

CONTENT	STANDARD INDICATORS	SKILLS	ASSESSMENT	VOCAB	PRIORITY
COMPUTER TECHNOLOGY –					
<i>CONCEPTS AND OPERATIONS</i>					
Technology concepts, systems, and their interactivity (1) <ul style="list-style-type: none"> • Computer <ul style="list-style-type: none"> — Types — History — Systems 	MLB-1.1: Differentiate among computer types, history, and purpose of computer systems	<ul style="list-style-type: none"> • Distinguish between Hardware & Peripheral Device • Define Microprocessor (CPU) • Distinguish between Hardware & Software • Utilize browser features, such as menus to access information efficiently on the internet 	<ul style="list-style-type: none"> • Article quizzes (Canvas) • Notes Quiz • Choosing a computer activity 	<ul style="list-style-type: none"> • Hardware • Software • Peripheral device • Microprocessor 	Critical
<ul style="list-style-type: none"> • Memory • Storage 	MLB-1.2 Distinguish between the different types of memory and storage and their uses and purpose	<ul style="list-style-type: none"> • Distinguish between Random Access Memory & Read Only Memory 	<ul style="list-style-type: none"> • Article quizzes (Canvas) 	<ul style="list-style-type: none"> • RAM • ROM 	Important
<ul style="list-style-type: none"> • Operating Systems • Application Software • Internet 	MLB-1.3 Differentiate among operating systems, application software, and the Internet	<ul style="list-style-type: none"> • Describe Operating System as necessary software for a computer to operate 	<ul style="list-style-type: none"> • Notes Quiz 	<ul style="list-style-type: none"> • Operating System 	Important
<ul style="list-style-type: none"> • Processing Cycle 	MLB-1.4 Explain the information processing cycle	<ul style="list-style-type: none"> • State the main parts of Information Processing 	<ul style="list-style-type: none"> • Notes Quiz 	<ul style="list-style-type: none"> • Information Processing 	Additional

COMPUTER TECHNOLOGY – (cont.)					
<ul style="list-style-type: none"> File Management Files Folders 	MLB-1.5 Apply concepts of file management to organize and manage files and folders; including backing up files.	<ul style="list-style-type: none"> Store documents in specific locations Save and access files using class folders Access (download) and save (upload) files via the internet (Web Files Access) 	<ul style="list-style-type: none"> Submitting assignments & accessing class material 	<ul style="list-style-type: none"> Personal folder Class Folder Network Folder 	Critical
<ul style="list-style-type: none"> Technologies <ul style="list-style-type: none"> Emerging Current 	MLB-1.6 Critique a variety of current and emerging technologies used by society	<ul style="list-style-type: none"> Apply knowledge of computer hardware and software to make a cost-effective decision when purchasing a personal computer 	<ul style="list-style-type: none"> Choosing a computer activity 		Important
COMPUTER TECHNOLOGY –					
Use of hardware and software and input & output devices (2) <ul style="list-style-type: none"> Hardware Devices Software Applications 	MLB-2.1 Use hardware devices and software applications to enhance learning	<ul style="list-style-type: none"> Demonstrate use of hardware devices to enhance learning Demonstrate use of software devices to enhance learning 	<ul style="list-style-type: none"> Article quizzes (Canvas) Typing lessons Microsoft activities 		Critical
<ul style="list-style-type: none"> Devices <ul style="list-style-type: none"> Input Output Storage 	MLB-2.2 Evaluate and select appropriate input/output devices and storage devices	<ul style="list-style-type: none"> Upload (output) and download (input) various types of files 	<ul style="list-style-type: none"> Microsoft activities 	<ul style="list-style-type: none"> Upload Download 	Important
<ul style="list-style-type: none"> Keyboarding <ul style="list-style-type: none"> Techniques Proficiency 	MLB-2.3 Demonstrate effective keyboarding techniques to improve proficiency and apply these skills on multiple devices	<ul style="list-style-type: none"> Demonstrate improvement in keyboarding skills based on prior level of proficiency 	<ul style="list-style-type: none"> Typing lessons 		Additional

COMPUTER TECHNOLOGY – (cont.)					
<ul style="list-style-type: none"> • Problems <ul style="list-style-type: none"> — Hardware — Software 	MLB-2.4 Diagnose problems that may arise with hardware and software and identify	<ul style="list-style-type: none"> • Diagnose problems that may arise with hardware and software • Identify and practice solutions for common issues with hardware and software 	<ul style="list-style-type: none"> • Classroom expectations 	<ul style="list-style-type: none"> • Network 	Additional
COMPUTER TECHNOLOGY –					
<i>TOOL FOR CREATIVITY, INNOVATION & PRODUCTIVITY</i>					
Technology as a tool to enhance learning and creativity (3) <ul style="list-style-type: none"> • Operations <ul style="list-style-type: none"> — Software 	MLB-3.1 Demonstrate operations common to software applications	<ul style="list-style-type: none"> • Demonstrate operations common to software applications 	<ul style="list-style-type: none"> • Classroom expectations 		Important
<ul style="list-style-type: none"> • Word processing 	MLB-3.2 Use word processing software to compose, design, edit, and print	<ul style="list-style-type: none"> • Compose, design, edit, and print using Microsoft Word 	<ul style="list-style-type: none"> • Microsoft Word activities 		Critical
<ul style="list-style-type: none"> • Spreadsheets 	MLB-3.3 Use spreadsheet software to calculate, graph, organize, and present data	<ul style="list-style-type: none"> • Calculate, graph, organize, and present data using Microsoft Excel 	<ul style="list-style-type: none"> • Microsoft Excel activities 		Critical
<ul style="list-style-type: none"> • Presentations <ul style="list-style-type: none"> — Text — Sounds — Images — Video — Animations 	MLB-3.4 Design presentations and projects using text, sounds, images, video, and animation	<ul style="list-style-type: none"> • Design presentations and projects containing text, sounds, images, video, and animation using Microsoft PowerPoint 	<ul style="list-style-type: none"> • Microsoft PowerPoint activities 		Critical

