

CURRICULUM MAP

Subject: Business - Business Law

Grade Level: 10th-12th

rev 11/07

FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
<p>INTRODUCTION (1)</p> <ul style="list-style-type: none"> • Source of law • Our Legal System <p>ETHICS IN OUR LAW (1,2)</p> <ul style="list-style-type: none"> • What is ethics • Ethics and our law <p>CONSTITUTIONAL RIGHTS(2)</p> <ul style="list-style-type: none"> • Foundations of Our Law • Amendments <p>THE COURT SYSTEM(2,3)</p> <ul style="list-style-type: none"> • Criminal law • Problems in society • Court procedures <p>OUR CRIMINAL LAWS(1,2)</p> <ul style="list-style-type: none"> • Criminal law • Criminal procedure <p>PERSONAL INJURY LAW(2)</p> <ul style="list-style-type: none"> • Offenses against individuals • Torts • Negligence 	<p>OFFER AND ACCEPTANCE(2,3)</p> <ul style="list-style-type: none"> • Creation of offers • Termination of offers <p>GENUINE AGREEMENT(2)</p> <ul style="list-style-type: none"> • Duress and undue influence • Fraud & misrepresentation <p>MUTUAL CONSIDERATION(2)</p> <ul style="list-style-type: none"> • What is consideration • When is consideration not required <p>LAW OF CAPACITY(2)</p> <ul style="list-style-type: none"> • Capacity rights • Limits <p>LEGALITY OF CONTRACTS(2)</p> <ul style="list-style-type: none"> • What is legal • Enforcement <p>WRITTEN CONTRACTS(2)</p> <ul style="list-style-type: none"> • Statute of frauds • Exceptions 	<p>LEGAL CONSEQUENCES OF MARRIAGE (3)</p> <ul style="list-style-type: none"> • Marriage • Divorce <p>REAL PROPERTY(2,3)</p> <ul style="list-style-type: none"> • Renting • Buying a house <p>BAILMENTS(2,3)</p> <ul style="list-style-type: none"> • Bailment relationships • Duties in bailments <p>INSURING YOUR FUTURE(2)</p> <ul style="list-style-type: none"> • Insurance & how it works • Life insurance • Social insurance <p>WILLS, ESTATES & TRUSTS(2,3)</p> <ul style="list-style-type: none"> • Legal consequences of death • Trusts • Your will 	<p>EMPLOYMENT CONTRACTS(1,2)</p> <ul style="list-style-type: none"> • Employment contracts • Basic duties • Termination <p>UNIONS(2)</p> <ul style="list-style-type: none"> • How are they established • Unionized workplace <p>EMPLOYMENT DISCRIMINATION(2)</p> <ul style="list-style-type: none"> • Illegal discrimination • Proving discrimination • Laws <p>EMPLOYEE INJURIES(2,3)</p> <ul style="list-style-type: none"> • Workers compensation • OSHA <p>FORMS OF BUSINESS ORGANIZATION(2)</p> <ul style="list-style-type: none"> • Basic attributes • Creating a business

