Unit 7: Business Data Management</p> <p>2. Identify database Terminology</p> <p>a. Introduce students to MS Outlook. Learn how to schedule and make appointments using the built-in calendar.</p> <p>Unit 6: Telecommunications</p> <p>3. Design a website using HTML programming.</p> <p>a. Students will continue to work on personal and professional webpages and present to class.</p>
05/12/08-05/16/08	<p>Unit 7: Business Data Management</p> <p>2. Identify database Terminology</p> <p>a. Introduce students to MS Outlook. Learn how to schedule and make appointments using the built-in calendar.</p> <p>Unit 6: Telecommunications</p> <p>3. Design a website using HTML programming.</p> <p>a. Students will continue to work on personal and professional webpages and present to class.</p>
05/19/08-05/23/08	<p><b>9 WEEKS TESTS</b></p>

**BCT II PACING GUIDE 2007-2008 School year**  
**Jearline Bryant**

DATE	OBJECTIVE
8/08/07- 8/10/07	Unit 1: Orientation 3. Identify school and program policies and procedures related to Business and Computer Technology. a. Review school handbook, and classroom rules. b. Present PowerPoint about myself and an overview of BCT course. 4. Discuss educational, occupational, and leadership opportunities. a. Discuss FBLA opportunities b. Explore FBLA website. Perform scavenger hunt. c. Discuss Hierarchy of organizations.
8/13/07- 8/17/07	Unit 3: Networking and Support Systems  1. Discuss and demonstrate key networking terms and components. a. Discuss important networking terms b. Demonstrate the use of networking terms. 2. Discuss network administration and support A. Discuss the responsibilities of network administrators. 3. Discuss network and web security a. Discuss and research issues related to network and Internet security. B. Discuss and research preventive measures to secure networks and data.
8/20/07- 8/24/07	Unit 5: Effective Communication and Management Skills 1. Examine office support procedures a. Demonstrate making travel arrangements. b. Identify the responsibility of organizing meeting and/or conferences.
8/27/07- 8/31/07	Unit 5: Effective Communication and Management Skills 2. Examine effective management techniques c. Recognize the importance of ethical behaviors within the business environment.

9/3/07-9/7/07	<p>Unit 5: Effective Communication and Management Skills</p> <ol style="list-style-type: none"> <li>2. Examine effective management techniques <ol style="list-style-type: none"> <li>d. Recognize the importance of ethical behaviors within the business environment.</li> </ol> </li> </ol>
9/10/07-9/14/07	<p><b>TABE TEST WAS GIVEN</b></p>
9/17/07-9/21/07	<p>Unit 8: Personal Finance Skills</p> <ol style="list-style-type: none"> <li>1. Develop consumer awareness with regard to personal financial skills. <ol style="list-style-type: none"> <li>b. Complete a loan application</li> <li>c. Discuss credit cards</li> <li>d. Discuss types of insurance</li> </ol> </li> </ol>
9/24/07-9/28/07	<p>Unit 8: Personal Finance Skills</p> <ol style="list-style-type: none"> <li>1. Develop consumer awareness with regard to personal financial skills. <ol style="list-style-type: none"> <li>b. Complete a loan application</li> <li>c. Discuss credit cards</li> <li>d. Discuss types of insurance</li> </ol> </li> </ol>