COMPUTER TECHNOLOGY –					
INFORMATION RESEARCH TOOL					
Information from tech sources (4) <ul style="list-style-type: none"> • Online resources 	MLB-4.1 Identify various types of online resources and their intended function	<ul style="list-style-type: none"> • Login to frequently used websites and display understanding of the intended use of those sites. (Ex. Canvas, Ever-fi, etc.) 	<ul style="list-style-type: none"> • Web resources & credibility activity 		Critical
<ul style="list-style-type: none"> • Digital content <ul style="list-style-type: none"> — Quality — Credibility — Validity — Up-to-date 	MLB-4.2 Review digital content for quality, credibility, validity, and up-to-date information	<ul style="list-style-type: none"> • Conduct effective & accurate research using the internet 	<ul style="list-style-type: none"> • Classroom procedures 	<ul style="list-style-type: none"> • Copyright • Plagiarism 	Important
<ul style="list-style-type: none"> • Browser features <ul style="list-style-type: none"> — Menus — Tools — Internet 	MLB-4.4 Identify various browser features, such as menus and tools, which could be used to access information efficiently on the internet	<ul style="list-style-type: none"> • Set frequently used websites as favorites in different browsers (Internet Explorer, Google, Mozilla Firefox, etc.) 	<ul style="list-style-type: none"> • Article quizzes (Canvas) • Typing lessons • Ever-Fi modules 	<ul style="list-style-type: none"> • Favorite • Browser • History • Taskbar • Tab • Window • Address bar • URL 	Critical
CAREER EXPLORATION					
EXPLORING SELF					
Characteristics to create a personal profile (6) <ul style="list-style-type: none"> • Personal & Family <ul style="list-style-type: none"> — Morals — Values — Ethics 	MLB-6.1 Identify personal and family morals, values, and ethics	<ul style="list-style-type: none"> • Identify personal and family morals, values, and ethics 	<ul style="list-style-type: none"> • Notes Quiz 		Additional

CAREER EXPLORATION cont.					
<ul style="list-style-type: none"> Goals 	MLB-6.3 Explore personal priorities and goals for life and career	<ul style="list-style-type: none"> Set life and career goals for the future 	<ul style="list-style-type: none"> Financial goals activity 		Additional
CAREER EXPLORATION –					
Career clusters & pathways (7) <ul style="list-style-type: none"> Career decisions <ul style="list-style-type: none"> Goals 	MLB--7.1 Locate, understand and use career information and resources to set short and long term goals for career decisions	<ul style="list-style-type: none"> Locate, understand and use career information and resources to set short and long term goals for career decisions 	<ul style="list-style-type: none"> Career research activity 		Additional
<ul style="list-style-type: none"> Trends <ul style="list-style-type: none"> Economic Global Technology Social 	MLB-7.2 Identify economic, global, technology, and social trends in the workplace and labor market	<ul style="list-style-type: none"> Make predictions about future trends in the workplace and labor market 	<ul style="list-style-type: none"> Notes Quiz 	<ul style="list-style-type: none"> Unemployed 	Critical
<ul style="list-style-type: none"> Career Clusters 	MLB-7.3 Describe the various careers in each of the Career Clusters	<ul style="list-style-type: none"> Describe the various careers in each of the Career Clusters 	<ul style="list-style-type: none"> Career research activity 		Additional
CAREER EXPLORATION –					
DECISION MAKING & PLANNING					
Critical and creative thinking and flexible career plans (8) <ul style="list-style-type: none"> Life Choices Careers 	MLB-8.1 Demonstrate components of critical and creative thinking when putting life choices and careers through the decision-making process	<ul style="list-style-type: none"> Demonstrate components of critical and creative thinking when putting life choices and careers through the decision-making process 	<ul style="list-style-type: none"> Career research activity 		Additional

CAREER EXPLORATION cont.					
• Careers	MLB-8.2 Identify choices, options and consequences of life and career decisions	• Identify choices, options and consequences of life and career decisions	• Notes Quiz		Critical
• Choices	MLB-8.3 Identify skills needed for career choices and match to personal abilities and interest	• Identify skills needed for career choices and match to personal abilities and interest	• Career research activity		Important
• Goals	MLB-8.4 Explain the impact of selected careers on lifestyle goals	• Explain how careers and lifestyle goals are interrelated	• Notes Quiz		Critical
• Graduation plan	MLB-8.5 Review and update a high school graduation plan	• Review and update a high school graduation plan	• CHS curriculum guide quiz		Critical
• Self-Assessment Inventory	MLB-8.6 Interpret results of a self-assessment inventory to create an initial education and career plan	• Interpret results of a self-assessment inventory to create an initial education and career plan	• Career research activity		Additional
CAREER EXPLORATION –					
<i>PERSONAL & EMPLOYABILITY SKILLS</i>					
Skills needed for success in life & career (9) • Habits • Risks	MLB-9.1 Demonstrate habits of mind such as taking responsible risks, thinking and communicating with clarity and precision, questioning and posing problems, and thinking independently	• Demonstrate habits of mind such as taking responsible risks, thinking and communicating with clarity and precision, questioning and posing problems, and thinking independently	• Classroom expectations • Class discussion		Important

CAREER EXPLORATION cont.					
<ul style="list-style-type: none"> • Skills <ul style="list-style-type: none"> — Attendance — Integrity — Deadlines — Dependability 	MLB-9.2 Demonstrate personal and basic employability skills such as attendance, integrity, meeting deadlines, and dependability	<ul style="list-style-type: none"> • Demonstrate personal and basic employability skills such as attendance, integrity, meeting deadlines, and dependability 	<ul style="list-style-type: none"> • Classroom expectations 		Important
<ul style="list-style-type: none"> • Diversity <ul style="list-style-type: none"> — School — Life — Career 	MLB-9.3 Demonstrate appreciation of diversity in school, life and career settings	<ul style="list-style-type: none"> • State the benefits that diversity brings to school, life, and career settings 	<ul style="list-style-type: none"> • Classroom expectations 	<ul style="list-style-type: none"> • Glass ceiling • Affirmative Action 	Additional
<ul style="list-style-type: none"> • Self-Management Skills 	MLB-9.5 Demonstrate school, life and career self-management skills related to responsibility and work ethic	<ul style="list-style-type: none"> • Demonstrate school, life and career self-management skills related to responsibility and work ethic 	<ul style="list-style-type: none"> • Classroom expectations 		Important
<ul style="list-style-type: none"> • Standards <ul style="list-style-type: none"> — Appearance — Attire — Grooming — Etiquette 	MLB-9.7 Discuss standards for personal appearance, attire, grooming, and etiquette appropriate for specific school and life settings	<ul style="list-style-type: none"> • Perform a proper handshake 	<ul style="list-style-type: none"> • Handshake activity 		Important
PERSONAL FINANCIAL RESPONSIBILITY					
FINANCIAL RESPONSIBILITY & DECISION MAKING					
Management of Individual & family Finances (10) <ul style="list-style-type: none"> • Benefits/Costs <ul style="list-style-type: none"> — Responsibility — Irresponsibility 	MLB-10.1 Describe the benefits of financial responsibility and the costs of financial irresponsibility	<ul style="list-style-type: none"> • Describe the benefits of financial responsibility • Describe the costs of financial irresponsibility 	<ul style="list-style-type: none"> • Class discussion activity 		Critical

