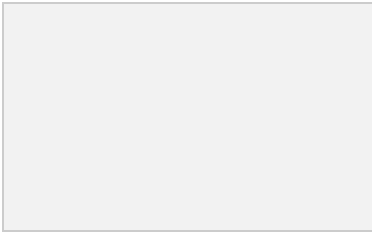


Cover Sheet



Dover Area School District

Curriculum Cover Sheet

CIP Code: 52.0401

CIP Title: Administrative Assistant and Secretarial Science. General

Planned Hours: 1320

CIP Description:

A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

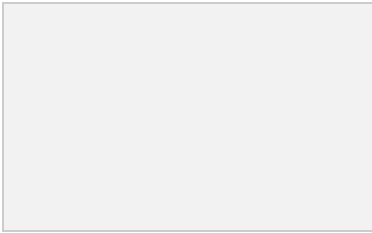
Component Courses:

610 - Financial and Career Explorations (120 hours)

This course consists of two main components: Financial Literacy and Career Explorations. The Financial Literacy component is designed for students to build a strong foundation of personal financial skills to assist in preparation for adulthood. Emphasis will be placed on the following: managing personal spending to meet financial goals, understanding and controlling the use of credit and debt, developing an awareness of the impact of education on earning potential, exploring how money can work for us through saving and investing, using financial services, and the protection of assets through risk management. Students will use real-world examples and take part in activities including goal writing, personal budgets, investing simulations, and checking and savings account applications. The career portion of the class emphasizes the Pennsylvania Academic Standards for Career Education and Work. The class will provide students with the opportunity to begin or continue their examination into the future beyond high school. Students will have the opportunity to identify their personal aptitudes, abilities, and interests and connect those to possible career placements. Satisfactory completion of Smart Futures activities 1, 2, 3, 6, 7, 12, 14, and 15 is required to earn the credit for the course.

631- Accounting I (120 hours)

Students are taught basic double-entry accounting principles as an overall background to business organization and operations for vocational and personal use. Emphasis is placed on the principles and methods of recording business transactions and the preparation of financial



Dover Area School District

Curriculum Cover Sheet

statements for sole proprietorship and service businesses. The course is highly recommended for students planning on majoring in business at college.

645 - AP Business with Personal Finance (120 hours)

AP Business with Personal Finance is a college-level course that introduces students to core business concepts—including entrepreneurship, marketing, management, accounting, and finance—while building essential personal financial literacy skills. Students learn how businesses identify customer needs, compete in markets, make strategic and ethical decisions, and manage operations using real-world case studies and project-based learning. Satisfactory completion of Smart Futures activities 1, 2, 3, 6, 7, 12, 14, and 15 is required to earn the credit for the course. The course also equips students with practical financial skills such as budgeting, saving, borrowing, managing risk, and investing for long-term goals. Major projects include developing a new product through a Business Canvas Project and completing a Financial Advisor Project.

652 - Business Law (120 hours)

Students will explore the foundations of business law as well as the application of legal concepts. Topics include contracts, the law of sales, property law, agency and employment law, legal forms of business organization, borrowing money, and paying bills.

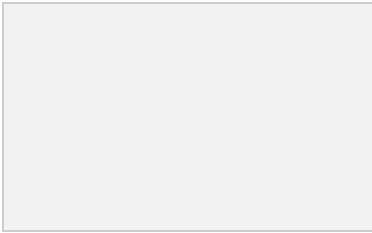
660 - Microsoft Office (120 hours)

Microsoft Office is a comprehensive course designed to teach students intermediate-level software applications using Microsoft Office. This course includes Word, Excel, PowerPoint, and the Internet. In addition, students will complete integrated projects and internet research tasks. Students will have the opportunity to earn a Microsoft Office Specialist credential through Certiport. These software application skills benefit students in all areas of life.

661- Management & Leadership (120 hours)

College in the High School Course

Are you a leader or aspiring leader in our school? Do you want to improve your leadership abilities? The Management & Leadership course introduces students to key leadership and ethical knowledge and skills, including integrity, trust, accountability, transparency, fairness, and respect. Students will use real-world situations to help strengthen their leadership and ethical decision-making skills through the planning, implementation, and evaluation of a class service-learning project. Students may opt to receive college credit for this course through an articulation agreement with York College.



Dover Area School District

Curriculum Cover Sheet

662 - Advanced Microsoft Office (120 hours)

Advanced Microsoft Office is a comprehensive course designed to teach students *advanced-level* applications in *Microsoft Office*. Students will have the opportunity to utilize and develop broader skills learned in Microsoft Office. Emphasis is placed on the following advanced applications: Word, PowerPoint, and Excel. Internet search strategies will be used to gather/collect information from websites to create and enhance student projects. Priority will focus on the integration of software packages and student application projects. Skills learned in the advanced course will benefit students in their academic, personal, and business lives.

667 - Sports & Entertainment Marketing (120 hours)

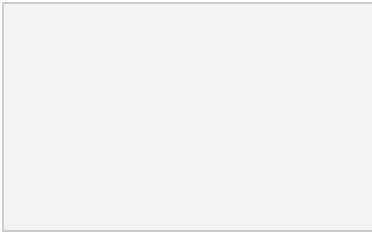
The Sports & Entertainment Marketing course develops student understanding of the sport/event industries and their impact on local communities and products. In addition, instruction includes distribution systems and strategies, pricing considerations, marketing-information management, selling, product-service management, and promotion. Students acquire an understanding and appreciation of the need for planning. Throughout the course, students are presented with problem-solving situations for which they must apply academic and critical thinking skills.

668 - Entrepreneurship (120 hours)

Are you hoping to start your own business one day? Entrepreneurship introduces students to a wide array of entrepreneurial concepts and skills, including the role of entrepreneurship in our economy, entrepreneurial discovery processes, ideation, and preliminary start-up venture planning. Students also develop an appreciation for marketing's pivotal role in the development and success of a new business. They become acquainted with channel management, pricing, product/service management, and promotion. Students conduct thorough market planning for their ventures: selecting target markets; conducting market, SWOT, and competitive analyses; forecasting sales; setting marketing goals and objectives; selecting marketing metrics; and setting a marketing budget. The capstone activity in the course is the development of a start-up business plan and detailed marketing plans for students' businesses.

