

Program/Course Business Administration FY2015

Unit	Time Frame	Date	Technical Concepts	Technical Power Standards and Indicators Reference	Embedded Credit Concepts	Embedded Credit Power Stds & Indicators Reference	Employability Skills/Power Standards for GMTCC Employability 1. Attendance, 2. Safety & Appearance, 3. Performance, 4. Workmanship, 5. Interpersonal Relationships, 6. Critical Thinking & Problem Solving, 7. Life Long Learning
Accounting for a Service Business Organized as a Proprietorship	Week 3 & 4		Ch1: Accounting Equation	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 5 & 6		Ch2: Analyzing Transactions in Debit & Credit	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 7 & 8		Ch3: Journalizing Transactions	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 9 & 10		Ch4: Posting to a General Ledger	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 11-13		Ch5: Cash Control Systems	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 14 & 15		Ch6: Worksheet for Service Business	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 16-18		Ch7: Financial Statements for Proprietorship	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 19 & 20		Ch8: Recording Adjusting and Closing Entries for a Service Business	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
Accounting for a Merchandising Business Organized as a Corporation	Week 12 & 13		Chapter 9: Journalizing Purchases & Cash Payments	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 14 & 15		Chapter 10: Journalizing Sales and Cash Receipts Using Special Journals	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 16 & 17		Chapter 11: Posting to General and Subsidiary Ledgers	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
	Week 18 & 19		Chapter 12: Preparing Payroll Records	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	
			Chapter 13: Payroll Accounting, Taxes, & Reports	Entrepreneurial Functions/Financial Management	Mathematics	7.6, aa, bb, ff, gg, hh, aaa 7.10, aa, bbb, cc, dd, ee	

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Microsoft Word	Week 2-5		Chapter 1: Creating & Editing a Word Document	Resource Management/Information Management & Career Development & Relationship Management/Communications, Marketing	Language Arts	5.13, 5.15, 1.3, 1.4, 1.14, 1.15, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
	Week 6-9		Chapter 3: Creating a Cover Letter & Resume	Resource Management/Information Management & Career Development & Relationship Management/Professional Development, Communications, Marketing	Language Arts	5.13, 5.15, 1.3, 1.4, 1.14, 1.15, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
	Week 10-14		Chapter 4: Creating a Document with a Title Page, Table, Chart, and Watermark	Resource Management/Information Management & Career Development & Relationship Management/Professional Development, Communications, Marketing	Language Arts	5.13, 5.15, 1.3, 1.4, 1.14, 1.15, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
	Week 15-18		Chapter 5: Generating Form Letters, Mailing Labels, and Directions	Resource Management/Information Management & Career Development & Relationship Management/Professional Development, Communications, Marketing	Language Arts	5.13, 5.15, 1.3, 1.4, 1.14, 1.15, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
	Week 19-21		Chapter 6: Creating a Professional Newsletter	Resource Management/Information Management & Career Development & Relationship Management/Professional Development, Communications, Marketing	Language Arts	5.13, 5.15, 1.3, 1.4, 1.14, 1.15, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
Principles of Management		Week 5 & 6	Chapter 1: The Dynamics of Business & Economics	Business Environment/Entrepreneurship, Business Ethics, Economic Principles	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	

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		Week 7	Chapter 2: Business Ethics & Social Responsibility	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Information Management & Career Development & Relationship Management/Communication, Customer Relations, Marketing, Leadership and Teamwork	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	
		Week 8	Chapter 5: Small Business, Entrepreneurship, & Franchising	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Information Management & Career Development & Relationship Management/Communication, Customer Relations, Marketing, Leadership and Teamwork	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	
		Week 9	Chapters 11 & 13: Customer-Driven Marketing & Digital Marketing & Social Networking	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Information Management & Career Development & Relationship Management/Communication, Customer Relations, Marketing, Leadership and Teamwork	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	
		Week 10	Chapter 4: Options for Organizing a Business	Business Environment/Entrepreneurship	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	
		Week 11	Chapter 6: The Nature of Management	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Human Resources Management & Career Development and Relationship Management/Communication, Customer Relations, Leadership and Teamwork	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	