PERSONAL FINANCIAL RESPONSIBILITY cont.					
<ul style="list-style-type: none"> • Information <ul style="list-style-type: none"> — Print — Online 	MLB-10.2 Analyze the accuracy and helpfulness of financial information gathered from a variety of print and online resources	<ul style="list-style-type: none"> • Determine the accuracy and helpfulness of financial information gathered from a variety of resources • List the principles of making a safe online purchase 	<ul style="list-style-type: none"> • Notes Quiz 	<ul style="list-style-type: none"> • Secure site 	Critical
<ul style="list-style-type: none"> • Goals <ul style="list-style-type: none"> — Short-term — Medium-term 	MLB-10.5 Set measurable short-term and intermediate/medium-term financial goals	<ul style="list-style-type: none"> • Set measurable short-term and intermediate/medium-term financial goals 	<ul style="list-style-type: none"> • Financial goals activity 		Additional
<ul style="list-style-type: none"> • Decisions 	MLB-10.6 Apply systematic decision-making to short-term & intermediate medium-term goals	<ul style="list-style-type: none"> • Apply systematic decision-making to short-term & intermediate medium-term goals 	<ul style="list-style-type: none"> • Financial goals activity 		Additional
<ul style="list-style-type: none"> • Financial matters 	MLB-10.7 Explain benefits of discussing important financial matters with household members and/or financial personnel	<ul style="list-style-type: none"> • Provide examples of financial matters that should be discussed with someone with expertise 	<ul style="list-style-type: none"> • Financial goals activity 		Important
<ul style="list-style-type: none"> • Money <ul style="list-style-type: none"> — Values — Attitudes 	MLB-10.8 Identify factors that determine differing values & attitudes about money	<ul style="list-style-type: none"> • Determine factors that influence spending decisions 	<ul style="list-style-type: none"> • Notes Quiz 	<ul style="list-style-type: none"> • Cost of Ownership • Contractual expense • Durable good • Consumable good 	Additional

PERSONAL FINANCIAL RESPONSIBILITY					
RELATING INCOME & CAREERS					
Education, income, career and life choices (11) <ul style="list-style-type: none"> • Choices <ul style="list-style-type: none"> — Education — Income — Career/Life 	MLB-11.1 Explain how an individual's interests, knowledge, abilities, and career choices affect income.	<ul style="list-style-type: none"> • List factors that determine level of pay • Explain how these factors positively or negatively affect pay/income 	<ul style="list-style-type: none"> • Notes Quiz • Class discussion 	<ul style="list-style-type: none"> • Earning Power 	Critical
<ul style="list-style-type: none"> • Jobs 	MLB-11.2 Identify jobs children and youth can legally obtain at certain ages to earn money	<ul style="list-style-type: none"> • Identify jobs children and youth can legally obtain at certain ages to earn money 	<ul style="list-style-type: none"> • Class discussion 		Important
<ul style="list-style-type: none"> • Income 	MLB-11.3 Give examples of sources of income in addition to wages or salary	<ul style="list-style-type: none"> • Distinguish between compensation and fringe benefits 	<ul style="list-style-type: none"> • Payroll quiz 	<ul style="list-style-type: none"> • Fringe benefits • Salary 	Important
<ul style="list-style-type: none"> • Benefits 	MLB-11.4 Describe taxable income and employee benefits	<ul style="list-style-type: none"> • List examples of employee benefits 	<ul style="list-style-type: none"> • Payroll quiz 		Important
<ul style="list-style-type: none"> • Income <ul style="list-style-type: none"> — Gross/Net — Disposable 	MLB-11.5 Differentiate between gross, net and disposable income	<ul style="list-style-type: none"> • Differentiate between gross, net and disposable income 	<ul style="list-style-type: none"> • Notes Quiz 	<ul style="list-style-type: none"> • Gross pay • Net pay 	Important
<ul style="list-style-type: none"> • Deductions 	MLB-11.6 Describe the items commonly included in payroll deductions	<ul style="list-style-type: none"> • Recognize & describe the W4 Form • Recognize & describe the I-9 Form 	<ul style="list-style-type: none"> • W4 Simulation 	<ul style="list-style-type: none"> • Deductions 	Critical