<p>10/1/07- 10/5/07</p>	<p style="text-align: center;"><b>REVIEW FOR 9 WEEKS TEST</b></p>
<p>10/8/07- 10/12/07</p>	<p style="text-align: center;"><b>9 Weeks Test</b></p>
<p>10/15/07- 10/19/07</p>	<p>Unit 2: Application Management</p> <ol style="list-style-type: none"> <li>1. Perform basic proper keyboarding techniques. <b>(ongoing)</b> <ol style="list-style-type: none"> <li>a. Perform proper keyboarding techniques</li> <li>b. Develop speed and accuracy</li> </ol> </li> <li>2. Utilize a word processing software package. <ol style="list-style-type: none"> <li>a. Demonstrate how to produce documents using word processing software package formatting features.</li> <li>b. Utilize merge features.</li> </ol> </li> </ol>
<p>10/22/07- 11/26/07</p>	<p>Unit 2: Application Management</p> <ol style="list-style-type: none"> <li>3. Construct a database project and manipulate data. <ol style="list-style-type: none"> <li>a. Plan and design a database with multiple tables.</li> <li>B. Generate reports using statistical database functions.</li> </ol> </li> </ol>
<p>10/29/07- 11/2/07</p>	<p>Unit 2: Application Management</p> <ol style="list-style-type: none"> <li>4. Work efficiently with spreadsheet files. <ol style="list-style-type: none"> <li>a. Produce documents using built-in functions and formulas to include it then, else, lookup, payment, etc.</li> <li>b. Create and enhance graphs using spreadsheet data by adding data labels, exploding pies, elevating, rotating, etc.</li> </ol> </li> </ol>
<p>11/5/07- 11/9/07</p>	<p>Unit 2: Application Management</p> <ol style="list-style-type: none"> <li>5. Complete an integration activity using a software suite. <ol style="list-style-type: none"> <li>a. Integrate a database file into a word processing file.</li> <li>b. Integrate spreadsheet file into word processing and presentation files.</li> </ol> </li> </ol>
<p>11/12/07- 11/16/07</p>	<p>Unit 2: Application Management</p> <ol style="list-style-type: none"> <li>7. Utilize handwriting recognition software <b>(ongoing)</b> <ol style="list-style-type: none"> <li>a. Start by adjusting the writing pad.</li> <li>b. Input data and create documents with handwriting recognition tools.</li> </ol> </li> </ol>

	<p>recognition tools.</p> <p>c. Utilize handwriting recognition tool to correct, edit, and format text.</p>
11/19/07-11/23/07	<b>THANKSGIVING HOLIDAYS</b>
11/26/07-11/30/07	<p>Unit 5: Effective Communication and Management Skills</p> <p>1. Examine office support procedures</p> <p>c. Discuss and/or demonstrate teleconferencing and videoconferencing.</p>
12/03/07-12/07/07	<p>Unit 5: Effective Communication and Management Skills</p> <p>2. Examine effective management techniques</p> <p>a. Utilize and electronic device such as a PDA to emphasize the importance of time management.</p> <p>b. Develop ways to reduce stress.</p>
12/10/07-12/14/07	<b>REVIEW FOR EXAMS</b>
12/17/07-12/21/07	<b>9 Weeks Exam</b>
12/24/07-12/28/07	<b>Christmas Holiday</b>
1/7/08-1/11/08	<p>Unit 4: Web Page Design and Introductory Programming <b>(Ongoing for the remainder of the year)</b></p> <p>1. Explore and utilize advanced web page design applications.</p> <p>a. Investigate computer programs for developing websites</p> <p>b. Construct a website using a computer program</p> <p>c. Explore advanced web page design applications</p>
1/14/08-1/18/08	<p>Unit 4: Web Page Design and Introductory Programming <b>(Ongoing for the remainder of the year)</b></p> <p>1. Explore and utilize advanced web page design applications.</p> <p>d. Investigate computer programs for developing websites</p> <p>e. Construct a website using a computer program</p> <p>f. Explore advanced web page design applications</p>