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		Week 12 & 13	Chapter 8: Managing Service & Manufacturing Operations	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/ Human Resources Management & Career Development and Relationship Management/Communication, Customer Relations, Leadership and Teamwork	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	
		Week 14	Chapter 9: Motivating the Workforce	Business Environment/Entrepreneurship, Business Ethics, & Resource Management/ Human Resources Management & Career Development and Relationship Management/Professional Development, Communication, Customer Relations, Leadership and Teamwork	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	
		Week 15	Chapter 10: Managing HR	Business Environment/Entrepreneurship, Business Ethics, & Resource Management/ Human Resources Management & Career Development and Relationship Management/Professional Development, Communication, Customer Relations, Leadership and Teamwork	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	
		Week 16	Chapter 15: Money & the Financial System	Business Environment/Entrepreneurship, Business Ethics, Economic Principles	Language Arts	5.13, 1.1, 1.3, 1.4, 1.13, 1.15, 1.18, 1.19, 1.20, 1.5, 1.6, 1.7, 1.8, 1.10, 1.11, 1.12	

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Entrepreneurship (Small Business Plan Development)		Week 10 - 13	Company Description Motivations for starting the business <input checked="" type="checkbox"/> Market driven business opportunity <input checked="" type="checkbox"/> Company history <input checked="" type="checkbox"/> Definition of business concept <input checked="" type="checkbox"/> Company vision & mission statements <input checked="" type="checkbox"/> Business goals and objectives <input checked="" type="checkbox"/> Social Responsibility element	Business Environment/Entrepreneurship, Business Ethics, Economic Principles	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	
		Week 14 - 18	Industry Overview Industry Sector Description <input checked="" type="checkbox"/> Economic Factors: Threats/Opportunities	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Information Management & Career Development and Relationship Management/Communication, Leadership and Teamwork	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	
		Week 22 - 23 (Skip weeks 19-21 for LifeSmarts & Mid-Terms)	Product and/or Service Plan Identify key product <input checked="" type="checkbox"/> Describe how product meets customers' needs Feature/benefit analysis <input checked="" type="checkbox"/> Value proposition Product production plan	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Information Management & Career Development and Relationship Management/Communication, Leadership and Teamwork	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	
		Week 24 - 26	Marketing (Target Market Analysis, Competitive Analysis, Marketing Plan)	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Information Management & Career Development and Relationship Management/Communication, Marketing, Leadership and Teamwork	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	

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		Week 27 - 29	Operational Plan (Organizational Plan, Management Team Plan, Operational Plan)	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Human Resources Management, Information Management & Career Development and Relationship Management/Communication, Leadership and Teamwork	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8, 1.10, 1.11	
		Week 30 - 33	Financial Plan Overall financial plan narrative ☑ Starting up needs statement ☑ Budget/Cash Flow projection for year one ☑ Break-even Analysis ☑ Projected Income Statement for one year	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Human Resources Management, Financial Management, Information Management & Career Development and Relationship Management/Communication, Leadership and Teamwork	Mathematics Language Arts	7.2 h 7.6 hh 5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	
		Week 35	Executive Summary Introduction ☑ Company description/overview ☑ Products and/or Services-overview ☑ Marketing/Opportunity overview ☑ Operations overview ☑ Financial overview ☑ Conclusion	Business Environment/Entrepreneurship, Business Ethics & Resource Management/Human Resources Management, Financial Management, Information Management & Career Development and Relationship Management/Communication, Leadership and Teamwork	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	
		Week 36 - 38	Business Plan Competition Presentation (Oral)	Business Environment/Entrepreneurship, & Resource Management/Human Resources Management, Financial Management, Information Management & Career Development and Relationship Management/Communication, Leadership and Teamwork	Mathematics Language Arts	7.2 h 7.6 hh 5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	