PERSONAL FINANCIAL RESPONSIBILITY					
<i>PLANNING & MONEY MANAGEMENT</i>					
Managing money effectively with goals & budgets (12) <ul style="list-style-type: none"> • Goals <ul style="list-style-type: none"> — Spending — Saving — Investing — Sharing/Giving 	MLB-12.1 Illustrate allocation of a weekly allowance among the financial goals of spending, saving, investing, and sharing/giving	<ul style="list-style-type: none"> • Illustrate allocation of a weekly allowance among the financial goals of spending, saving, investing, and sharing/giving 	<ul style="list-style-type: none"> • Budgeting exercise 		Important
<ul style="list-style-type: none"> • Budgets 	MLB-12.2 Explain basic budget categories, including income, taxes, planned savings and fixed and variable expenses	<ul style="list-style-type: none"> • Place income, taxes, planned savings and fixed and variable expenses into basic budget categories 	<ul style="list-style-type: none"> • Budgeting exercise 		Important
<ul style="list-style-type: none"> • Long-term goals • Short-term goals 	MLB-12.3 Describe how a future short-term or long-term financial goal will be included in a budget	<ul style="list-style-type: none"> • List and describe the 5 elements of setting a financial goal 	<ul style="list-style-type: none"> • Notes Quiz 		Additional
<ul style="list-style-type: none"> • Documents 	MLB-12.4 Identify and organize product information, warranties, and financial documents needed for retention	<ul style="list-style-type: none"> • Identify and organize product information, warranties, and financial documents needed for retention 	<ul style="list-style-type: none"> • Class discussion 	<ul style="list-style-type: none"> • Retention • Warranty 	Important
<ul style="list-style-type: none"> • Payment methods <ul style="list-style-type: none"> — Advantages — Disadvantages 	MLB-12.5 Compare the advantages and disadvantages of different payment methods	<ul style="list-style-type: none"> • Compare the advantages and disadvantages of different payment methods 	<ul style="list-style-type: none"> • Buying a car activity 	<ul style="list-style-type: none"> • Down Payment 	Critical
<ul style="list-style-type: none"> • Financial accounts 	MLB-12.6 Demonstrate steps in establishing and maintaining financial accounts	<ul style="list-style-type: none"> • Differentiate between different types of financial accounts 	<ul style="list-style-type: none"> • Checkbook simulation 	<ul style="list-style-type: none"> • Check register • Bank statement 	Important

PERSONAL FINANCIAL RESPONSIBILITY (cont.)					
<ul style="list-style-type: none"> Financial assistance 	MLB-12.7 Investigate financial assistance for post-secondary education	<ul style="list-style-type: none"> List and describe 5 types of financial assistance for post-secondary education 	<ul style="list-style-type: none"> Notes quiz 	<ul style="list-style-type: none"> Scholarship Grant Work Study 	Important
<ul style="list-style-type: none"> Spending decisions 	MLB-12.8 Explain external factors that influence spending decisions	<ul style="list-style-type: none"> Explain external factors that influence spending decisions 	<ul style="list-style-type: none"> Buying a car activity 	<ul style="list-style-type: none"> Down payment 	Additional
<ul style="list-style-type: none"> Giving <ul style="list-style-type: none"> Budget Percentages 	MLB-12.9 Describe how charitable giving can fit into a personal budget and how to determine appropriate percentages for giving	<ul style="list-style-type: none"> Describe how charitable giving can fit into a personal budget and how to determine appropriate percentages for giving 	<ul style="list-style-type: none"> Budgeting exercise 		Additional
PERSONAL FINANCIAL RESPONSIBILITY					
SAVING & INVESTING					
Short-term needs & long-term financial security (15) <ul style="list-style-type: none"> Goals <ul style="list-style-type: none"> Short-term Medium-term 	MLB-15.1 Describe the advantages and disadvantages of saving for short-term and medium-term financial goals	<ul style="list-style-type: none"> Differentiate between assets & investments Describe the concept of an emergency fund 	<ul style="list-style-type: none"> Notes Quiz 	<ul style="list-style-type: none"> Asset Investment Emergency Fund 	Critical
<ul style="list-style-type: none"> Interest <ul style="list-style-type: none"> Simple Compound 	MLB-15.2 Explain the difference between simple and compound interest	<ul style="list-style-type: none"> Use online calculators to compute compound interest 	<ul style="list-style-type: none"> Buying a car activity 	<ul style="list-style-type: none"> Compound Interest 	Important
<ul style="list-style-type: none"> Saving <ul style="list-style-type: none"> Advantages Disadvantages Investing <ul style="list-style-type: none"> Advantages Disadvantages 	MLB-15.3 Compare the advantages and disadvantages between saving and investing	<ul style="list-style-type: none"> Describe Time Value of Money Differentiate between assets & investments 	<ul style="list-style-type: none"> Notes Quiz 	<ul style="list-style-type: none"> Time Value of Money Asset Investment 	Critical

PERSONAL FINANCIAL RESPONSIBILITY cont.					
<ul style="list-style-type: none"> • Deposit insurance 	MLB-15.5 Define benefits and limits of federal deposit insurance	<ul style="list-style-type: none"> • Summarize the benefits of federal deposit insurance 	<ul style="list-style-type: none"> • Notes quiz 	<ul style="list-style-type: none"> • Deposit insurance 	Important
BASIC BUSINESS					
<i>BUSINESS COMMUNICATIONS</i>					
Interpersonal relationships, documents and correspondence (16) <ul style="list-style-type: none"> • Listening 	MLB-16.2 Practice and exhibit active listening techniques	<ul style="list-style-type: none"> • Practice and exhibit active listening techniques 	<ul style="list-style-type: none"> • Classroom expectations 		Important
BASIC BUSINESS					
<i>MARKETING</i>					
Marketing functions, plans and strategies (17) <ul style="list-style-type: none"> • Marketing 	MLB-17.1 Define marketing and its impact on society	<ul style="list-style-type: none"> • Define marketing and its impact on society 	<ul style="list-style-type: none"> • Class discussion 		Additional
<ul style="list-style-type: none"> • Product Marketing <ul style="list-style-type: none"> — Types 	MLB-17.2 Distinguish between the different types of marketing and their importance in successful product marketing	<ul style="list-style-type: none"> • Distinguish between the different types of marketing and their importance in successful product marketing 	<ul style="list-style-type: none"> • Class discussion 		Additional
<ul style="list-style-type: none"> • Mix <ul style="list-style-type: none"> — 4 P's 	MLB-17.3 Identify the four P's of the marketing mix	<ul style="list-style-type: none"> • Identify the four P's of the marketing mix 	<ul style="list-style-type: none"> • Class discussion 	<ul style="list-style-type: none"> • Product • Price • Place • Promotion 	Additional