CURRICULUM MAP

Subject: Business - Business: Principals of Marketing

Grade Level: Mixed

rev 11/07

FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
<p>MARKETING IS ALL AROUND US (1,2)</p> <ul style="list-style-type: none"> • What is marketing • Economic benefits <p>BASIC MARKETING CONCEPTS (1,2)</p> <ul style="list-style-type: none"> • Understanding the marketing concept • Identify customers <p>OUR FREE ENTERPRISE SYSTEM (2)</p> <ul style="list-style-type: none"> • Basic principles • Role of government <p>WORLD ECONOMIES (2)</p> <ul style="list-style-type: none"> • What is economics • How does an economy work <p>BUSINESS AND SOCIAL RESPONSIBILITY (2,3)</p> <ul style="list-style-type: none"> • Marketing and social resp. <p>THE DOMESTIC MARKETPLACE (2)</p> <ul style="list-style-type: none"> • Consumer Market • Industrial market 	<p>GLOBAL MARKETING (1,2)</p> <ul style="list-style-type: none"> • International trade • Government involvement <p>WHAT IS SELLING (2,3)</p> <ul style="list-style-type: none"> • Knowing your product • Knowing your customer <p>THE SALES PROCESS (2,3)</p> <ul style="list-style-type: none"> • Steps of a sale • Customers <p>DETERMINING NEEDS (2)</p> <ul style="list-style-type: none"> • Customer needs • Sale presentation <p>CUSTOMER QUESTIONS AND OBJECTIONS (1,2)</p> <ul style="list-style-type: none"> • Different objections • Sales methods <p>CLOSING THE SALE(2,3)</p> <ul style="list-style-type: none"> • Close the deal • After-sale activities 	<p>WHAT IS PROMOTION (2,3)</p> <ul style="list-style-type: none"> • The role of promotions • Sales promotions • Personal selling • Promotional mix <p>ADVERTISING MEDIA (2,3)</p> <ul style="list-style-type: none"> • Types of media • Media costs • Effectiveness of media <p>PRINT ADVERTISEMENTS (2)</p> <ul style="list-style-type: none"> • Developing print ads • Advertising layout <p>VISUAL MERCHANDISING AND DISPLAY (2,3)</p> <ul style="list-style-type: none"> • What is visual merchandising • Elements <p>PUBLICITY (2)</p> <ul style="list-style-type: none"> • What is publicity • The audience 	<p>PRICE PLANNING (2,3)</p> <ul style="list-style-type: none"> • What is price • Goals of price • Government regulation <p>MARKET RESEARCH (2,3)</p> <ul style="list-style-type: none"> • What is it • Why is it important • How do I get information <p>BRANDING, PACKAGING, LABELING (2,3)</p> <ul style="list-style-type: none"> • Brand marks • Package types • Labeling law <p>WHAT IS AN ENTREPRENEUR (2)</p> <ul style="list-style-type: none"> • Characteristics • Importance • Establishing your business

CURRICULUM MAP

Subject: Business - Business: Career and Finance

Grade Level: Mixed

rev 11/07

FIRST QUARTER		SECOND QUARTER	
<p>PLANNING YOUR CAREER (1)</p> <ul style="list-style-type: none"> • Discuss career and job trends • Education after high school <p>GETTING THE JOB (1,2)</p> <ul style="list-style-type: none"> • Sources of job information • Letter of application • Resume` • Thank you letter • Job interview skills <p>ADAPTING TO YOUR JOB (1,2)</p> <ul style="list-style-type: none"> • Effective communication • Human relationships at work • Employer expectations • Workplace policies <p>KEEPING YOUR JOB (1,2)</p> <ul style="list-style-type: none"> • Required work forms W-2, W-4, 1040 EZ, working papers • Employee responsibilities • Employer responsibilities 	<p>PAY, BENEFITS, WORKING CONDITIONS (1,2)</p> <ul style="list-style-type: none"> • Payment methods • Compute gross pay • Deductions and net pay • Flexible work hours • Modern working environment • Unions • Professional organizations • Retirement 	<p>FILING TAX RETURNS (1,2)</p> <ul style="list-style-type: none"> • The tax system • IRS • Pay your share <p>BUDGETS AND FINANCIAL RECORDS (2,3)</p> <ul style="list-style-type: none"> • Prepare personal budgets • Net worth statements • Personal property inventory <p>CHECKING ACCOUNTS AND OTHER BANKING SERVICES (2,3)</p> <ul style="list-style-type: none"> • Endorsements • How to use a checkbook • How to use a check register • How to prepare a bank reconciliation • Various banking services 	<p>SAVING FOR YOUR FUTURE(1,2)</p> <ul style="list-style-type: none"> • Investment options • Stocks • Bonds • 401k • 403b • Mutual funds • Real estate • IRA <p>RESPONSIBILITIES OF CREDIT (2)</p> <ul style="list-style-type: none"> • Advantages and disadvantages of credit use <p>TYPES OF INSURANCE(1,2)</p> <ul style="list-style-type: none"> • What is insurance • What types of insurance do we need • Why is it important

