

NORTH BRANFORD PUBLIC SCHOOLS

Essential Curriculum

Business and Finance Technology Education

Grades 9-12

Keyboarding I/Document Formatting

Upon completion of Keyboarding and Document Formatting, students will be able to:

- Demonstrate proper posture and correct key-stroking of all alphanumeric keys using the “touch” method.
- Complete five-minute timed writings with a minimum of 30 words per minute.
- Keyboard and format letters, reports, tables and resumes using arranged, composed, and unarranged copy.
- Identify written and formatting errors by proofreading and editing all assignments.
- Demonstrate good work habits and a sense of completing assignments neatly and accurately with minimum assistance.
- Demonstrate the ability to follow oral and written instructions.
- Demonstrate the responsibility for completing assigned tasks on time and appreciate its relationship to success in life.
- Recognize the need to continue to acquire additional knowledge and skills for personal growth and development and its relationship to lifelong learning.
- Recognize the advantages of word processing for more efficient productivity and workflow in the office.
- Keyboard, format, store, retrieve, spell-check, and print personal business documents using menus and prompts.
- Revise documents using the edit menu to select and move data within a document.
- Paginate documents using automatic pagination functions.
- Describe methods of interfacing word processing with other current and emerging technologies.
- Demonstrate competency in desktop publishing by inserting and formatting pictures, word art, and clipart within documents.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software.

Computer Applications

Upon completion of Computer Applications, students will be able to:

- The student will be able to use touch-keyboarding skills and manipulate text and data.
- The student will identify terminology associated with spreadsheets, database management, graphing/charting, and multimedia presentations.
- The student will apply procedures for creating spreadsheets, databases, graphs/charts, and computer generated slide-show presentations.
- The student will use creative thinking in modifying spreadsheets, databases, and graphs/charts.
- The student will apply mathematics to spreadsheet and database problems.
- The student will explain the order in which spreadsheet calculations are performed and provide illustrations, which support this order.
- The student will use creative thinking to modify computer generated slide show presentations to meet changing needs and requirements.
- The student will demonstrate the ability to use technology as a means to conduct research.
- The student will produce and present a computer generated slide-show presentation.

- The student will appreciate the importance of careful attention to oral and written directions in solving a variety of computer-related problems.
- The student will be able to recognize and appreciate the role of systematic planning in solving problems.
- The student will be able to recognize the need to continue to acquire additional knowledge and skills for personal growth and development and its relationship to life-long learning.
- The student will recognize the importance of the implications of emerging technologies on society and the quality of life, including personal, academic and work environments.
- The student will be able to identify employability skills and career paths in information technology.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software.

Consumer Economics

Upon completion of Consumer Economics, students will be able to:

- Develop an appreciation of the necessity for devising a workable spending plan that correlates with the standard of living provided by their career choice.
- Understand consumer rights and responsibilities.
- Develop an understanding of how individuals and families can efficiently budget and manage money.
- Develop an appreciation of the function of banks and understand the intelligent use of services and the importance of regular savings.
- Learn how to write checks and how to manage and reconcile a checking account.
- Learn how businesses administer credit and how consumers should use it wisely.
- Learn the importance of auto insurance.
- Learn how to budget and plan for a vacation and other leisure-time activities.
- Explain how personal qualifications, life goals, and job trends affect career decisions.
- Students will learn how to use the Internet to access information.
- Demonstrate the steps in writing a research paper.
- Develop critical thinking skills.
- Students will learn how to integrate Microsoft Word, Excel and PowerPoint upon completion of the Technology Benchmark Assessment.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software.
- The student will recognize the importance of values as it relates to one's own character.

Consumer Economics Honors

Upon completion of Consumer Economics Honors, students will be able to:

- Develop an appreciation of the necessity for devising a workable spending plan that correlates with the standard of living provided by their career choice.
- Understand consumer rights and responsibilities.
- Learn how new businesses are protected by our government from global competition.
- Develop an understanding of how individuals and families can efficiently budget and manage money.
- Develop an appreciation of the function of banks and understand the intelligent use of services and the importance of regular savings.
- Learn how to write checks and how to manage and reconcile a checking account.