685 - Business & Marketing Essentials/DECA (120 hours)

Are you interested in learning about careers in marketing or business? Are you interested in learning more about DECA? This course is an introductory level course that enables students to acquire a realistic understanding of business practices while introducing them to the opportunities available through the DECA organization. Students will use their creativity to develop business documents, promotional items, and presentations. They will also be



Dover Area School District Curriculum Cover Sheet

presented with ethical dilemmas and problem-solving situations for which they must apply academic and critical-thinking skills. Completion of this course will give students the general knowledge necessary to participate and compete in the district and state DECA conferences if desired.

686 - Social Media in Business and Society (120 hours)

College in the High School

REQUIRED: STUDENTS MUST BE A MEMBER OF DOVER DECA AND/OR ENROLLED IN ONE OF THE BUSINESS PATHWAYS: ACCOUNTING, BUSINESS OFFICE MANAGEMENT, OR MARKETING.

Examination of the strategic use of social media for personal, professional, and business communication, advertising, and marketing. Coursework includes using various social media tools, creating and sharing content, and collaborating on group campaigns using social media for positive change. Includes analysis of current and emerging social media tools from a personal and business perspective. We will be using an online platform and textbook for which each enrolled student is responsible for covering the cost (lab fee). This course will also require access to social media content from Facebook, Instagram, TikTok, Snapchat, Twitter, Pinterest, LinkedIn, and YouTube during the course. Sales, Distribution, & Marketing Operations, General CIP 52.1801

Pacing Guide

PACING GUIDE

610 - Financial and Career Explorations	Associated Tasks	120 Hours
Unit 1: Financial Goals & Money Management Tools	204, 205, 206, 207	12
Unit 2: Income	909	23
Unit 3: Spending & Credit	909, 1103, 1104	19
Unit 4: Saving & Investing	NA	18
Unit 5: Risk & Insurance	NA	11
Unit 7: Career Acquisition & Preparation	240, 205, 207, 308	18
Unit 8: Career Retention & Advancement	905, 1004, 1304, 1307, 1402, 1404, 1405	19

631- Accounting I	Associated Tasks	120 Hours
Unit 1: Introduction to the Role of Accounting in Business	1201	16
Unit 2: Understanding and Recording Transactions	1201	40
Unit 3: Posting to the General Ledger	1204	18
Unit 4: The Six-Column Worksheet	1206	10
Unit 5: Key Financial Statements	1207,1208	10
Unit 6: Complete Accounting Cycle for a Sole Proprietorship	1201-1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210	18
Unit 7: Cash Control & Banking	1205	8

645 - AP Business with Personal Finance	Associated Tasks	120 Hours
Unit 1: Businesses, Competition, and New Ideas	204, 205, 206, 801, 804, 905, 1001, 1002, 1004, 1302, 1303, 1304, 1305, 1306, 1307, 1402,	28 hours

PACING GUIDE

	1404, 1405	
Unit 2: Marketing	204, 205, 206, 303, 401, 404, 405, 409, 601, 602, 701, 702, 703, 801, 804, 805, 905, 1101, 1102, 1104, 1304, 1306, 1307, 1402, 1404, 1405	26 hours
Unit 3 Part 1: Personal Saving and Borrowing	401, 405, 909, 1101, 1102, 1103, 1201, 1202, 1205, 1304, 1306, 1307	4 hours
Unit 3 Part 2: Business Finance and Accounting	401, 403, 404, 405, 407, 409, 909, 1101, 1102, 1103, 1104, 1201, 1202, 1203, 1204, 1205, 1206, 1207, 1208, 1209, 1210, 1211, 1302, 1304, 1306, 1307	22 hours
Unit 4: Management and Strategy	N/A	22 hours
Unit 5: Personal Goals, Budgeting, and Investing	909	18 hours
Optional Additional Personal Finance Coverage		15 hours

652 - Business Law	Associated Tasks	120 Hours
Unit 1: Laws and Their Ethical Foundation	1302	6
Unit 2: Constitutional Rights & the Court System	1302	19

PACING GUIDE

Unit 3: Civil Law and Procedure	1302, 1304, 1306	7
Unit 4: Contracts	1303, 1305, 1306	20
Unit 5: Ownership and Risk of Loss in Sales	1303, 1305, 1306	4
Unit 6: Consumer Protection	1306	7
Unit 7: Real Property Laws	1303	16
Unit 8: Insurance, Trusts, and Estates	NA	8
Unit 9: Employment Law	1304, 1306	8
Unit 10: Legal Business Structures	1306	15
Unit 11: Credit	N/A	10

660 - Microsoft Office	Associated Tasks	120 Hours
Unit 1: Hardware & the Internet	201, 202, 203, 204, 205, 206, 207	8 hours
Unit 2: Word - Flyers, Letters, and Reports	301, 303, 308, 910, 912	42 hours
Unit 3: Excel - Spreadsheets with Formulas and Charts	401, 403, 404, 405, 407, 909, 910, 912	42 hours
Unit 4: PowerPoint - Presentations with Themes and Graphics	601, 602, 701, 702, 703, 908, 910, 911, 912, 913	30 hours
Unit 5: Introduction to Simple Databases	501, 502, 503, 504, 505, 910, 912	8 hours

661- Management & Leadership	Associated Tasks	120 Hours
Unit 1- Course Policies, Expectations, and Procedures	NA	11 hours

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Unit 2 - Planning & Organizing	1001, 1003, 1004	30 hours
Unit 3 - Organizational Culture and Managing in a Global Environment	NA	14 hours
Unit 4 - Staffing & Directing	1001, 1002, 1003, 1004, 1005	35 hours
Unit 5 - Customer Service	1402, 1404, 1405	10 hours
Unit 6 - Leading	NA	20 hours