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Microsoft Excel		Week 22 - 23	Chapter 1: Creating a Worksheet and an Embedded Chart	Business Environment/Entrepreneurship, & Resource Management/Financial Management, Information Management	Mathematics Language Arts	7.6 aa 5.15, 1.3, 1.17, 1.18, 1.19, 1.20	
		Week 24 - 26	Chapter 2: Formulas, Functions, & Formatting	Business Environment/Entrepreneurship, & Resource Management/Financial Management, Information Management	Mathematics Language Arts	7.6 aa 5.15, 1.3, 1.17, 1.18, 1.19, 1.20	
		Week 29 & 30 (skip 2 weeks for Winter break)	Chapter 3: What-If Analysis, Charting, and Working with Large Worksheets	Business Environment/Entrepreneurship, & Resource Management/Financial Management, Information Management	Mathematics Language Arts	7.6 aa 5.15, 1.3, 1.17, 1.18, 1.19, 1.20	
		Week 31 & 32	Chapter 4: Financial Functions, Data Tables, and Amortization Schedules	Business Environment/Entrepreneurship, & Resource Management/Financial Management, Information Management	Mathematics Language Arts	7.6 aa 5.15, 1.3, 1.17, 1.18, 1.19, 1.20	
Business Math		Week 3 - 40	Targeted Instruction Based on Skill-Level Using ALEKS (online) Areas include: Geometry, Algebra 2, Business Math	Resource Management/Financial Management, Information Management	Mathematics	7.2 h 7.6 aa, bb, ff, gg, hh, aaa 7.10 aa, bbb, cc, dd	
Personal Finance		Week 23 - 32	Stock Market Game •Critical thinking •Decision-making •Cooperation and communication •Independent research •Saving and investing	Business Environment/Entrepreneurship, & Resource Management/Financial Management, Information Management & Career Development and Relationship Management/Communication, Leadership and Teamwork	Mathematics Language Arts	7.2 h 7.6 aa, bb, gg, hh 7.9 cc 7.10 aa, cc, dd, ee 5.13, 5.15, 1.1, 1.3, 1.4, 1.17, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	

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		Week 16 - 20	LifeSmarts Develops consumer & marketplace skills in personal finance, health, safety, the environment, technology, and consumer rights and responsibilities	Business Environment/Entrepreneurship, & Resource Management/Financial Management, & Career Development and Relationship Management/Communication, Leadership and Teamwork	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	
		Week 22 - 23	MoneySkills: Pre-Test & Income 3. Earned Income and Skill Demand 4. Earned Income and Skill Supply 5. Property Income 6. Income from Financial Assets 7. The Consumer Life Cycle 8. Income over the Life Cycle 9. Federal Income Taxes 10. Other Deductions from Pay	Business Environment/Entrepreneurship, & Resource Management/Financial Management	Mathematics Language Arts	7.2 h 7.6 aa, bb, gg, hh 7.9 cc 7.10 aa, cc, dd, ee 5.13, 5.15, 1.1, 1.3, 1.4, 1.17, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
		Week 24-25	MoneySkills: Expenses 11. Tracking Expenses and Budgeting 12. Paying for What We Buy 13. Using a Checking Account 14. Renting a Home 15. Owning a Home 16. Food and Clothing 17. Buying or Leasing a Vehicle 18. Operating a Vehicle 19. Vacation and Leisure	Business Environment/Entrepreneurship, & Resource Management/Financial Management	Mathematics Language Arts	7.2 h 7.6 aa, bb, gg, hh 7.9 cc 7.10 aa, cc, dd, ee 5.13, 5.15, 1.1, 1.3, 1.4, 1.17, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
		Week 26 - 29	MoneySkills: Assets 20. Investing in Physical Assets/ Cost-Benefit Analysis 21. Saving 22. Short-term Saving Vehicles 23. Fixed-income Assets 24. Equities 25. Mutual Funds 26. Investing in Business	Business Environment/Entrepreneurship, & Resource Management/Financial Management	Mathematics Language Arts	7.2 h 7.6 aa, bb, gg, hh 7.9 cc 7.10 aa, cc, dd, ee 5.13, 5.15, 1.1, 1.3, 1.4, 1.17, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	

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		Week 30 - 31	MoneySkill: Liabilities 27. Costs and Benefits of Borrowing 28. Secured Borrowing 29. Credit Cards and Other Unsecured Borrowing 30. Your Credit Rating	Business Environment/Entrepreneurship, & Resource Management/Financial Management	Mathematics Language Arts	7.2 h 7.6 aa, bb, gg, hh 7.9 cc 7.10 aa, cc, dd, ee 5.13, 5.15, 1.1, 1.3, 1.4, 1.17, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
		Week 32 - 33	MoneySkill: Risk Management 31. Understanding Insurance 32. Life and Disability Insurance 33. Health Insurance 34. Retirement	Business Environment/Entrepreneurship, & Resource Management/Financial Management	Mathematics Language Arts	7.2 h 7.6 aa, bb, gg, hh 7.9 cc 7.10 aa, cc, dd, ee 5.13, 5.15, 1.1, 1.3, 1.4, 1.17, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
		Week 33	MoneySkill: Post-Test for National Certification	Business Environment/Entrepreneurship, & Resource Management/Financial Management	Mathematics Language Arts	7.2 h 7.6 aa, bb, gg, hh 7.9 cc 7.10 aa, cc, dd, ee 5.13, 5.15, 1.1, 1.3, 1.4, 1.17, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
		Week 33 - 36	RealWorld: Personal Finance Game of Chance	Business Environment/Entrepreneurship, & Resource Management/Financial Management	Mathematics Language Arts	7.2 h 7.6 aa, bb, gg, hh 7.9 cc 7.10 aa, cc, dd, ee 5.13, 5.15, 1.1, 1.3, 1.4, 1.17, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
College/Career Readiness		Week 2 - 3	Career Analysis (online assessment, assemble into a presentation, add to e-portfolio)	Business Environment/Entrepreneurship & Resource Management/Human Resources Management, Information Management & Career Development and Relationship Management/Professional Development, Communication, Leadership and Teamwork	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	