BASIC BUSINESS (cont.)					
<ul style="list-style-type: none"> Marketplace 	MLB-17.4 Explain how businesses compete in the marketplace	<ul style="list-style-type: none"> Provide examples of competition in the marketplace 	<ul style="list-style-type: none"> Class discussion 	<ul style="list-style-type: none"> Marketplace 	Critical
<ul style="list-style-type: none"> Strategy <ul style="list-style-type: none"> Customer input Customer feedback 	MLB-17.5 Identify how customers' input and feedback can influence a business's marketing strategy	<ul style="list-style-type: none"> Identify how customers' input and feedback can influence a business's marketing strategy 	<ul style="list-style-type: none"> Class discussion 		Additional
BASIC BUSINESS					
ENTREPRENEURSHIP					
Economic conditions, market competitions, financing strategies, innovation and opportunity recognition (18) <ul style="list-style-type: none"> Entrepreneurship <ul style="list-style-type: none"> History 	MLB-18.1 Define entrepreneurship and examine its history in the United States	<ul style="list-style-type: none"> Define entrepreneurship Summarize advantages & disadvantages of entrepreneurship 	<ul style="list-style-type: none"> Notes Quiz Entrepreneurship activity 	<ul style="list-style-type: none"> Entrepreneurship 	Additional
<ul style="list-style-type: none"> Entrepreneur <ul style="list-style-type: none"> Traits Behaviors 	MLB-18.2 Identify the personal traits/behaviors of a successful entrepreneur	<ul style="list-style-type: none"> Identify the personal traits/behaviors of a successful entrepreneur 	<ul style="list-style-type: none"> Entrepreneurship activity 		Additional
<ul style="list-style-type: none"> Ventures <ul style="list-style-type: none"> Traditional Online 	MLB-18.3 Identify the types of entrepreneurial ventures, traditional as well as those online	<ul style="list-style-type: none"> Provide examples of traditional and online entrepreneurial ventures 	<ul style="list-style-type: none"> Entrepreneurship activity 		Additional
<ul style="list-style-type: none"> Goals <ul style="list-style-type: none"> Revenue Expenses Profit 	MLB-18.7 Identify revenue, expenses, and profit as they relate to a business's financial goals	<ul style="list-style-type: none"> Identify revenue, expenses, and profit as they relate to a business's financial goals 	<ul style="list-style-type: none"> Class discussion 	<ul style="list-style-type: none"> Revenue Expenses Profit 	Additional

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CONCEPTS AND OPERATIONS					
Technology concepts, systems, and their interactivity (1) <ul style="list-style-type: none"> • File Management • Files • Folders 	MLB-1.5 Apply concepts of file management to organize and manage files and folders; including backing up files.	<ul style="list-style-type: none"> • Store documents in specific locations • Save and access files using class folders • Access (download) and save (upload) files via the internet (Web Files Access) 	Submitting assignments & Accessing class resources	<ul style="list-style-type: none"> • Personal folder • Class Folder • Network Folder 	Critical
COMPUTER TECHNOLOGY –					
Use of hardware and software and input & output devices (2) <ul style="list-style-type: none"> • Hardware Devices • Software Applications 	MLB-2.1 Use hardware devices and software applications to enhance learning	<ul style="list-style-type: none"> • Demonstrate use of hardware devices to enhance learning • Demonstrate use of software devices to enhance learning 	<ul style="list-style-type: none"> • Article quizzes (Canvas) • Typing lessons • Microsoft Word activities 		Critical
<ul style="list-style-type: none"> • Devices <ul style="list-style-type: none"> — Input — Output — Storage 	MLB-2.2 Evaluate and select appropriate input/output devices and storage devices	<ul style="list-style-type: none"> • Upload (output) and download (input) various types of files 	<ul style="list-style-type: none"> • Microsoft activities 	<ul style="list-style-type: none"> • Upload • Download 	Important

COMPUTER TECHNOLOGY (cont.)					
<ul style="list-style-type: none"> • Keyboarding <ul style="list-style-type: none"> — Techniques — Proficiency 	MLB-2.3 Demonstrate effective keyboarding techniques to improve proficiency and apply these skills on multiple devices	<ul style="list-style-type: none"> • Demonstrate improvement in keyboarding skills based on prior level of proficiency 	<ul style="list-style-type: none"> • Typing lessons 		Additional
<ul style="list-style-type: none"> • Problems <ul style="list-style-type: none"> — Hardware — Software 	MLB-2.4 Diagnose problems that may arise with hardware and software and identify	<ul style="list-style-type: none"> • Diagnose problems that may arise with hardware and software • Identify and practice solutions for common issues with hardware and software 	<ul style="list-style-type: none"> • Classroom expectations 	<ul style="list-style-type: none"> • Network 	Additional
COMPUTER TECHNOLOGY –					
<i>TOOL FOR CREATIVITY, INNOVATION & PRODUCTIVITY</i>					
Technology as a tool to enhance learning and creativity (3) <ul style="list-style-type: none"> • Operations <ul style="list-style-type: none"> — Software 	MLB-3.1 Demonstrate operations common to software applications	<ul style="list-style-type: none"> • Demonstrate operations common to software applications 	<ul style="list-style-type: none"> • Classroom expectations 		Important
<ul style="list-style-type: none"> • Word processing 	MLB-3.2 Use word processing software to compose, design, edit, and print	<ul style="list-style-type: none"> • Compose, design, edit, and print using Microsoft Word 	<ul style="list-style-type: none"> • Microsoft Word activities 		Critical
<ul style="list-style-type: none"> • Spreadsheets 	MLB-3.3 Use spreadsheet software to calculate, graph, organize, and present data	<ul style="list-style-type: none"> • Calculate, graph, organize, and present data using Microsoft Excel 	<ul style="list-style-type: none"> • Microsoft Excel activities 		Critical