CURRICULUM MAP

Subject: Business - Business: Business Management

Grade Level: Mixed

rev 11/07

FIRST QUARTER		SECOND QUARTER	
<p>PRE-SIMULATION ACTIVITIES</p> <p>CEO PRESENTATION (1,2)</p> <ul style="list-style-type: none"> • What is a CEO • What do they do • CEO report <p>BUSINESS VOCABULARY (1,2)</p> <ul style="list-style-type: none"> • The language of business <p>CHECKBOOK ACTIVITY (2,3)</p> <ul style="list-style-type: none"> • What is a check • How to use checks • Check register <p>MANAGERS PRESENTATION (2,3)</p> <ul style="list-style-type: none"> • What is a manager • What makes a manager good • What makes a manager bad <p>BUSINESS FORMS (2,3)</p> <ul style="list-style-type: none"> • Payroll • Accounts payable • Shipping forms • Invoices 	<p>START SIMULATION (2,3)</p> <ul style="list-style-type: none"> • Apply for manager position • Get hired • Set up business simulation <p>BANKING AND BOOKKEEPING (2,3)</p> <ul style="list-style-type: none"> • Write checks • Make deposits • Post to cashbook • reconcile bank statement <p>BUSINESS COMMUNICATIONS (2,3)</p> <ul style="list-style-type: none"> • write business letters • write memorandums • set up daily planer 	<p>PAYROLL (2,3)</p> <ul style="list-style-type: none"> • Prepare time cards • Complete payroll register • Deposit payroll funds <p>ACCOUNTS PAYABLE AND RECEIVABLE (2,3)</p> <ul style="list-style-type: none"> • Prepare purchase orders • Item invoices • Service invoices <p>POSTAL AND SHIPPING SERVICES (2,3)</p> <ul style="list-style-type: none"> • Use postal services • Postage meter • freight services • Proper packaging for shipping <p>BORROWING MONEY (2,3)</p> <ul style="list-style-type: none"> • Create promissory notes • Calculate interest • Maturity dates 	<p>ADVERTISING (2,3)</p> <ul style="list-style-type: none"> • Write classified ads • Prepare display advertising • Electronic advertising <p>REPORTS AND BUSINESS PLANS (2,3)</p> <ul style="list-style-type: none"> • Complete audit reports • Prepare financial statements • Final audit summary <p>HUMAN RESOURCES (2,3)</p> <ul style="list-style-type: none"> • Write a resume` • Letter of application • Job application <p>INVESTMENTS (2,3)</p> <ul style="list-style-type: none"> • Purchase stocks • Track stocks • Attend shareholders' meeting • Proxy cards