- Develop an appreciation of how the government can help reduce savings in the business cycle.
- Learn how businesses administer credit and how consumers should use it wisely.
- Learn what should be considered in deciding which type of insurance to buy.
- Learn the importance of auto insurance.
- Learn how to budget and plan for a vacation and other leisure-time activities.
- Explain how personal qualifications, life goals, and job trends affect career decisions.
- Students will learn how to use the Internet to access information.
- Demonstrate the steps in writing a research paper.
- Develop critical thinking skills.
- Students will learn how to integrate Microsoft Word, Excel and PowerPoint upon completion of the Technology Benchmark Assessment.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software.
- The student will recognize the importance of values as it relates to one's own character.

Accelerated Business Honors

Upon completion of Accelerated Business Honors, students will be able to:

COMPUTER APPLICATIONS

- The student will be able to use touch-keyboarding skills and manipulate text and data.
- The student will identify terminology associated with spreadsheets, database management, graphing/charting, and multimedia presentations.
- The student will apply procedures for creating spreadsheets, databases, graphs/charts, and computer generated slide-show presentations.
- The student will use creative thinking in modifying spreadsheets, databases, and graphs/charts.
- The student will apply mathematics to spreadsheet and database problems.
- The student will explain the order in which spreadsheet calculations are performed and provide illustrations, which support this order.
- The student will use creative thinking to modify computer generated slide show presentations to meet changing needs and requirements.
- The student will demonstrate the ability to use technology as a means to conduct research.
- The student will produce and present a computer generated slide-show presentation.
- The student will appreciate the importance of careful attention to oral and written directions in solving a variety of computer-related problems.
- The student will be able to recognize and appreciate the role of systematic planning in solving problems.
- The student will be able to recognize the need to continue to acquire additional knowledge and skills for personal growth and development and its relationship to life-long learning.
- The student will recognize the importance of the implications of emerging technologies on society and the quality of life, including personal, academic and work environments.
- The student will be able to identify employability skills and career paths in information technology.

ACCOUNTING

- Describe the three major types of business organizations, their operation, and the importance of profit to them in our private enterprise economy.
- Use appropriate accounting terminology.
- Recognize and appreciate the role of systematic planning in problem solving.
- Draw conclusions based on financial information contained in various accounting documents.
- Demonstrate the skills required for an entry-level accounting position.
- Demonstrate the ability to journalize business transactions

- Demonstrate the ability to journalize business transactions.
- Demonstrate the ability to post from a general journal to a general ledger.
- Prepare end-of-the period financial statements.
- Demonstrate the ability to solve problems using financial information.

KEYBOARDING AND DOCUMENT FORMATTING

- Demonstrate proper posture and correct key-stroking of all alphanumeric keys using the “touch” method.
- Complete five-minute timed writings with a minimum of 30 words per minute with one error per minute on unfamiliar copy of average syllabic intensity.
- Keyboard and format letters, reports, tables and resumes using arranged, composed, and unarranged copy.
- Identify written and formatting errors by proofreading and editing all assignments.
- Demonstrate good work habits and a sense of completing assignments neatly and accurately with minimum assistance.
- Demonstrate the ability to follow oral and written instructions.
- Demonstrate the responsibility for completing assigned tasks on time and appreciate its relationship to success in life.
- Recognize the need to continue to acquire additional knowledge and skills for personal growth and development and its relationship to lifelong learning.
- Recognize the advantages of word processing for more efficient productivity and workflow in the office.
- Keyboard, format, store, retrieve, spell-check, and print personal business documents using menus and prompts.
- Revise documents using the edit menu to select and move data within a document.
- Paginate documents using automatic pagination functions.
- Describe methods of interfacing word processing with other current and emerging technologies.
- Demonstrate competency in desktop publishing by inserting and formatting pictures, word art, and clipart within documents.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software.

Introductory Accounting

Upon completion of Introductory Accounting, students will be able to:

- Describe how a business begins and operates in the private enterprise system.
- Describe the three major types of business organizations.
- Recognize the importance of profit to the continuation of a business operation.
- Demonstrate the ability to distinguish relevant financial data for problem solving.
- Draw conclusions based on financial information contained in various accounting documents.
- Demonstrate the ability to solve problems using financial information.
- Recognize the importance of cash control to operate a successful business.
- Use appropriate accounting terminology.
- Demonstrate skills required for entry-level accounting positions.
- Demonstrate the ability to use tables, graphs, and charts in accounting procedures.
- Demonstrate the ability to estimate and approximate answers to financial and managerial situations.
- Demonstrate the ability to analyze business transactions.
- Demonstrate the ability to journalize business transactions in various journal formats.
- Demonstrate the ability to post from special journals to both subsidiary and general ledgers.
- Prepare end-of-period financial statements.
- Demonstrate the ability to use international currency in solving problems.

- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software/Internet.

Accounting I

Upon completion of Accounting I, students will be able to:

- Describe the three major types of business organizations, their operations, and the importance of profit to them in our private enterprise economy.
- Use appropriate accounting and computer terminology.
- Demonstrate good work habits and a sense of responsibility by accurately completing assignments.
- Recognize the need to continue to acquire additional knowledge and skills for personal growth and development.
- Recognize and appreciate the role of systematic planning in problem solving.
- Demonstrate the ability to work cooperatively with peers in solving accounting problems.
- Use computer software to maintain and prepare accounting records and documents.
- Demonstrate the ability to solve problems using financial information.
- Draw conclusions based on financial information contained in various accounting documents.
- Demonstrate skills required of entry-level accounting positions.
- Demonstrate the ability to analyze business transactions.
- Demonstrate the ability to journalize business transactions in various journal formats.
- Demonstrate the ability to post from special journals to both subsidiary and general ledgers.
- Prepare end-of-period financial statements.
- Demonstrate the ability to use international currency in solving problems.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software/Internet.

Business Management

Upon completion of Business Management, students will be able to:

- Describe the main characteristics of business and the economic and social elements that affect organizations.
- Identify and discuss recent critical changes that affect American firms and their employees.
- Explain the basic principles of ethics and social responsibility as they apply to business situations.
- Describe the nature, growth and importance of international trade and global competition in our economy.
- Describe characteristics of successful entrepreneurs.
- Outline the responsibilities of owning your own business.
- Compare and contrast the advantages and disadvantages between proprietorships, partnerships, and corporations.
- Describe and discuss the procedures and problems involved in pricing and purchasing merchandise.
- Examine the roles of advertising and personal selling in the success of a business.
- Describe the role of management in human resource planning.
- Describe the role of management in career planning and organizational development.
- Explain a manager's responsibilities as they pertain to planning, organizing, implementing and

controlling.

- Describe the decision-making process.
- Define and discuss the leadership skills necessary to manage a successful business enterprise.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software/Internet.

Everyday and Business Law

Upon completion of Everyday and Business Law, students will be able to:

- Identify, interpret, and apply general legal principles and concepts to specific business and personal situations.
- Identify the four primary sources of law under the American legal system.
- Realize the significance of business law in their personal lives.
- Understand that there is an orderly process for changing laws and that there is a legitimate process for seeking redress when their rights have been violated.
- Identify and understand the laws, which affect them as citizens of the United States. Draw conclusions based on financial information contained in various accounting documents.
- Demonstrate the ability to distinguish between a felony and a misdemeanor.
- Demonstrate the ability to distinguish between the types of common crimes.
- Demonstrate knowledge of the law as it relates to guarantees found within the U.S. Constitution regarding search and seizure, Miranda, and the use of evidence.
- Demonstrate an understanding of the criminal justice process.
- Demonstrate an understanding of the civil justice system.
- Demonstrate the ability to distinguish between the types of deliberate torts.
- Identify and describe the various elements of negligence.
- Demonstrate an understanding of the Good Samaritan Law.
- Demonstrate the ability to think clearly, logically, accurately, and concisely by pinpointing rules of law in actual case studies.
- Demonstrate knowledge of law as it applies to the consumer and the remedies available under the various state and federal consumer protection laws.
- Identify contracts as valid, void, or void able and identify the various methods by which a contract is discharged or terminated.
- Demonstrate knowledge of law as it applies to the consumer and the remedies available under the various state and federal statutes regarding breach of contract.
- Demonstrate and apply points of law as it pertains to express and implied warranties.
- Demonstrate knowledge of law as it applies to the consumer regarding products liability.
- Demonstrate the ability to apply and present points of law to justify and defend their position in a mock trial situation.
- Develop an appreciation of preparing a court case by analyzing legal data and systematically preparing legal documents.
- Demonstrate the ability to interpret the law through case analysis.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving law-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the importance of values as it relates to one's own character.