662 - Advanced Microsoft Office	Associated Tasks	120 Hours
Unit 1: Word - Watermarking, Forms, Merge, Templates	306, 703	30 hours
Unit 2: Excel - Spreadsheets with Advanced Formulas	401, 403, 404, 405, 407, 409, 909	40 hours hours
Unit 3: PowerPoint - Presentations with Embedded Elements	601, 602, 701, 702, 703	25 hours
Unit 4:Databases & Forms	501, 502, 503, 504, 505, 910, 912	25 hours

667 - Sports & Entertainment Marketing	Associated Tasks	120 Hours
Unit 1 - Course Policies, Expectations & Procedures	NA	7 hours
Unit 2- Fundamentals of Sports & Entertainment Marketing	NA	12 hours
Unit 3- Product/Service Management	902, 903, 904, 1005	16 hours
Unit 4- Marketing Information Management	912, 913	23 hours
Unit 5- Market Planning	1101	5 hours
Unit 6- Pricing	1101, 1104	7 hours
Unit 7- Advertising	911, 913	28 hours

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Unit 8- Publicity & Public Relations	207, 801, 802, 803, 804, 805, 908, 911, 913, 1104,	12 hours
Unit 9- Sales Promotion	911, 913, 1101, 1104	5 hours
Unit 10- Event Scheduling	908	5 hours

668 - Entrepreneurship	Associated Tasks	120 Hours
Unit 1- Course Policies, Expectations, and Procedures	NA	5 hours
Unit 2- Entrepreneurship Basics	NA	28 hours
Unit 3- Generating Ideas	NA	24 hours
Unit 4- Determining Feasibility	1101	9 hours
Unit 5- Establishing your Business	NA	7 hours
Unit 6- Determining a Mission	NA	4 hours
Unit 7- Market Planning	1101	16 hours
Unit 8- Product/Service Management	902, 903, 904, 1005	2 hours
Unit 9- Channel Management	NA	4 hours
Unit 10- Pricing	1101, 1104	6 hours
Unit 11- Promotion	207, 911, 913, 1101, 1104	15 hours

685 - Business & Marketing Essentials/DECA	Associated Tasks	120 Hours
Unit 1&2 - Course Expectations & Intro to DECA	NA	16 hours
Unit 3 - Business Communications	801, 802, 803, 804, 805, 901, 902, 905, 910, 1001	14 hours
Unit 4 - Business & Ethics	1303, 1307	9 hours
Unit 5 - Economics	1101	8 hours

PACING GUIDE

Unit 6 - Marketing	1402, 1404, 1405	24 hours
Unit 7 - Entrepreneurship	1004, 1101, 1211, 1303	14 hours
Unit 8 - Hospitality & Tourism	1004, 1101, 1211, 1303, 1306	20 hours
Unit 9 - Leadership & Project Management	701, 1004, 1005,	15 hours

686 - Social Media in Business and Society	Associated Tasks	120 Hours
Unit 1- Introduction to Social Media Marketing	207, 804, 805, 910. 913, 1004, 1405	5 hours
Unit 2- Social Media Marketing Strategy	207, 805	13 hours
Unit 3- Develop Your Personal Brand	NA	13 hours
Unit 4- Marketing with TikTok	207, 804, 805, 910. 913, 1004, 1405	9 hours
Unit 5- Marketing with Snapchat	207, 804, 805, 910. 913, 1004, 1405	9 hours
Unit 6- Marketing with Facebook & Instagram	207, 804, 805, 910. 913, 1004, 1405	9 hours
Unit 7- Marketing with YouTube	207,804, 805, 910. 913, 1004, 1405	9 hours
Unit 8- Marketing with Twitter & Pinterest	207, 804, 805, 910. 913, 1004, 1405	5 hours
Unit 9- Marketing with LinkedIn	207, 804, 805, 910. 913, 1004, 1405	5 hours
Unit 10- Blogs, Vlogs, Podcasts, Webinars	207, 804, 805, 910. 913, 1004, 1405	13 hours
Unit 11- Social Media Marketing Campaign	207, 804, 805, 910. 913, 1004, 1405	9 hours
Unit 12- Influencer Marketing with Social Media	207, 805	9 hours
Unit 13- Social Media Analytics & Measuring ROI	1101	9 hours

PACING GUIDE

Task List (Update from KUD Spreadsheet)

Competency Task List – Secondary Component

Administrative Assistant & Secretarial Science, General CIP 52.0401

High School Graduation Years 2025, 2026, 2027

100 Reserved

200 Computer and Internet

Item	Task	Secondary Course Crosswalk	Know	Understand	Do	Assessment
201	Identify different types of devices and how they relate to networks (wired vs. wireless).	Microsoft Office	Network Devices: Know the different types of network devices (routers, switches, access points, etc.). End Devices: Know the different types of end devices (computers, smartphones, printers, IoT devices, etc.).	Wired vs. Wireless: Understand the key differences between wired and wireless networks (speed, reliability, security). Network Topologies: Understand how different network topologies (star, mesh, bus) impact device connectivity and performance.	Identify Devices: Identify various network devices and their functions in both wired and wireless networks. Connect Devices: Connect devices to a network using appropriate methods (Ethernet cables for wired, Wi-Fi for wireless).	Kahoot Quizzes

202	Differentiate between operating systems and applications software.	Microsoft Office	The differences between operating systems and applications software.	The purpose of operating systems and applications software/	Use software to accomplish tasks.	Kahoot Quizzes
203	Identify the functions of computer hardware, software, apps, and peripheral devices in the Information Processing Cycle.	Microsoft Office	The definitions of computer hardware, software, apps, and peripheral devices in the Information Processing Cycle.	That Hardware and software are dependent upon each other.	Use computer software and hardware to perform tasks.	Kahoot Quizzes
204	Utilize the internet and network resources.	All Classes	The differences between an intranet and the Internet.	How resources are stored and accessed.	Utilize the internet and network resources.	Kahoot Quizzes
205	Assess, interpret, and manipulate intranet and internet research.	All Classes	Define: Intranet and internet	How to access and transmit information via an Internet and Intranet connection	Assess, interpret, and manipulate intranet and internet research.	Kahoot Quizzes
206	Import and export data using multiple applications.	All Classes	How to import and format data	Data in a correlating chart will update when the spreadsheet is updated.	Import and export data using multiple applications.	Kahoot Quizzes