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		Week 4 - 5 (re-evaluated during the year)	S.M.A.R.T. Goal Setting (2 personal, 2 educational, 2 health & wellness)	Resource Management/Information Management & Career Development and Relationship Management/Professional Development, Communication	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	
		Week 6 - 32	FBLA Chapter Activities (community service, officer elections, meeting participation, budgets, minutes, voting, fundraising, leadership conferences, job interview workshop, business competitions)	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Human Resources Management, Financial Management, Information Management & Career Development and Relationship Management/Professional Development, Communication, Customer Relations, Marketing, Leadership and Teamwork	Mathematics Language Arts	7.2 h 7.6 aa, bb, gg, hh 7.9 cc 7.10 aa, cc, dd, ee 5.13, 5.15, 1.1, 1.3, 1.4, 1.17, 1.18, 1.19, 1.20, 1.5, 1.8, 1.12	
Final Project (Exam)		Week 36 - 41	E-Portfolio: 1. Collection: What items from my courses and experiences should be saved for possible inclusion in the portfolio? 2. Selection: What pieces should be included in my portfolio? 3. Connection: How does each piece demonstrate growth in learning through my last two years of high school? How does each piece demonstrate who I am as a graduating student? 4. Reflection: What did I learn from my experiences? How can I document my growth?	Business Environment/Entrepreneurship, Business Ethics, Economic Principles & Resource Management/Human Resources Management, Financial Management, Information Management & Career Development and Relationship Management/Professional Development, Communication, Customer Relations, Marketing, Leadership and Teamwork	Language Arts	5.13, 5.18, 1.1, 1.3, 1.18, 1.19, 1.20, 1.5, 1.6, 1.8	

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Unit	21st Century Indicators	Targeted Assessments	
	1. Skills Tools 2. Entrepreneurial 3. Quadrant Tasks 4. Literacy 5. Computer Technology	1. Introduced 2. Basic 3. Proficient 4. Mastery	Evidence

Accounting for a Service Business Organized as a Proprietorship	1, 3, 4	4	Aplia Work Together, Own Your Own, Study Guide, Exam, Reinforcement PartA (1-5), VT State Assessment for all accounting chapters
	1,3,4	4	Aplia Work Together, Own Your Own, Study Guide, Exam, Reinforcement PartA (1-5)
	1, 3, 4	4	Aplia Work Together, Own Your Own, Study Guide, Exam, Reinforcement PartA (1-5)
	1,3,4	3	Aplia Work Together, Own Your Own, Study Guide, Exam, Reinforcement PartA (1-5)
	1, 3, 4	3	Aplia Work Together, Own Your Own, Study Guide, Exam, Reinforcement PartA (1-5)
	1,3,4	3	Aplia Work Together, Own Your Own, Study Guide, Exam, Reinforcement PartB (6-8)
	1,2,3,4	2	Aplia Work Together, Own Your Own, Study Guide, Exam, Reinforcement PartB (6-8)
	1,3,4	2	Aplia Work Together, Own Your Own, Study Guide, Exam, Reinforcement PartB (6-8)
Accounting for a Merchandising Business Organized as a Corporation	1,3,4	2	Aplia Work Together, Own Your Own, Study Guide, Exam, Prepare for CCV Final Exam
	1,3,4	2	Aplia Work Together, Own Your Own, Study Guide, Exam, Prepare for CCV Final Exam
	1,3,4	3	Aplia Work Together, Own Your Own, Study Guide, Exam, Prepare for CCV Final Exam
	1,2,3,4	2	Aplia Work Together, Own Your Own, Study Guide, Exam, Prepare for CCV Final Exam
	1,2,3,4	2	Aplia Work Together, Own Your Own, Study Guide, Exam, Prepare for CCV Final Exam, Reinforcement 2-PartA