Advanced Computer Applications

Upon completion of Advanced Computer Applications, students will be able to:

- The student will identify terminology associated with spreadsheets, graphing/charting, multimedia presentations, digital imaging, and web design.
- The student will analyze information as it applies to particular situations and draw logical assumptions in the creation of spreadsheets, graphs/charts, multimedia, digital imaging, and web design.
- The student will use the advanced features of spreadsheet and graphing software to produce complex documents.
- The student will use the advanced features of multimedia software to produce complex slide-show presentations.
- The student will use the features of web design software to develop a personal web page.
- The student will use the features of digital photography/software to enhance a variety of business/personal documents.
- The student will use digital imaging software to enhance digital photos used within various applications.
- The student will use Excel Tools (Goal Seek, Solver, and Scenario Manager) to solve simple and complex problems.
- The student will use creative thinking to modify computer generated slide show presentations to meet changing needs and requirements.
- The student will demonstrate the ability to use technology as a means to conduct research.
- The student will produce and present an automated computer generated slide-show presentation.
- The student will be able to recognize and appreciate the role of systematic planning in solving problems.
- The student will design, develop, and produce documents/projects, which stimulate realistic and relevant tasks required of today's workers.
- The student will use technology to support and make informed decisions concerning social issues that plague our society.
- The student will be able to recognize the need to continue to acquire additional knowledge and skills for personal growth and development and its relationship to life-long learning.
- The student will recognize the importance of the implications of emerging technologies on society and the quality of life, including personal, academic and work environments.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software

Networking Fundamentals I

Upon completion of Networking Fundamentals I, students will be able to:

- Apply basic networking terminology to a network environment.
- Identify network devices, including network connectivity hardware, and describe their functions.
- Recognize the impact of the convergence of telephony, data, and video communications on networks.
- Explain the concept of a topology.
- Distinguish between local area network (LAN) and wide area network (WAN) topologies and protocols.
- Describe common LAN access mechanisms.
- Describe network environments (e.g., peer-to-peer, client-server, internet works, intranets, and extranets).
- Apply structured cabling standards.
- Use appropriate tools to document network topologies and configurations.
- Compare and contrast the OSI model and other layered models (e.g., TCP/IP).
- Apply the OSI model and the concept of layers to analyze and resolve network problems.
- Evaluate and select network circuits and transmission schemes appropriate for a task.
- Describe server functions, including specialized servers (e.g., Web, DHCP, DNS, mail, and proxy servers), and identify their hardware and software requirements.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its

relationship to success in life.

- The student will demonstrate an ability to work cooperatively with peers in solving computer-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software, networking tools and equipment.
- The student will recognize the importance of values as it relates to one's own character.

Networking Fundamentals II

Upon completion of Networking Fundamentals II, students will be able to:

- Identify the key characteristics of common wide-area network (WAN) configurations and technologies, and differentiate between these and common LAN technologies.
- Describe the role of a router in a WAN.
- Describe the purpose and operations of the router Internet Operating System (IOS).
- Establish communication between a terminal device and the router IOS, and use the IOS for system analysis, configuration, and repair.
- Identify the major internal and external components of a router, and describe the associated functionality.
- Connect router Fast Ethernet, serial WAN, and console ports.
- Perform, save, and test an initial configuration on a router.
- Identify the stages of the router boot-up sequence and show how the configuration register and boot system commands modify that sequence.
- Manage system image and device configuration files.
- Describe the operation of the Internet Control Message Protocol (ICMP) and identify the reasons, types, and format of associated error and control messages.
- Identify, configure, and verify the use of static and default routes.
- Evaluate the characteristics of routing protocols.
- Use commands incorporated with IOS to analyze and rectify network problems.
- Troubleshoot and resolve common network problems by completing a performance-based lab.
- The student will demonstrate recognition for completing assigned tasks on time and appreciate its relationship to success in life.
- The student will demonstrate an ability to work cooperatively with peers in solving network-related problems.
- The student will appreciate the value of self-esteem and personal effectiveness resulting from one's own productive efforts.
- The student will recognize the necessity for moral and ethical conduct in the use and application of computer software, networking tools and equipment.
- The student will recognize the importance of values as it relates to one's own character.