207	Identify various video/audio conferencing platforms and how they can be used for meetings and collaboration.	Bus & Mktg Essentials Financial & Career Exploration Management & Leadership Entrepreneurship I	Identify various video/audio conferencing platforms and how they can be used for meetings and collaboration.	The pros and cons of video conferencing	Participate in video conferencing.	Kahoot Quizzes
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300 Document Processing Software

Item	Task	Secondary Course Crosswalk	Know	Understand	Do	Assessment
301	Utilize templates to prepare documents.	All Classes	Know the difference between a template and a working document Keywords: Read Only	There can be a lot of time saved with a template to not have to recreate a document or invoice over and over when only some elements change.	Students will be able to create and effective templates in word processing, spreadsheets and presentation material for the purpose of saving time and being more efficient.	Resume Form Letter & Mailing Label Assorted Projects Newsletter Project Sales Proposal Project
	RESERVED (302)					

303	Enhance documents with graphics.	All Classes	The purpose of using graphics to improve document appearance and communication. Basic picture formatting tools such as: Crop, Resize, Rotate, Position, Wrap Text, Picture Styles, Artistic Effects, Corrections and Color adjustments.	Graphics should support the message of the document, not distract from it. Proper placement and formatting of visuals improves readability and professionalism.	Insert pictures, shapes, icons, and SmartArt into a document Format images using crop, resize, rotate, borders, and styles.	Resume Form Letter & Mailing Label Assorted Projects Newsletter Project Sales Proposal Project
	RESERVED (304-305)					
306	Use the mail merge function to create documents.	Advanced Microsoft Office	Understanding Mail Merge Data Source Merge Fields	Mail Merge Process Customization Data Source Management	Preparing Data Source Connecting to Data Source Inserting Merge Fields	Mail Merge Project
	RESERVED (307)					

308	Create, edit, and format documents.	All Classes	Know the different content and format standards for personal and professional documents.	Software has functions and features necessary to create and format documents. Templates available that can be modified to user preference.	Create and format personal and professional documents. Word: Ch. 4 - create a title page for the proposal -insert an existing word document -Create a header and footer Edit and format lists -Edit and format tables -create watermark	Resume/Cover Letter Project Form Letter & Mailing Label Project Newsletter Project Sales Proposal Project
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Resume/Cover Letter Project

Item	Task	Secondary Course Crosswalk	Know	Understand	Do	Assessment
401	Create, edit, and format spreadsheets.	Accounting I Microsoft Office Advanced Microsoft Office	Know the terminology relevant to creating and editing a spreadsheet	Understand the relationship between cells, workbooks, and worksheets	Create and save a workbook, enter data in cells, create worksheets within, and navigate among the three aforementioned items.	Accounting Practice Sets Excel Practice Sets Business Plan Project Budget Project
	RESERVED (402)					

403	Integrate worksheet applications through pasting, linking, and embedding.	Accounting I Microsoft Office Advanced Microsoft Office	The pros and cons of pasting, linking, and embedding objects in a software application	Understand which (pasting, linking, and embedding) will automatically update as the source is updated.	Paste, link, and embed objects and data within software applications.	Accounting Practice Sets Excel Practice Sets Business Plan Project Budget Project
404	Create, format, and modify charts using spreadsheet software.	Accounting I Microsoft Office Advanced Microsoft Office	Vocabulary associated with chart data series, chart plot area, and chart labels.	Understand what chart type to use to illustrate various types of data. Understand what labels and elements enhance a chart.	Create and format effective charts.	Accounting Practice Sets Excel Practice Sets Business Plan Project Budget Project
405	Create formulas and use standard functions using spreadsheet software.	Accounting I Microsoft Office Advanced Microsoft Office	The available formulas and functions.	Understand mathematical functions and order of operations	Create and edit formulas	Accounting Practice Sets Excel Practice Sets Business Plan Project Budget Project
	RESERVED (406)					
407	Manipulate multiple worksheets and workbooks.	Accounting I Advanced Microsoft Office	The differences between a workbook (spreadsheet) and a worksheet.	Understand that there can be multiple worksheets within a workbook.	Create worksheets within a workbook	Accounting Practice Sets Excel Practice Sets Business Plan Project Budget Project

	RESERVED (408)					
409	Summarize complex data facts, including pivot-tables and look-up tables.	Advanced Microsoft Office Entrepreneurship I	Pivot tables and charts help to pull information out of spreadsheet data.	When and how to use pivot tables and charts.	Add pivot tables and charts to a workbook.	Accounting Practice Sets Excel Practice Sets Business Plan Project Budget Project

500 Database Software

Item	Task	Secondary Course Crosswalk	Know	Understand	Do	Assessment
501	Enter data and update databases.	Microsoft Office	Database terminology such as records, fields, tables, and primary keys. Data types (text, number, date/time, currency, etc.). The importance of data accuracy, consistency, and integrity.	Accurate data entry is essential for maintaining reliable and useful databases. Following established data-entry procedures helps prevent errors and inconsistencies. Proper database maintenance supports efficient information management.	Enter new records into a database. Add, modify, and delete data as needed. Follow data-entry standards and procedures.	Mortgage Project Practice Sets from Text

502	Create databases.	Microsoft Office	Table structures and field properties.	Database structures should be planned to meet user and organizational needs.	Configure field properties and validation rules.	Mortgage Project Practice Sets from Text Screen Checks
503	Query databases.	Microsoft Office	The purpose of queries in database management. Query criteria and operators (e.g., =, >, <, AND, OR).	Well-designed queries help users make informed decisions based on data. Databases can answer specific questions through the use of queries.	Apply criteria to filter records. Use multiple criteria in a query.	Mortgage Project Practice Sets from Text Screen Checks
504	Develop relationships to create queries.	Microsoft Office	The purpose of relationships in a relational database. Types of relationships: one-to-one, one-to-many, and many-to-many.	Properly designed relationships improve data accuracy and integrity. Queries can retrieve information from multiple tables when relationships are established correctly.	Create one-to-one, one-to-many, and many-to-many relationships when appropriate. Establish relationships between related tables.	Mortgage Project Practice Sets from Text Screen Checks