COMPUTER TECHNOLOGY (cont.)					
<ul style="list-style-type: none"> • Presentations <ul style="list-style-type: none"> — Text — Sounds — Images — Video — Animations 	MLB-3.4 Design presentations and projects using text, sounds, images, video, and animation	<ul style="list-style-type: none"> • Design presentations and projects containing text, sounds, images, video, and animation using Microsoft PowerPoint 	<ul style="list-style-type: none"> • Microsoft PP activities 		Critical
<ul style="list-style-type: none"> • Coding 	MLB-3.5 Explore coding and its function in creating software applications	<ul style="list-style-type: none"> • Use coding to create software applications 	<ul style="list-style-type: none"> • Coding activity 	<ul style="list-style-type: none"> • Coding 	Additional
<ul style="list-style-type: none"> • Word Processing • Spreadsheets • Presentations • Internet 	MLB-3.6 Integrate data between word processing, spreadsheet, presentation, and internet applications	<ul style="list-style-type: none"> • Create documents that require integrating data between word processing, spreadsheet, presentation, and internet applications 	<ul style="list-style-type: none"> • PowerPoint, Word, Excel activities 		Additional
COMPUTER TECHNOLOGY –					
INFORMATION RESEARCH TOOL					
Information from tech sources (4) <ul style="list-style-type: none"> • Technology <ul style="list-style-type: none"> — Sources — Purposes 	MLB-4.3 Use technology to investigate a variety of sources and media for research purposes	<ul style="list-style-type: none"> • Use technology to investigate a variety of sources and media for research purposes 	<ul style="list-style-type: none"> • Classroom expectations 		Additional
<ul style="list-style-type: none"> • Techniques <ul style="list-style-type: none"> — Outcomes 	MLB-4.5 Use various search techniques to refine outcomes for research	<ul style="list-style-type: none"> • Use various search techniques to refine outcomes for research 	<ul style="list-style-type: none"> • Classroom expectations 		Additional
<ul style="list-style-type: none"> • Format 	MLB-4.6 Cite sources of information used in a proper format	<ul style="list-style-type: none"> • Cite sources of information used in a proper format 	<ul style="list-style-type: none"> • Classroom expectations 		Additional

COMPUTER TECHNOLOGY –					
DIGITAL CITIZENSHIP					
Social, legal, ethical, and safe manner (5) <ul style="list-style-type: none"> • Technology Use <ul style="list-style-type: none"> — School — Home — Work 	MLB-5.1 Differentiate between appropriate technology uses in various environments such as school, home, and work	<ul style="list-style-type: none"> • Differentiate between appropriate technology uses in various environments such as school, home, and work 	<ul style="list-style-type: none"> • Classroom expectations 		Important
<ul style="list-style-type: none"> • Illegal activities <ul style="list-style-type: none"> — plagiarism — piracy — copyrights 	MLB-5.2 Discuss and explain responsible uses of technology and the consequences for choosing to participate in illegal activities such as plagiarism, piracy, and violating copyright/fair use	<ul style="list-style-type: none"> • Explain the consequences of choosing to participate in illegal activities • List several risks posed by improper use of technology; specifically, the internet 	<ul style="list-style-type: none"> • Web resources & credibility activity 	<ul style="list-style-type: none"> • Piracy 	Important
<ul style="list-style-type: none"> • Cyberbullying 	MLB-5.3 Identify the characteristics and consequences of cyberbullying	<ul style="list-style-type: none"> • Provide examples of cyberbullying • Identify primary characteristics that are seen in cyberbullying • State consequences that can be associated with cyberbullying 	<ul style="list-style-type: none"> • The Viral World quiz 	<ul style="list-style-type: none"> • Cyberbullying 	Additional
<ul style="list-style-type: none"> • Digital netiquette 	MLB-5.4 Synthesize and demonstrate rules of digital netiquette	<ul style="list-style-type: none"> • Compare/contrast examples of digital netiquette and a lack of digital netiquette 	<ul style="list-style-type: none"> • The Viral World quiz 	<ul style="list-style-type: none"> • Digital netiquette 	Additional
<ul style="list-style-type: none"> • Use <ul style="list-style-type: none"> — Safe — Legal — Ethical — Responsible 	MLB-5.5 Investigate the risks and practice safe, legal, ethical, and responsible use of technology and the Internet	<ul style="list-style-type: none"> • State the potential consequences of safe, legal, ethical, and responsible use of technology and the Internet 	<ul style="list-style-type: none"> • Web resources & credibility activity 		Important
<ul style="list-style-type: none"> • Passwords • Scams & Schemes • Privacy policies 	MLB-5.6 Create strong passwords, learn strategies to avoid scams and schemes, and analyze privacy policies	<ul style="list-style-type: none"> • Create strong passwords, learn strategies to avoid scams and schemes, and analyze privacy policies 	<ul style="list-style-type: none"> • Web resources & credibility activity 		Critical

COMPUTER TECHNOLOGY (cont.)					
<ul style="list-style-type: none"> • Digital footprint <ul style="list-style-type: none"> — Protect — Preserve 	MLB-5.7 Recognize and explain the need for protecting privacy in order to preserve an online digital footprint	<ul style="list-style-type: none"> • Explain the need for protecting privacy in order to preserve an online digital footprint 	<ul style="list-style-type: none"> • Wireless communication quiz 	<ul style="list-style-type: none"> • Digital footprint 	Important
<ul style="list-style-type: none"> • User <ul style="list-style-type: none"> — Health — Wellness 	MLB-5.8 Investigate the risks of improper use of technology as it relates to the health and wellness of the user	<ul style="list-style-type: none"> • Investigate the risks of improper use of technology as it relates to the health and wellness of the user 	Wireless communication quiz		Important
CAREER EXPLORATION – EXPLORING SELF					
Characteristics to create a personal profile (6) <ul style="list-style-type: none"> • Assessments <ul style="list-style-type: none"> — Aptitudes — Interests — Skills 	MLB-6.2 Explore and describe personal aptitudes, interests, and skills through the use of personal assessments	<ul style="list-style-type: none"> • Explore and describe personal aptitudes, interests, and skills through the use of personal assessments 	<ul style="list-style-type: none"> • Career research activity 		Important
<ul style="list-style-type: none"> • Learning styles <ul style="list-style-type: none"> — School — Work 	MLB-6.4 Examine learning style preferences and determine their application to school and work	<ul style="list-style-type: none"> • Examine learning style preferences and determine their application to school and work 	<ul style="list-style-type: none"> • Career research activity • Classroom expectations 		Important