CURRICULUM MAP

Subject: Business Math

Grade Level: 9th-11th

rev 11/07

FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
<p>FUNDAMENTAL MATH SKILLS (1,2)</p> <ul style="list-style-type: none"> ○ Place value chart ○ Rounding numbers ○ Reading and writing numbers ○ Comparing numbers ○ Finding a percentage ○ Fraction to decimal ○ Decimal to percent ○ Percent to decimal ○ Average ○ Reading tables and charts <p>GROSS PAY (2)</p> <ul style="list-style-type: none"> ○ Calculating gross pay ○ Hourly pay and time cards ○ Piecework ○ Commission ○ Salary and fringe benefits ○ Pay periods ○ Multiplication - decimal placement ○ Division - decimal placement <p>OVERTIME PAY (2)</p> <ul style="list-style-type: none"> ● Calculating Regular & Overtime Pay ● Time and a half ● Double pay ● Add, subtract, multiply divide fractions and mixed numbers <p>NET PAY FRINGE BENEFITS, (2)</p> <ul style="list-style-type: none"> ● Calculating Mandatory Deductions (FICA, Federal tax, state and city taxes) ● W-2 and W-4 forms ● Voluntary deductions ● Calculating Take Home Pay 	<p>BUDGETING - (2)</p> <ul style="list-style-type: none"> ● Planning ● Average monthly expenditures ● Fixed expense ● Variable expenses ● Annual expenses ● Find an apartment ● Grocery shopping online ● Energy Costs - electric, gas, water, telephone ● Preparing and using a budget <p>CHECKING ACCOUNTS (2)</p> <ul style="list-style-type: none"> ○ Deposits ○ Writing checks ○ Check registers ○ Bank statements ○ Reconciling the bank statement ○ Online banking <p>SAVING ACCOUNTS (2)</p> <ul style="list-style-type: none"> ○ Deposits ○ Withdrawals ○ Account statements ○ Simple interest ○ Compound interest ○ Daily compounding interest ○ Annuities <p>CASH PURCHASES (1,2)</p> <ul style="list-style-type: none"> ○ Sales tax ○ Total purchase price ○ Unit pricing ○ Comparison shopping ○ Coupons and rebates ○ Markdown ○ Sale price 	<p>LOANS (2)</p> <ul style="list-style-type: none"> ○ Single payment loans ○ Installment loans ○ Simple interest installment loans ○ Allocating of monthly payment ○ Determining APR <p>VEHICLE TRANSPORTATION (2)</p> <ul style="list-style-type: none"> ○ Purchase a new vehicle ○ Dealer's cost ○ Purchasing a new vehicle ○ Vehicle insurance ○ Operating and maintaining a vehicle ○ Leasing a vehicle ○ Renting a vehicle <p>HOUSING COSTS (1,2)</p> <ul style="list-style-type: none"> ○ Mortgage loans ○ Monthly payment and total interest ○ Closing costs ○ Real estate taxes ○ Homeowners insurance ○ Other housing costs <p>INSURANCE (1,2)</p> <ul style="list-style-type: none"> ○ Health insurance premiums ○ Health insurance benefits ○ Types of life insurance <p>INVESTMENTS (2)</p> <ul style="list-style-type: none"> ○ Certificate of Deposit ○ Effective annual yield ○ Buying and selling Stocks ○ Stock dividends ○ Bonds 	<p>PERSONNEL(2)</p> <ul style="list-style-type: none"> ○ Hiring new employees ○ Wages and salaries ○ Employee benefits ○ Disability insurance ○ Worker's Compensation ○ Unemployment insurance ○ Travel expenses ○ Employee training <p>PRODUCTION (2)</p> <ul style="list-style-type: none"> ○ Manufacturing ○ Break-even analysis ○ Quality control ○ Time studies ○ Packaging <p>PURCHASING (2)</p> <ul style="list-style-type: none"> ○ Trade discounts ○ Chain discounts ○ Cash discounts <p>SALES (2)</p> <ul style="list-style-type: none"> ○ Markup and Markup rates ○ Net profit ○ Determining selling price ○ Markdown <p>MARKETING (2)</p> <ul style="list-style-type: none"> ○ Market share ○ Sales projections ○ Advertising costs ○ Pricing <p>WAREHOUSING AND DISTRIBUTING (2)</p> <ul style="list-style-type: none"> ○ Storage space ○ Inventory ○ Transportation costs