505	Create reports and forms/combo boxes.	Microsoft Office	The purpose of forms, reports, and combo boxes in database systems. The function of combo boxes and other form controls. Differences between forms and reports.	Reports are used to organize and present data in a readable format for analysis. Combo boxes improve data entry accuracy by limiting choices to predefined options. Well-designed forms improve efficiency and reduce data entry errors.	Create reports from database tables and queries. Add and configure combo boxes in forms. Modify form layouts for usability and clarity.	Mortgage Project Practice Sets from Text Screen Checks
506	RESERVED					

600 Presentation Software

Item	Task	Secondary Course Crosswalk			
		Know	Understand	Do	Assessment
601	Create, edit, and format presentations.	All Classes	The different font attributes, slide layouts, presentation templates, and design templates. Content and design layout principles, 7 and 7 slide layout	Choose appropriate presentation fonts, templates, themes, and slide layouts to create award-winning presentations	Presentation Projects

602	Enhance a presentation with features.	Advanced Microsoft Office Social Media in Business & Society	-Pictures and objects can enhance a presentation. -The audience and whether the presentation will be printed, or on-screen live action.	-That color, shape, and content of pictures can enhance a presentation. -How to use print layout features for hard copy. How to effectively use animations and transitions.	-Incorporate relevant pictures and objects to create award-winning presentations. Choose appropriate printing layouts and on-screen animations and transitions to create visuals that provide the best audience experience.	Presentation Projects
603	RESERVED					

700 Desktop Publishing Software

Item	Task	Secondary Course Crosswalk			Assessment	
		Know	Understand	Do		
701	Create, edit, and format publications.	All Classes	The generally accepted formatting guidelines for flyers, letters, and reports.	How to modify document properties, page layouts, and fonts.	Create professional flyers, letters, and reports.	Newsletter Project Advertisement Project Project Business Plan Project

702	Enhance a publication with features.	Advanced Microsoft Office Social Media in Business & Society	The advanced features of publishing tools such as Word, PowerPoint, Canva.	How using these features will help them generate profession looking publications.	Apply these advance features to create visually appealing publications.	Newsletter Project Advertisement Project Business Plan Project
703	Apply design principles to page layout.	Advanced Microsoft Office Social Media in Business & Society	-That format and design themes exist. -The information that should be included in a header/footer.	-How to create headers/footers with different first page and different sections.	-Create professional letters and reports with required content.	Newsletter Project Advertisement Project Business Plan Project

800 Communications and Collaboration

Item	Task	Secondary Course Crosswalk				Assessment
		Know	Understand	Do		
801	Utilize electronics communications software.	All Classes	The different types of electronics communications, email, messaging apps, and video conferencing tools.	Recognize how they can be used for different purposes. Proper etiquette.	Choose and use the appropriate communication tool professionally.	Send calendar invites to email groups.

802	Apply electronics and phone communications etiquette.	All Classes	The basic rules for polite and respectful communication and settings.	The differences in communication tone between formal and informal situations.	Use electronic communication tools and effective listening.	Scripts and Customer Service Videos.
803	Use scheduling and contact management software.	All Classes	How to schedule events and appointments	The value of scheduling can have on attaining work and personal goals.	Schedule appointments and create contacts using an app.	Send calendar invites to email groups.
804	Utilize electronic collaboration tools.	All Classes	The benefits and drawbacks of electronic communications	How to contribute through electronic collaboration tools.	Participate in electronic collaboration tools.	View google docs, sheets, slides revision history
805	Distinguish and utilize different types of social media.	Bus & Mktg Essentials Microsoft Office Advanced Microsoft Office Social Media in Business & Society	The different social media platforms.	The different target audiences of each social media platform.	Be responsible and kind when using media.	Rate the features, benefits, and advantages of each for reaching different market segments.

900 Office Skills

Item	Task	Secondary Course Crosswalk	Know	Understand	Do	Assessment
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901	Build keyboarding speed and accuracy.	Accounting I Bus & Mktg Essentials Financial & Career Exploration Business Law Microsoft Office Advanced Microsoft Office Social Media in Business & Society	Key Layout: Familiarize with the standard QWERTY keyboard layout. Home Row Technique: Understand the importance of the home row (ASDF for the left hand, JKL; for the right hand).	Muscle Memory: Comprehend how repetitive practice develops muscle memory. Importance of Accuracy: Understand that building accuracy is as crucial as speed.	Practice regularly to develop muscle memory. Use Typing Software: Utilize typing software and online tools for practice.	Typing.com score speed and accuracy gains.
902	Use copier, fax, and scanner features.	Accounting I Bus & Mktg Essentials Financial & Career Exploration Business Law Microsoft Office Advanced Microsoft Office Social Media in Business & Society	Basic Functions: Know the fundamental functions of a copier, scanner, and fax machine.	Document Handling: Understand how to handle various document types (e.g., single-sided, double-sided, size variations).	Operate Machines: Operate copier, scanner, and fax machines independently.	Demonstration /video
903	File and manage records and materials.	Accounting I Bus & Mktg Essentials Financial & Career Exploration Business Law Microsoft Office	Types of Records: Know the different types of records (physical and electronic) that need to be	Retention Policies: Understand the importance of retention policies and how they dictate the duration for which	Organize Files: Organize and categorize physical and electronic records systematically.	Accounting practice set.

	Advanced Microsoft Office Social Media in Business & Society	managed. Filing Systems: Familiarize yourself with various filing systems (alphabetical, numerical, chronological, etc.). Confidentiality: Understand the importance of maintaining confidentiality and data security when handling records.	records must be kept. Confidentiality: Understand the importance of maintaining confidentiality and data security when handling records.	Create Folders: Create and label folders for both physical and electronic records accurately.	
904 Process incoming and outgoing mail, including shipments.	Accounting I Bus & Mktg Essentials Financial & Career Exploration Business Law Microsoft Office Advanced Microsoft Office Social Media in Business & Society	Types of Mail: Know the different types of mail (letters, packages, registered mail, etc.). Record Keeping: Know how to maintain records of incoming and	Mail Sorting: Understand the importance of sorting mail accurately and efficiently. Impact of Errors: Understand the potential impact of errors in mail processing on business operations.	Sort Mail: Sort incoming mail by department, recipient, or priority. Maintain Logs: Maintain accurate logs of mail received and sent.	Accounting practice set.