CAREER EXPLORATION –					
<i>EXPLORING COLLEGE & CAREERS</i>					
Career clusters & pathways (7) <ul style="list-style-type: none"> • Education • Training <ul style="list-style-type: none"> — technical programs — military — apprenticeships — two-year — four-year colleges 	MLB--7.4 Describe post-secondary educational options such as technical programs, military, apprenticeships, two-year and four-year colleges, and resources for obtaining postsecondary education and training	<ul style="list-style-type: none"> • List & describe post-secondary educational options • Identify resources for obtaining postsecondary education and training 	<ul style="list-style-type: none"> • Notes quiz 	<ul style="list-style-type: none"> • Scholarships • Grants • Student Loans • Work Study • GI Bill • ROTC 	Important
CAREER EXPLORATION –					
<i>PERSONAL & EMPLOYABILITY SKILLS</i>					
Skills needed for success in life & career (9) <ul style="list-style-type: none"> • Skills • Goals <ul style="list-style-type: none"> — School — Life — Career 	MLB-9.4 Demonstrate personal leadership skills to lead and inspire others, accomplish common goals, and function effectively in school, life and career settings	<ul style="list-style-type: none"> • Demonstrate personal leadership skills to lead and inspire others, accomplish common goals, and function effectively in school, life and career settings 	<ul style="list-style-type: none"> • Classroom expectations 		Additional
<ul style="list-style-type: none"> • Digital Citizenship <ul style="list-style-type: none"> — Workplace 	MLB-9.6 Demonstrate what good principles of technology and digital citizenship would look like in the workplace	<ul style="list-style-type: none"> • Recognize good principles of technology and digital citizenship in the workplace 	<ul style="list-style-type: none"> • Class discussion 	<ul style="list-style-type: none"> • Digital citizenship 	Important

PERSONAL FINANCIAL RESPONSIBILITY					
FINANCIAL RESPONSIBILITY & DECISION MAKING					
Management of Individual & family Finances (10) <ul style="list-style-type: none"> • Benefits <ul style="list-style-type: none"> — Responsibility • Costs <ul style="list-style-type: none"> — Irresponsibility 	MLB-10.1 Describe the benefits of financial responsibility and the costs of financial irresponsibility	<ul style="list-style-type: none"> • Describe the benefits of financial responsibility • Describe the costs of financial irresponsibility 	<ul style="list-style-type: none"> • Class discussion 		Critical
<ul style="list-style-type: none"> • Agencies <ul style="list-style-type: none"> — State — Federal 	MLB-10.3 Identify the primary state and federal consumer protection agencies	<ul style="list-style-type: none"> • Identify the primary state and federal consumer protection agencies 	<ul style="list-style-type: none"> • Notes quiz 	<ul style="list-style-type: none"> • Federal Trade Commission • Consumer Bill of Rights 	Important
<ul style="list-style-type: none"> • Laws <ul style="list-style-type: none"> — Consumer protection 	MLB-10.4 Describe unfair or deceptive business practices that are forbidden by consumer protection laws	<ul style="list-style-type: none"> • Describe unfair or deceptive business practices that are forbidden by consumer protection laws 	<ul style="list-style-type: none"> • Notes quiz 	<ul style="list-style-type: none"> • Schumer Box • Truth in Lending Act • Check Clearing for the 21st Century Act 	Critical
<ul style="list-style-type: none"> • Information <ul style="list-style-type: none"> — Personal 	MLB-10.9 Describe the possible consequences of disclosing particular types of personal information to others	<ul style="list-style-type: none"> • Provide examples of consequences of disclosing particular types of personal information to others 	<ul style="list-style-type: none"> • Notes quiz 	<ul style="list-style-type: none"> • Identity theft • Phishing • Skimming • Hacking • Pretexting 	Critical

PERSONAL FINANCIAL RESPONSIBILITY					
FINANCIAL RESPONSIBILITY & DECISION MAKING					
Manage credit & debt to remain financially secure (13) <ul style="list-style-type: none"> • Credit <ul style="list-style-type: none"> — Types — Advantages — Disadvantages 	MLB-13.1 Compare advantages & disadvantages of various types of credit	<ul style="list-style-type: none"> • Compare advantages & disadvantages of various types of credit 	<ul style="list-style-type: none"> • Notes quiz 	<ul style="list-style-type: none"> • Revolving credit • Installment credit • Single payment credit 	Important
<ul style="list-style-type: none"> • Factors 	MLB-13.2 Explain factors to consider when using credit or obtaining a loan	<ul style="list-style-type: none"> • Explain factors to consider when using credit or obtaining a loan 	<ul style="list-style-type: none"> • Class discussion 	<ul style="list-style-type: none"> • Capacity • Character • Capital 	Important
<ul style="list-style-type: none"> • Cost 	MLB-13.3 Determine the total cost of repaying credit and loans	<ul style="list-style-type: none"> • Determine the total cost of repaying a loan 	<ul style="list-style-type: none"> • Credit card exercise 	<ul style="list-style-type: none"> • Minimum payment 	Important
<ul style="list-style-type: none"> • Reports • History <ul style="list-style-type: none"> — Consumers — Borrowers — Lenders 	MLB-13.4 Explain the value of credit reports and a positive credit history to consumers, borrowers and lenders	<ul style="list-style-type: none"> • Explain the value of credit reports and a positive credit history to consumers, borrowers and lenders 	<ul style="list-style-type: none"> • Credit score exercise 	<ul style="list-style-type: none"> • Credit score • Credit History • Credit Reporting Agency 	Important
<ul style="list-style-type: none"> • Problems • Consequences 	MLB-13.5 Identify possible credit and debt problems, their consequences, and ways to avoid them	<ul style="list-style-type: none"> • Provide examples of potential actions to avoid credit and debt problems 	<ul style="list-style-type: none"> • Class discussion 		Important
<ul style="list-style-type: none"> • Laws • Buyers • Sellers 	MLB-13.6 Discuss the rights, responsibilities, and protections of buyers and sellers under consumer credit laws	<ul style="list-style-type: none"> • Explain selected protections for buyers & sellers under consumer credit laws 	<ul style="list-style-type: none"> • Notes Quiz 	<ul style="list-style-type: none"> • Schumer Box • Consumer Bill of Rights 	Important