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Unit	21st Century Indicators	Targeted Assessments	
<p>1. Skills Tools 2. Entrepreneurial 3. Quadrant Tasks 4. Literacy 5. Computer Technology</p>		<p>1. Introduced 2. Basic 3. Proficient 4. Mastery</p>	<p>Evidence</p>
Microsoft Word	1,3,4,5		4 SAM Online Activities: Pre-test, training, student-training, Project, Post-Test; In-Class projects depends on community/school activities at that time (it drives the applicable need)'
	1,2,3,4,5		4 SAM Online Activities: Pre-test, training, student-training, Project, Post-Test; Create resume & cover letter; Start website for e-portfolio.
	1,2,3,4,5		3 SAM Online Activities: Pre-test, training, student-training, Project, Post-Test; Create several reports tied to PofM, Small Business, Career Exploration, & College Research
	1,2,3,4,5		3 SAM Online Activities: Pre-test, training, student-training, Project, Post-Test; Create several letters, holiday mailing, assist with office mailing, open house mailings
	1,2,3,4,5		2 SAM Online Activities: Pre-test, training, student-training, Project, Post-Test; Reinforce chapters 1-6 with newsletter assignment to include all elements covered.
Principles of Management	1,2,3,4,5		3 McGraw-Hill Connect & Blackboard Activities: drag-n-drop vocab, video comprehension, discussion board, quiz, end of chapter assessment; In-class activities; Note taking strategies; Research; Entre projects; VT DOE State Assessment for all material

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Unit	21st Century Indicators	Targeted Assessments	Evidence
	1,2,3,4,5	1. Introduced	Evidence
	1,2,3,4,5	2. Basic	
	1,2,3,4,5	3. Proficient	
	1,2,3,4,5	4. Mastery	
	1,2,3,4,5		3 McGraw-Hill Connect & Blackboard Activities: drag-n-drop vocab, video comprehension, discussion board, quiz, end of chapter assessment; In-class activities; Note taking strategies; Research; Entre projects; Presentation

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	1,2,3,4,5	1. Introduced 2. Basic 3. Proficient 4. Mastery	1. Skills Tools 2. Entrepreneurial 3. Quadrant Tasks 4. Literacy 5. Computer Technology
	1,2,3,4,5	2	McGraw-Hill Connect & Blackboard Activities: drag-n-drop vocab, video comprehension, discussion board, quiz, end of chapter assessment; In-class activities; Note taking strategies; Research; Entre projects; Presentation
	1,2,3,4,5	2	McGraw-Hill Connect & Blackboard Activities: drag-n-drop vocab, video comprehension, discussion board, quiz, end of chapter assessment; In-class activities; Note taking strategies; Research; Entre projects; Presentation
	1,2,3,4,5	2	McGraw-Hill Connect & Blackboard Activities: drag-n-drop vocab, video comprehension, discussion board, quiz, end of chapter assessment; In-class activities; Note taking strategies; Research; Entre projects; Presentation
	1,2,3,4,5	2	McGraw-Hill Connect & Blackboard Activities: drag-n-drop vocab, video comprehension, discussion board, quiz, end of chapter assessment; In-class activities; Note taking strategies; Research; Entre projects; Presentation; prepare for final project

Program/Course

Unit	21st Century Indicators	Targeted Assessments	Evidence
Entrepreneurship (Small Business Plan Development)	1,2,3,4,5	1. Introduced	Evidence
	1,2,3,4,5	2. Basic	
	1,2,3,4,5	3. Proficient	
	1,2,3,4,5	4. Mastery	

Program/Course

Unit	21st Century Indicators	Targeted Assessments	Evidence
	1,2,3,4,5	1. Introduced 2. Basic 3. Proficient 4. Mastery	2 Leverage knowledge from PofM; Start development of small business plan with other students; develop personal goals, mission statement; entre projects; guest speakers; community service; FBLA;
	1,2,3,4,5		2 Leverage knowledge from PofM; Start development of small business plan with other students; develop personal goals, mission statement; entre projects; guest speakers; community service; FBLA;
	1,2,3,4,5		3 Leverage knowledge from PofM; Start development of small business plan with other students; develop personal goals, mission statement; entre projects; guest speakers; community service; FBLA;
	1,2,3,4,5		3 Leverage knowledge from PofM; Start development of small business plan with other students; develop personal goals, mission statement; entre projects; guest speakers; community service; FBLA;