905	Use interpersonal communication skills in a diverse work environment.	Accounting I Bus & Mktg Essentials Financial & Career Exploration Business Law Microsoft Office Advanced Microsoft Office Social Media in Business & Society	outgoing mail. The importance of interpersonal communication in the workplace Verbal and nonverbal communication methods Active listening techniques and strategies Appropriate workplace etiquette and professional behavior The value of diversity, equity, and inclusion in a work environment Cultural differences that may affect communication styles Conflict resolution strategies and problem-solving techniques Teamwork skills	Effective communication improves teamwork, productivity, and workplace morale Diverse perspectives strengthen problem-solving and decision-making Respectful communication helps prevent misunderstandings and conflict Listening is just as important as speaking in professional settings Professional behavior builds trust and credibility with coworkers and supervisors Conflict can be resolved positively through clear communication and mutual respect Successful employees adapt	Demonstrate active listening during conversations and group discussions Communicate clearly and respectfully with peers, supervisors, and customers Use appropriate verbal and nonverbal communication in workplace scenarios Work effectively with individuals from diverse backgrounds and perspectives Resolve conflicts using professional and respectful communication strategies Collaborate as part of a team to complete tasks and solve problems Practice workplace etiquette in both in-person and digital communication Show empathy,	Role plays
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		and collaboration expectations How respect, empathy, and professionalism contribute to workplace success The role of communication in building positive workplace relationships	their communication style to different people and situations	professionalism, and cultural awareness in workplace interactions		
	RESERVED (906-907)					
908	Plan travel arrangements and events.	Accounting I Bus & Mktg Essentials Financial & Career Exploration Business Law Microsoft Office Advanced Microsoft Office Social Media in Business & Society	Basic travel and event planning terminology (itinerary, venue, RSVP) Common travel booking methods (online, travel agents) Key elements of an event plan (schedule, guest list, budget)	The importance of detailed planning to ensure smooth travel and successful events Common travel booking methods (online, travel agents) The significance of selecting appropriate venues and vendors to meet the event's purpose and audience	Create a detailed travel itinerary including flights, accommodation, and transportation arrangements Common travel booking methods (online, travel agents) Research and select suitable venues, caterers, and other vendors for the event	Dream Vacation Project with daily agendas, hyperlinks, budget.

			Types of travel documents required (passports, visas, tickets)	How to ensure compliance with travel regulations and requirements	Prepare and organize necessary travel documents	
909	Create and maintain a budget.	Accounting I Financial & Career Exploration Microsoft Office Advanced Microsoft Office	Methods for tracking income and spending: Manual methods (e.g., pen and paper, spreadsheets), Digital tools (e.g., budgeting apps, personal finance software), Envelope system, Bank and credit card statements Budgeting approaches: 50-30-20 rule, Zero-based budgeting Components of a personal budget: Income sources (e.g., wages, investments),	How each method works and its pros and cons How each budgeting approach allocates income and prioritizes spending How each component contributes to the overall structure and purpose of a personal budget	Identify and list methods for tracking income and spending Identify and list various budgeting approaches Identify and apply the list of components to create a personal budget	Dream Vacation Budget Affording the Lifestyle Budget

			Fixed expenses (e.g., rent/mortgage, utilities, insurance), Variable expenses (e.g., groceries, entertainment, transportation), Savings and debt repayment goals			
910	Proofread and revise text.	All Classes	What proofreader's marks mean.	How to make the changes.	Make corrections to a marked-up document with proofreader's marks	Throughout all applications and projects.
911	Use interactive presentation devices.	All Classes	How to display from a mobile device to IWB	How to use a screen broadcast app.	Share their screen to a class of students.	Present Dream Vacation, Business and Marketing Plans
912	Utilize office reference manuals/materials.	All Classes	How to access document templates online. How to access assistance within a software program.	How to access and edit a template. How to ask a software program for assistance.	Create word-processed documents using standard conventions.	As needed throughout all courses.

913	Integrate various office software.	Accounting I Bus & Mktg Essentials Financial & Career Exploration Business Law Microsoft Office Advanced Microsoft Office Social Media in Business & Society	How to access document templates online. How to access assistance within a software program.	How to access and edit a template. How to ask a software program for assistance.	Create word-processed documents using standard conventions.	Resumes, Cover Letters, Proposals, Business Plans
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1000 Office Management

Item	Task	Secondary Course Crosswalk	Know	Understand	Do	Assessment
1001	Plan and manage office activities, e.g., agendas, minutes, meetings, and workshops.	Accounting I Bus & Mktg Essentials Financial & Career Exploration Business Law Microsoft Office Advanced Microsoft Office	What content items should be included in an agenda.	How including categories such as, "person responsible" will facilitate the creation of accurate meeting minutes.	Create effective word-processed meeting agendas.	Business Plans, Club and Business Meeting Agendas
1002	Describe the roles and responsibilities of an office manager within the organizational chart.	Bus & Mktg Essentials Financial & Career Exploration Business Law	Business Management & Administration- Management Levels: top management, middle	Management structure and responsibility inside a company must be understood as an employee and to those aspiring for a	Identify the different management levels.	Organization chart within a presentation.

			management, first-line management, financial manager, operations manager, marketing manager, human resource manager, administrative manager	leadership role.		
1003	Use workplace ergonomics and follow workplace safety practices.	All Classes	Strategies to maintain a safe work space reduce fatigue and acute health problems.	The hazards and risks associated with an unsafe workplace	Create and maintain a safe and healthy work environment.	Keyboarding angle in all classes, printer location and traffic flow in all computer labs.
1004	Utilize time management skills by setting priorities and performing multiple tasks.	All Classes	How to track their progress and complete items of high priority first.	The benefits of using a Daily Progress Monitoring Journal. The benefits of participation during interactive instruction.	Maintain a Daily Progress Monitoring Journal. Participate during interactive instruction.	Time Management, Charting Variances Project in FCE. Establishing business, marketing, advertising, inventory

						deadlines and recurring billables/deliveries.
1005	Create, maintain, implement, and follow policy/procedure manual.	Accounting I Bus & Mktg Essentials Financial & Career Exploration Business Law Microsoft Office Advanced Microsoft Office Social Media in Business & Society	Purpose of Policies/Procedures: Know the importance and purpose of having policies and procedures in place. Key Components: Know the key components that should be included in a policy/procedure manual (e.g., purpose, scope, responsibilities.	Policy Structure: Understand the typical structure and components of a policy/procedure manual. Consistency: Understand the need for consistency in language and format throughout the manual.	Write Policies: Draft clear and comprehensive policies and procedures. Review Existing Policies: Review and revise existing policies and procedures as needed.	Business Plans, employment/staffing needs.