CURRICULUM MAP

Subject: Business: Word Processing

Grade Level: 9th-12th

rev 11/07

FIRST QUARTER		SECOND QUARTER	
<p>KEYBOARD READINESS (3)</p> <ul style="list-style-type: none"> ○ Computer fundamentals ○ Loading a program ○ Basic components ○ Default settings ○ Insertion point ○ Insert/Delete ○ Print ○ Proper Techniques ○ Orientation to word processing <p>ALPHABETIC KEYBOARD(3)</p> <ul style="list-style-type: none"> ○ Touch method ○ Home Row ○ Location & reach ○ Punctuation ○ Shifting ○ Return <p>PARAGRAPH INDENTION & TAB KEY (3)</p> <p>NUMERIC KEYBOARD (3)</p> <p>SYMBOL KEYBOARD (3)</p> <p>SKILL DEVELOPMENT (3)</p> <ul style="list-style-type: none"> ○ Speed & accuracy ○ Pacing ○ Timed Writings ○ Skillbuilding <p>PROOFREADING & EDITING (3)</p> <p>MECHANICS (3)</p> <ul style="list-style-type: none"> ○ Menus ○ Ruler ○ Toolbars ○ Selecting and editing ○ Cut, copy and paste ○ Spell-check ○ Grammar check ○ Thesaurus ○ Find and Replace 	<p>SAVING DOCUMENTS</p> <ul style="list-style-type: none"> ○ Organizing files ○ Creating a folder ○ Save vs. Save as ○ Daily Journal Entries <p>ENUMERATIONS (3)</p> <ul style="list-style-type: none"> ○ Numbered and bulleted lists ○ Outlines ○ Agendas <p>DESKTOP PUBLISHING/FORMATting (3)</p> <ul style="list-style-type: none"> ○ Left justifications ○ Right justification ○ Justify alignment ○ Horizontal centering ○ Vertical centering ○ Margin adjustment ○ Font types and sizes ○ Font colors ○ Text effects ○ Paragraph spacing ○ Page breaks ○ Indenting ○ WordArt ○ Special symbols ○ Inserting graphics ○ Borders and shading ○ Design invitations <p>TABLES (3)</p> <ul style="list-style-type: none"> ○ Inserting rows, columns and cells ○ Centering tables ○ Adjusting height and width ○ Formatting tables ○ Create personal calendars 	<p>PROOFREADERS MARKS (3)</p> <p>LETTERS (2)</p> <ul style="list-style-type: none"> ○ Personal business ○ Business ○ Format ○ Block ○ Modified block ○ Punctuation ○ Open ○ Mixed <p>MEMORANDUMS (3)</p> <p>REPORTS (3) -MLA Format</p> <ul style="list-style-type: none"> ○ Citations ○ Title Page ○ Quotations ○ Page headers ○ Spell check ○ Works Cited ○ Autobiography ○ bibliography <p>COLUMNS (3)</p> <ul style="list-style-type: none"> ○ Inserting column breaks ○ Formatting columns ○ Drop cap ○ newsletters <p>MEMORANDUMS (3)</p> <p>REPORTS (3) -MLA Format</p> <ul style="list-style-type: none"> ○ Citations ○ Title Page ○ Quotations ○ Page headers ○ Works Cited ○ Autobiography ○ Bibliography 	<p>SPREADSHEETS (2,3)</p> <ul style="list-style-type: none"> ○ Introduction ○ Navigating around the worksheet ○ Entering and editing data ○ Format text ○ Copy and paste ○ Saving and renaming worksheets ○ Margins and paper orientation ○ Header and footer ○ Adjusting height and width ○ Entering formulas ○ Creating charts ○ Printing

