

CCSD CAREER AND TECHNICAL EDUCATION STANDARDS AND BENCHMARKS BUSINESS EDUCATION

Scope and Sequence of Objectives (CTE/BUS, CS.A, B.1)
Revised 2010

Business Standard (Academic): Students will utilize academic skills in the preparation and practice of competencies connected to occupations identified in the DOT categories and essential living skills.

Benchmark 1: Gather and communicate information through effective research, writing and speaking skills.

Computer Information & Technology	Computer Application I	Computer Application II
1a. Apply basic communication skills in a personal and professional manner.	1b. Apply basic communication skills in a personal and professional manner presented in Keyboarding II curriculum.	

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Bus. Consumer Law	Bus Princ. & Mgmt.	Business Records
1. Identify when a contract comes into existence, ways it can be voided, remedies for resolution, how to assign or delegate rights, and when it comes to an end.		

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Acct I	Acct. II

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Introduction to Business	MOC
	1. Explain the time value of money. Describe how time, money and rate of interest relate to meeting specific financial goals.
	2. Explain the time value of money. Describe how time, money and rate of interest relate to meeting specific financial goals.
	3. Explain the process in acquiring credit cards and the factors to consider when building credit.
	4. Explain basic investment principles.
	5. Identify and discuss various saving and investment alternatives.
	6. Explain the purpose and importance of credit, the costs of credit, and the advantages and disadvantages of obtaining credit.
	7. Identify the financial consequences of debt and the steps to correcting debt problems.

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Marketing	Advertising and Sales	Entrepreneurship	Excel

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Computer Programming	Computer Languages	Computer Presentations & Publications
1. Describe the basic components of the Visual Basic.Net integrated development environment.	1. Define terms related to HTML.	1. Apply basic communication skills in a personal and professional manner presented in Computer Presentation and Publications.
2. Identify elements of a successful webpage.	2. Describe the two components of an image map and describe the steps to implement image maps.	
3. Initiate notepad and describe the notepad window.	3. Define terms related to frames, using frameset structures.	