1100 Business Math

Item	Task	Secondary Course Crosswalk	Know	Understand	Do	Assessment
1101	Perform calculations using addition, subtraction, and multiplication, and	Accounting I Financial & Career Exploration Microsoft Office	How to complete basic mathematical calculations.	When to use each calculation to solve a business-related problem.	Use mathematical calculations to in a variety of business applications.	Budgeting, Payroll Calculations, and Finance

	division.	Advanced Microsoft Office Entrepreneurship I				Charges in FCE Business Plan Project Family Budget Project Accounting Mini Projects
1102	Convert decimals, percents, and fractions to their equivalent parts.	Financial & Career Exploration Microsoft Office Advanced Microsoft Office	How to convert. decimals, percents, and fractions to their equivalent parts.	When to use different methods based on business conventions.	Use decimals, percents, and fractions in a variety of business scenarios, converting as necessary between forms.	Budgeting, Payroll Calculations, and Finance Charges in FCE Business Plan Project Family Budget Project Accounting Mini Projects
1103	Maintain business checking and savings accounts.	Accounting I Financial & Career Exploration Microsoft Office Advanced Microsoft Office	What types of accounts banks offer.	Different accounts have different features, and it is important to match account features to business or individual needs.	Choose the correct type of bank account for a variety of scenarios	Checking Account Simulation in FCE. Business Plan Project Family Budget Project Accounting Mini Projects

1104	Calculate discounts, markups, and sales tax.	Accounting I Financial & Career Exploration Microsoft Office Advanced Microsoft Office	How to calculate discounts, mark-up and sales tax.	All of the calculations involve similar use of percentages.	Determine the price a consumer will pay after discounts. Determine the mark-up for products sold by retailers. Determine how much sales tax adds to a purchase.	Accounting Mini Projects Comparison Shopping Project Business Plan Pricing and Promotion
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1200 Accounting

Item	Task	Secondary Course Crosswalk	Know	Understand	Do	Assessment
1201	Apply the accounting equation and classify accounts.	Accounting I Financial & Career Exploration Advanced Microsoft Office	Know the accounting equation. Any item of property has at least one financial claim against it. Owner's equity is changed by revenue, expenses and withdrawals	How to apply the accounting equation to a variety of transactions.	Show how businesses use accounts Demonstrate the effects of transactions on the accounting equation. Set up Accounting records for a sole proprietorship Analyze business transactions Record transactions in the general journal Post to the general ledger Prepare a trial	Create Accounting Records for a Pretend Company Mini-Projects Case Studies

				balance	
1202	Analyze transactions affecting assets, liabilities, and owner's equity.	Accounting I Financial & Career Exploration Advanced Microsoft Office	Transactions that affect assets, liabilities, and owner's capital. In accounting you need to analyze transactions into debit and credit parts. A business's transactions can be analyzed by using the double entry accounting system, which recognizes the different sides of business transactions as debit and credit	A business's transactions can be analyzed by using the double entry accounting system, which recognizes the different sides of business transactions as debit and credit	Use T accounts to analyze transactions that affect assets, liabilities and the owner's capital account Create Accounting Records for a Pretend Company
1203	Analyze transactions into debit and credit parts.	Accounting I Financial & Career Exploration Advanced Microsoft Office	Accountants analyze transactions into debit and credit parts. The double entry accounting system	A business's transactions can be analyzed by using the double entry accounting system, which recognizes the different sides of business transactions	Use T accounts to analyze transactions that affect assets, liabilities and the owner's capital account Create Accounting Records for a Pretend Company Mini-Projects Case Studies

			recognizes the different sides of business transactions as debit and credit.	as debit and credit		
1204	Post to general ledger.	Accounting I	Journal entries must be posted to special or general ledger accounts. Up to date account balances provide information for reports used by people both inside and outside the businesses. The general journal is a permanent record organized by account number. Posting is the process of transferring information from the journal to individual accounts in the ledger. The trial balance	The general journal is a permanent record organized by account number. Posting is the process of transferring information from the journal to individual accounts in the ledger. The trial balance is a proof the total debits equal total credits in the ledger.	Post general journal entries Prepare a trial balance	Create Accounting Records for a Pretend Company Mini-Projects Case Studies

1205	Reconcile bank statements and establish and replenish petty cash fund.	Accounting I Financial & Career Exploration	is a proof the total debits equal total credits in the ledger. Internal controls are steps taken to protect assets and keep reliable records. The bank reconciliation is an important internal control to ensure records match reality.	Bank reconciliation should match with accounting records.	Reconcile a bank statement	Create Accounting Records for a Pretend Company Mini-Projects Case Studies
1206	Prepare worksheet and adjusting entries.	Accounting I-3 Advanced Microsoft Office	Not all financial changes are caused by transactions with other businesses or individual. Some changes occur with a business. Adjustments transfer the cost of 'used up' assets to expenses accounts. Adjustments for	How to record and post adjusting and closing entries.	Determine which general ledger accounts to adjust Calculate the adjustments	Create Accounting Records for a Pretend Company Mini-Projects Case Studies