Program/Course

Unit	21st Century Indicators	Targeted Assessments	
<p>Microsoft Excel</p>	<p>1. Skills Tools 2. Entrepreneurial 3. Quadrant Tasks 4. Literacy 5. Computer Technology</p>	<p>1. Introduced 2. Basic 3. Proficient 4. Mastery</p>	<p>Evidence</p>
<p>Microsoft Excel</p>	<p>1,4,5</p>	<p>4</p>	<p>SAM Online Activities: Pre-test, training, student-training, Project, Post-Test; Apply for Stock Market Game, Personal Finance & Small Business Plan</p>
<p>Microsoft Excel</p>	<p>1,4,5</p>	<p>2</p>	<p>SAM Online Activities: Pre-test, training, student-training, Project, Post-Test; Apply for Stock Market Game, Personal Finance & Small Business Plan</p>
<p>Microsoft Excel</p>	<p>1,4,5</p>	<p>2</p>	<p>SAM Online Activities: Pre-test, training, student-training, Project, Post-Test; Apply for Stock Market Game, Personal Finance & Small Business Plan</p>
<p>Microsoft Excel</p>	<p>1,4,5</p>	<p>2</p>	<p>SAM Online Activities: Pre-test, training, student-training, Project, Post-Test; Apply for Stock Market Game, Personal Finance & Small Business Plan</p>
<p>Business Math</p>	<p>1, 3, 4, 5</p>	<p>3-4</p>	<p>ALEKS requires students to master a certain area before being let into another area; automatic quizzes, adhoc quizzes; integrates into personal finance activities</p>
<p>Personal Finance</p>	<p>1,2,3,4,5</p>	<p>3</p>	<p>State-Wide Competition where \$1m is invested; several activities involving saving/investing, MS Excel/Word, PofM Concepts, guest speakers, research, brochure</p>

Program/Course

Unit	21st Century Indicators	Targeted Assessments	Evidence
	1,2,3,4		3 State-Wide Competition; practices test-taking, reading comprehension, teamwork, groundwork for in-depth personal finance material semester 2.
	1,2,3,4,5		3 Apply content to personal lives by creating personal budgets; revisiting accounting & PofM concepts to reinforce; ties into small business plan; guest speakers; pers finance class projects
	1,2,3,4,5		3 Apply content to personal lives by creating personal budgets; revisiting accounting & PofM concepts to reinforce; ties into small business plan; guest speakers; pers finance class projects
	1,2,3,4,5		3 Apply content to personal lives by creating personal budgets; revisiting accounting & PofM concepts to reinforce; ties into small business plan; guest speakers; pers finance class projects

Program/Course

Unit	21st Century Indicators	Targeted Assessments	
	1. Skills Tools 2. Entrepreneurial 3. Quadrant Tasks 4. Literacy 5. Computer Technology	1. Introduced 2. Basic 3. Proficient 4. Mastery	Evidence
	1,2,3,4,5		3 Apply content to personal lives by creating personal budgets; revisiting accounting & PofM concepts to reinforce; ties into small business plan; guest speakers; pers finance class projects
	1,2,3,4,5		3 Apply content to personal lives by creating personal budgets; revisiting accounting & PofM concepts to reinforce; ties into small business plan; guest speakers; pers finance class projects
	1,2,3,4,5		4 National Certification if achieve an 80 or above
	1,2,3,4,5		4 Weekly calculation of personal payroll; budget decisions, weekly report, guest speakers, final report. Applies content from accounting, financial analysis, MoneySkills
College/Career Readiness	1,2,3,4		4 Develop interest in career and post-secondary education; research, report, presentation, guest speakers, job shadows, internships, coop opportunities.

Program/Course

Unit	21st Century Indicators	Targeted Assessments	Evidence
	1,2,3,4	1. Skills Tools 2. Entrepreneurial 3. Quadrant Tasks 4. Literacy 5. Computer Technology	1. Introduced 2. Basic 3. Proficient 4. Mastery
	1,2,3,4,5		4 Self-monitoring to re-evaluate
Final Project (Exam)	1,2,3,4		4 VT DOE State Exam, State Conference Competition Results
			4 Final Exam; cap-stone project on website