CURRICULUM MAP

Subject: Business - Accounting I

Grade Level: 11th-12th

rev 11/07

FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
<p>ACCOUNTING IN A PRIVATE ENTERPRISE ECONOMY (1,2)</p> <ul style="list-style-type: none"> ○ business types/organizations in a private economy ○ jobs available in accounting ○ role of accounting in a private economy <p>THE ACCOUNTING EQUATION (2,3)</p> <ul style="list-style-type: none"> ○ Assets ○ Liabilities ○ Owner's Equity ○ Business Transactions <p>"T" ACCOUNTS (2,3)</p> <ul style="list-style-type: none"> ○ Debit ○ Credit ○ Assets, Liabilities and Owner's Equity (Revenue/Expense) <p>GENERAL JOURNAL (2,3)</p> <ul style="list-style-type: none"> ○ Making journal entries ○ Source documents ○ Correcting errors <p>POSTING PROCESS (2,3)</p> <ul style="list-style-type: none"> ○ General ledger accounts ○ trial balance 	<p>WORKSHEET (2,3)</p> <ul style="list-style-type: none"> ○ Preparing a six column worksheet ○ Net income/loss ○ Balance sheet <p>FINANCIAL STATEMENTS FOR A SOLE PROPRIETORSHIP (2,3)</p> <ul style="list-style-type: none"> ○ Income statement ○ Statement of changes in Owner's Equity ○ Balance Sheet <p>COMPLETING THE ACCOUNTING CYCLE (2,3)</p> <ul style="list-style-type: none"> ○ Temporary and permanent accounts ○ Income summary account ○ Closing entries ○ Post-closing trial balance <p>CASH CONTROL & BANKING ACTIVITIES (2,3)</p> <ul style="list-style-type: none"> ○ Checking account ○ Reconciling the bank statement ○ Journalizing and posting service charges ○ Internal/external cash protection 	<p>MERCHANDISING BUSINESS (2,3)</p> <ul style="list-style-type: none"> ○ Special journals ○ Accounts receivable subsidiary ledger ○ General ledger <p>CASH RECEIPTS TO JOURNAL (2,3)</p> <ul style="list-style-type: none"> ○ Journalizing ○ Posting ○ Schedule of accounts receivable <p>PURCHASES JOURNAL (2,3)</p> <ul style="list-style-type: none"> ○ Accounts payable subsidiary ledger ○ Recording purchases on account <p>CASH PAYMENT JOURNAL (2,3)</p> <ul style="list-style-type: none"> ○ Recording payments ○ Schedule of accounts payable <p>GENERAL JOURNAL (2,3)</p> <ul style="list-style-type: none"> ○ Recording sales return and allowances ○ Recording purchases return and allowances ○ Journalize correcting entries 	<p>TEN-COLUMN WORKSHEET (2,3)</p> <ul style="list-style-type: none"> ○ Making adjustments ○ Preparing a ten-column worksheet <p>PREPARING FINANCIAL STATEMENTS FOR A CORPORATION (2,3)</p> <ul style="list-style-type: none"> ○ Income statement ○ Statement of retained earnings ○ Balance sheet <p>PAYROLL ACCOUNTING (2,3)</p> <ul style="list-style-type: none"> ○ Payroll records ○ Gross pay/net pay ○ Employee's earnings records <p>CASH FUNDS (2,3)</p> <ul style="list-style-type: none"> ○ Establishing & Maintaining a change fund ○ Establishing & maintaining a petty cash fund ○ Cash shortage & overage <p>DEPRECIATION (2,3)</p> <ul style="list-style-type: none"> ○ Explain the need to depreciate plant assets ○ Calculating and journalizing depreciation entries