1/21/08- 1/25/08	Unit 5: Effective Communication and Management Skills 4. Enhance writing skills a. Demonstrate personal writing skills. b. Demonstrate penmanship. c. Demonstrate technical writing skills.
1/28/08- 2/1/08	Unit 5: Effective Communication and Management Skill 5. Enhance reading and speaking skills a. Demonstrate reading and speaking skills
2/04/08- 2/08/08	Unit 9: Business Accounting 1. Demonstrate accounting procedures. a. Define terminology related to accounting principles. b. Prepare journals and general ledgers. c. Complete a payroll problem.
2/11/08- 2/15/08	Unit 9: Business Accounting 3. Analyze and interpret financial reports. a. Explain a balance sheet. b. Explain an income statement. c. Explain a statement of owner's equity.
2/18/08- 2/22/08	Unit 8: Personal Financial Skills 1. Develop consumer awareness with regard to personal financial skills. a. Demonstrate an understanding of tax forms. (1) Complete a W-4 form. (2) Complete a tax forms.
2/25/08- 2/29/08	Unit 2: Application Management 6. Utilize speech recognition software ( <b>ongoing</b> ) a. Complete initial training b. Create business documents by dictating voice commands and text. C. Format/edit text and navigate in document utilizing voice.
3/3/08- 3/7/08	<b>REVIEW FOR NINE WEEKS TEST</b>
3/10/08- 3/14/08	<b>9 WEEKS TEST</b>

3/17/08- 3/21/08	<b>SPRING BREAK</b>
3/24/08- 3/28/08	<p>Unit 10: School to Careers Transition</p> <ol style="list-style-type: none"> <li>1. Demonstrate job-specific skills introduced during the year by completing a teacher-approved project requiring integration of learned skills. <b>(ongoing)</b> <ol style="list-style-type: none"> <li>a. Participate in a simulation or project, which demonstrates proficiency of Business and Computer Technology skills.</li> </ol> </li> </ol>
3/31/08- 4/04/08	<p>Unit 10: School to Careers Transition</p> <ol style="list-style-type: none"> <li>1. Demonstrate job-specific skills introduced during the year by completing a teacher-approved project requiring integration of learned skills. <b>(ongoing)</b> <ol style="list-style-type: none"> <li>b. Participate in a simulation or project, which demonstrates proficiency of Business and Computer Technology skills.</li> </ol> </li> </ol>
4/07/08- 4/11/08	<p>Unit 7: Desktop Publishing</p> <ol style="list-style-type: none"> <li>1. Research desktop publishing software and design guidelines       <ol style="list-style-type: none"> <li>a. Discuss desktop publishing concepts and terminology.</li> <li>b. Discuss the difference between desktop publishing and word processing.</li> <li>c. Investigate design guidelines for desktop publishing documents.</li> <li>d. Research the Internet for tutorials of DTP programs.</li> </ol> </li> </ol>
4/14/08- 4/18/08	<p>Unit 7: Desktop Publishing</p> <ol style="list-style-type: none"> <li>2. Create professional-quality desktop publishing documents.       <ol style="list-style-type: none"> <li>a. Discuss different publishing formats.</li> <li>b. Publishing information using desktop publishing software.</li> <li>c. Conduct research and summarize format information to design and create DTP Projects utilizing appropriate teamwork skills.</li> </ol> </li> </ol>
4/21/08- 4/25/08	<p>Unit 6: Exploring Business Careers</p> <ol style="list-style-type: none"> <li>1. Research employment opportunities in business-related fields.       <ol style="list-style-type: none"> <li>a. Explore employment opportunities.</li> </ol> </li> </ol>
4/28/08- 5/02/08	<p>Unit 6: Exploring Business Careers</p> <ol style="list-style-type: none"> <li>2. Compile and organize a personal portfolio for employment purposes.       <ol style="list-style-type: none"> <li>a. Create or update a title page, letter of application, resume, and two letters of recommendation.</li> <li>b. Organize the portfolio in an acceptable format that could be used in a multimedia presentation.</li> <li>c. Construct an electronic portfolio</li> </ol> </li> </ol>

5/05/08- 5/09/08	Unit 6: Exploring Business Careers 3. Participate in simulated interviews. A. Participate in a simulated job interview b. Participate in a simulated performance review. C. Participate in a simulated exit interview.
5/12/08- 5/16/08	<b>REVIEW FOR EXAMS</b>
5/19/08- 5/23/08	<b>FINAL EXAM WEEK</b>