PERSONAL FINANCIAL RESPONSIBILITY					
RISK MANAGEMENT & INSURANCE					
Features of insurance, balancing risk, and benefits in financial planning (14) <ul style="list-style-type: none"> • Risk • Insurance <ul style="list-style-type: none"> — Relationship 	MLB-14.1 Explain the relationship between risk and insurance	<ul style="list-style-type: none"> • Explain the relationship between risk and insurance 	<ul style="list-style-type: none"> • Class discussion 	<ul style="list-style-type: none"> • Transfer of Risk 	Additional
<ul style="list-style-type: none"> • Features <ul style="list-style-type: none"> — Premium — Deductible — Transfer of Risk 	MLB--14.2 Identify the main features of insurance such as premiums, deductibles, and transfer of risk	<ul style="list-style-type: none"> • Identify the main features of insurance such as premiums, deductibles, and transfer of risk 	<ul style="list-style-type: none"> • Notes quiz 	<ul style="list-style-type: none"> • Premium • Deductible • Policy 	Important
<ul style="list-style-type: none"> • Insurance <ul style="list-style-type: none"> — Health — Property — Life — Disability — Liability 	MLB--14.3 Describe the need for and value of health, property, life, disability and liability insurance in managing risk	<ul style="list-style-type: none"> • Describe the need for and value of health, property, life, disability and liability insurance in managing risk 	<ul style="list-style-type: none"> • Class discussion 	<ul style="list-style-type: none"> • Liability 	Important
PERSONAL FINANCIAL RESPONSIBILITY					
SAVING & INVESTING					
Building long-term financial security and wealth (15)	MLB-15.4 Research and track publicly traded stock, record daily market values, and indicate the gains or losses between two specified dates	<ul style="list-style-type: none"> • Record daily market values, and indicate the gains or losses between two specified dates for publicly traded stock 	<ul style="list-style-type: none"> • Stock market activity 		Additional

BASIC BUSINESS					
<i>BUSINESS COMMUNICATIONS</i>					
Interpersonal relationships, documents and correspondence (16) <ul style="list-style-type: none"> • Correspondence <ul style="list-style-type: none"> — Personal — Business 	MLB-16.1 Identify and create personal and business correspondence which displays: clarity, relevancy, professionalism, and confidentiality	<ul style="list-style-type: none"> • Create personal and business correspondence which displays: clarity, relevancy, professionalism, and confidentiality 	<ul style="list-style-type: none"> • Classroom procedures 		Additional
<ul style="list-style-type: none"> • Communications <ul style="list-style-type: none"> — Internal — External 	MLB-16.3 Differentiate between types of internal and external communications and how they should be designed and distributed	<ul style="list-style-type: none"> • Examine internal and external communications and how they should be designed and distributed 	<ul style="list-style-type: none"> • Professional correspondence project 		Additional
<ul style="list-style-type: none"> • Communication • Collaboration <ul style="list-style-type: none"> — Peers 	MLB-16.4 Demonstrate the concepts of collaboration with peers as they relate to successful communication both personally and professionally	<ul style="list-style-type: none"> • Demonstrate the concepts of collaboration with peers as they relate to successful communication both personally and professionally 	<ul style="list-style-type: none"> • Classroom procedures 		Additional
<ul style="list-style-type: none"> • Techniques <ul style="list-style-type: none"> — Speaking — Written — Nonverbal 	MLB-16.5 Display appropriate and professional techniques in public speaking as well as in written and nonverbal communications	<ul style="list-style-type: none"> • Display appropriate and professional techniques in public speaking as well as in written and nonverbal communications 	<ul style="list-style-type: none"> • Classroom procedures 		Additional
<ul style="list-style-type: none"> • Documents <ul style="list-style-type: none"> — Audience — Purpose — Situation 	MLB-16.6 Create, format, edit, store, and distribute academic, professional, and personal documents for the appropriate audience, purpose, and situation	<ul style="list-style-type: none"> • Create, format, edit, store, and distribute academic, professional, and personal documents for the appropriate audience, purpose, and situation 	<ul style="list-style-type: none"> • Classroom procedures 		Additional

BASIC BUSINESS					
MARKETING					
Marketing functions, plans and strategies (17) <ul style="list-style-type: none"> Promotional materials 	MLB-17.6 Create promotional materials for a new or existing product or service	<ul style="list-style-type: none"> Create promotional materials for a new or existing product or service 	<ul style="list-style-type: none"> Marketing activity 		Additional
<ul style="list-style-type: none"> Target markets 	MLB-17.7 Define potential target markets for a specific product or service	<ul style="list-style-type: none"> Define potential target markets for a specific product or service 	<ul style="list-style-type: none"> Marketing activity 		Additional
<ul style="list-style-type: none"> Product Service 	MLB-17.8 Design a new product or service, or find a way to improve an existing product or service, to meet customer wants	<ul style="list-style-type: none"> Devise an idea for a new product or service, or find a way to improve an existing product or service, to meet customer wants 	<ul style="list-style-type: none"> Marketing activity 		Additional
<ul style="list-style-type: none"> Community 	MLB-17.9 Discuss the importance of businesses giving back to the community	<ul style="list-style-type: none"> List benefits of businesses giving back to the community 	<ul style="list-style-type: none"> Class discussion 		Additional
BASIC BUSINESS					
ENTREPRENEURSHIP					
Economic conditions, market competitions, financing strategies, innovation and opportunity recognition (18) <ul style="list-style-type: none"> Business Plan 	MLB-18.4 Define the role of a business plan	<ul style="list-style-type: none"> Define the role of a business plan 	<ul style="list-style-type: none"> Class discussion 		Additional
<ul style="list-style-type: none"> Types <ul style="list-style-type: none"> Advantages Disadvantages 	MLB-18.5 Identify the three main types of business ownership and the advantages and disadvantages of each	<ul style="list-style-type: none"> List the three main types of business ownership and describe the advantages and disadvantages of each 	<ul style="list-style-type: none"> Notes quiz 		Important
<ul style="list-style-type: none"> Entrepreneurial ventures <ul style="list-style-type: none"> Demographics Economy 	MLB-18.6 Recognize the influence of demographics and the economy on entrepreneurial ventures	<ul style="list-style-type: none"> Recognize the influence of demographics and the economy on entrepreneurial ventures 	<ul style="list-style-type: none"> Class discussion 		Additional