CURRICULUM MAP

Subject: Business : Web Design

Grade Level: Mixed

rev 11/07

FIRST QUARTER		SECOND QUARTER	
<p>COMPUTER FUNDAMENTALS (1,2)</p> <ul style="list-style-type: none"> ○ Computer hardware ○ Input and output devices ○ Processing components ○ Storage devices ○ Operating software ○ Application software ○ Networks ○ Connections <p>WEB BASICS (1,2)</p> <ul style="list-style-type: none"> ○ Origins of the internet ○ Internet resources ○ the world wide web ○ How the web works ○ URLs ○ Web browsers ○ Effective ways to search for information online ○ Types of web sites- educational, commercial, government, portal <p>ELEMENTS OF A WEB PAGE (1,2)</p> <ul style="list-style-type: none"> ○ Text and graphics ○ Multimedia ○ Hyperlinks <p>WEB SITE DEVELOPMENT (2,3)</p> <ul style="list-style-type: none"> ○ Web Purpose and goals ○ Design and implement ○ Evaluate website ○ Publish website ○ Maintain website ○ Web development Skills ○ Web Careers 	<p>INTERNET SOCIAL, ETHICAL AND LEGAL ISSUES (2,3)</p> <ul style="list-style-type: none"> ○ The internet and society ○ Ethical internet use ○ Downloading from the internet ○ Copying from the internet ○ Using information from the web ○ Privacy and Security issues <p>INTRODUCING FRONTPAGE (2,3)</p> <ul style="list-style-type: none"> ○ The FrontPage interface ○ Viewing WebPages in FrontPage ○ Creating a one page website ○ Saving a one page website ○ Adding text and graphics <p>HTML BASICS (2,3)</p> <ul style="list-style-type: none"> ○ Using Notepad ○ Organizing files and folders ○ Html coding ○ Tags ○ Guidelines ○ Attributes ○ Creating lists ○ Viewing an html page ○ Adding images ○ Testing a webpage ○ Inserting links ○ Creating tables ○ Table attributes ○ Adding multimedia elements ○ W3C 	<p>PLANNING A WEBSITE (2,3)</p> <ul style="list-style-type: none"> ○ Creating a mission statement ○ Determining purpose and goals ○ Determining audience ○ Storyboarding ○ Planning checklist <p>NAVIGATION SCHEMES (2,3)</p> <ul style="list-style-type: none"> ○ Hierarchical ○ Linear ○ Random-access <p>DEVELOPING WEB CONTENT AND LAYOUT (2,3)</p> <ul style="list-style-type: none"> ○ Create a table ○ Use custom template ○ header ○ Footer ○ Resolutions ○ Creating a page template ○ Adding logos and title ○ Inserting Graphics ○ Adding Navigation buttons ○ Text links ○ E-mail links ○ Add pages ○ Use web-safe colors ○ Format text ○ Insert document files ○ Create image maps ○ Work with hotspots 	<p>ENHANCING A WEBSITE (2,3)</p> <ul style="list-style-type: none"> ○ Custom themes ○ Color schemes ○ Shared borders ○ Clip art ○ Word Art ○ Crop and resize graphics ○ Photo galleries ○ Thumbnails <p>ADDING MULTIMEDIA (2,3)</p> <ul style="list-style-type: none"> ○ Evaluate multimedia websites ○ Ethical and authoring tools ○ Audio files ○ Video files ○ Equipment requirements ○ Animation <p>ADDING INTERACTIVITY (2,3)</p> <ul style="list-style-type: none"> ○ DHTML effects ○ Marquee ○ Banners ○ Rollover buttons ○ Add Update information ○ Page transitions ○ Create forms ○ Feedback <p>WEBSITE FUNCTIONALITY (2,3)</p> <ul style="list-style-type: none"> ○ Hit counter ○ Tracking systems ○ Guest book ○ Bookmarks ○ Frames ○ Tools needed to publish a website ○ Maintaining a website

CURRICULUM MAP

Subject: SUNU BUS 103

Grade Level: 11th & 12th

FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
<p>Chapter 1 - Exploring the world of Business and Economics</p> <p>Chapter 2 - Being ethical and socially responsible</p> <p>Chapter 3 - Exploring global business</p> <p>Chapter 4 - Choosing a form of business ownership</p> <p>Chapter 5 - Small business, entrepreneurship, and franchises</p> <p>Chapter 6 - Understanding the management process</p>	<p>Chapter 7 – Creating a flexible organization</p> <p>Chapter 9 – Attracting and retaining the best employees</p> <p>Chapter 12 – Building customer relationships through effective marketing</p> <p>Chapter 17 – Using accounting information</p> <p>Chapter 19 – Mastering financial management</p> <p>Chapter 20 – Understanding personal finances and investments</p> <p>The art of interviewing and other topics will be covered if time allows.</p>		