1207	Prepare balance sheet and income statement.	Accounting I-3 Advanced Microsoft Office	changes in merchandise inventory are made directly to the income summary account	Financial statements provide essential information for making sound decisions. The income statement reports the net income or net loss. The statement of changes shows the changes in financial interest during the accounting period. The balance sheet reports the financial position at a specific point in time. The changes show the changes in financial interest during the accounting period. The balance sheet reports the financial position at a specific point in time. The statement of cash flows reports, the sources and uses of cash during the accounting period	The income statement reports the net income or net loss. The statement of changes shows the changes in financial interest during the accounting period. The balance sheet reports the financial position at a specific point in time. The statement of cash flows reports, the sources and uses of cash during the accounting period	Prepare a statement of changes in owner's equity Explain the purpose of the balance sheet	Create Accounting Records for a Pretend Company Mini-Projects Case Studies
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1208	Record adjusting and closing entries.	Accounting 1	of cash during the accounting period Not all financial changes are caused by transactions with other businesses or individual. Some changes occur with a business. Adjustments transfer the cost of 'used up' assets to expenses accounts. Adjustments for changes in merchandise inventory are made directly to the income summary account	How to record and post adjusting and closing entries.	Determine which general ledger accounts to adjust Calculate the adjustments	Create Accounting Records for a Pretend Company Mini-Projects Case Studies
1209	Prepare timesheets payroll records.	Accounting 1	Tax and labor laws protect the rights of both the employee and the employer. Employers must	The importance of maintaining accurate employee time, production, and payroll records to ensure accurate	Compile and record employee time, production and payroll data from time sheets and other records.	Prepare the weekly payroll for a pretend company. Mini-Projects Case Studies

1210	Prepare payroll accounting taxes and reports.	Accounting I	ensure employees are paid for their work. For hourly employees, a timekeeping process is essential to protecting both the employee and the employer. Release of cash for payroll is a transaction that must be journalized and posted. Employers are legally required to make tax deposits on time and to report the earnings of each employee. Employers must pay taxes in addition to the amounts withheld from their employees.	payment for work completed. *Calculate business taxation information. *Complete and file tax forms and returns (i.e. Form 941, W-2, W-3, PAUC, FUTA, SUTA,) appropriate to current government regulations (Electronic Federal Tax Payment System) *Process payroll documents, records and checks. *Journalize payroll at the end of the earnings period in appropriate journals. *Journalize the payment of period	Compute and complete payroll tax expense forms Prepare the weekly payroll for a pretend company. Mini-Projects Case Studies
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			payroll taxes	
1211	Identify types of accounting software.	Accounting I	Businesses often use specialty accounting software, though very small businesses may be able to manage with a simple spreadsheet.	Different businesses need different functions in their software. Evaluate the best software for different business ventures. Mini-Projects Case Studies

1300 Business Law and Ethics

Secondary Course Crosswalk				
Item	Task	Know	Understand	Do Assessment
RESERVED (1301)				
1302	Explain crimes often associated with business and organizations, e.g., embezzlement, extortion, computer crimes.	Business Law Criminal law and procedure: criminal law, criminal procedure	*basic of criminal law, surveys businesses related crimes, and details the legal procedure followed in criminal cases	* Understand the three elements that make up a criminal act *Classify crimes according to the severity of their potential sentences *Identify the types of crimes that affect business *Know the rights people have when arrested and their potential criminal liability for the actions of others *Name and describe Test/Quizzes Projects Employment/Child Labor Law

					the two types of defenses to criminal charges *Understand appropriate punishments for crimes	
1303	Identify proper use of business technology and property.	Business Law Social Media in Business & Society Management & Leadership Entrepreneurship I	Property and is acquisition: types of property, how property is acquired and held	*Presents the concept of what our society defines as property, discusses the types of property and then covers the legal aspects of acquiring and holding property	*Define property *Identify the classifications of property *State the different ways of acquiring property *Differentiate the various ways of holding ownership to property	Test/Quizzes Projects
1304	Explain the importance of confidentiality in the workplace.	Financial & Career Exploration Business Law Business & Management	The types of information and documents that should not be shared	The negative consequences of leaking confidential information	Respect confidentiality in the workplace	Business Law Case Studies Employment Law
1305	Compare types of contracts, including related accountability.	Bus & Mktg Essentials Financial & Career Exploration Business Law	Offer and acceptance	*basics of contract formation as found in the matching of a viable offer with proper acceptance	*List the elements required to form a contract *Describe the requirements of an offer *Describe the various ways to end offers * Explain how an offeree can ensure an offer will remain open	Test/Quizzes Projects Student created contracts

1306	Identify laws/acts pertaining to business.	Bus & Mktg Essentials Financial & Career Exploration Business Law	Civil law and procedure: private vs public offenses, intentional torts, negligence and strict liability	*distinguishes crimes from torts, presents in depth the major types of torts, and discussion of civil procedure	*Discuss the requirements of an effective acceptance * Determine at what point in time an acceptance is effective	Test/Quizzes Projects Employment Law
1307	Display professionalism and workplace integrity.	All Classes	Professionalism is a necessary business skill. Ethical, calm, productive behavior is critical to a successful	How to behave professionally in the workplace.	Demonstrate professionalism in all classes.	Observation & Reflection

			business.				

1400 Office Procedures and Customer Service Communications

Item	Task	Secondary Course Crosswalk	Know	Understand	Do	Assessment
RESERVED (1401)						
1402	Demonstrate customer service skills.	Bus & Mktg Essentials Financial & Career Exploration Entrepreneurship I	Providing Personalized Customer Service- Customer Service: customer service, customer survey, word of mouth communication	Strong customer service is good for the business in maintaining a positive environment, good for the customer in making sure they are happy/return, and good for the employee as it gives them control of the situation. Customer service should meet and exceed expectations.	Explain the benefits of strong customer service.	Role plays and reflections
	RESERVED (1403)					
1404	Use face-to-face and remote communication with internal and external customers.	Bus & Mktg Essentials Financial & Career Exploration Entrepreneurship I	Providing Personalized Customer Service- Communicating w/ Customers: professionalism,	Understanding how customer expectations affect the perception of customer service will help retailers provide appropriate levels of	Demonstrate appropriate communication with customers.	Role plays and reflections

