

Campbell County School District # 1
Gillette, Wyoming

CAREER - BUSINESS
ACCOUNTING I

Accounting I teaches the basic principles of accounting. This course is recommended for not only students interested in accounting as a career, but also any student with business career goals. This course covers the accounting cycle in its simplest form, special journals, and subsidiary ledgers. Computerized general ledger accounting is also introduced.

VB-A1-01 THE BASIC ACCOUNTING CYCLE (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

- CV11.3.1 Acquire/Evaluate Workplace Information
- CV11.3.2 Organize/Update Workplace Information
- CV11.3.4 Technology to Process Workplace Information
- CV11.4.1 Quality and Performance of Systems
- CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology
- CV11.5.3 Workplace Equipment to Solve Problems

Students will demonstrate an understanding of and ability to use the basic accounting cycle within a single-proprietorship business.

VB-A1-01-01 - Assets, Liabilities, Owner's Equity (Objective)

C-CS - Assessed at Content Standard

Students will classify items in the following accounts: assets, liabilities, and owner's equity.

VB-A1-01-02 - Accounting Equation (Objective)

C-CS - Assessed at Content Standard

Students will arrange accounts in an accounting equation, compute owner's equity, and prove the equality of the accounting equation.

VB-A1-01-03 - Analyze Transactions (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate an ability to analyze transactions which affect assets, liabilities, owner's equity, revenue, expenses, and withdrawals.

VB-A1-01-04 - Record and Post Transactions (Objective)

C-CS - Assessed at Content Standard

Students will record and post transactions in the general journal.

VB-A1-01-05 - Worksheet and Financial Statements (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate an ability to complete a six-column worksheet and selected financial statements.

VB-A1-01-06 - Closing Entries (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate an ability to complete the accounting cycle using closing entries.

VB-A1-01-07 - Cash Control; Banking (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate an ability to use cash controlling and various banking activities.

VB-A1-01-08 - Simulation Packet: Single Proprietorship Business (Objective)

C-CS - Assessed at Content Standard

Students will complete a simulation packet on a single proprietorship business.

VB-A1-02 MERCHANDISING BUSINESS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.4.1 Quality and Performance of Systems

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

CV11.5.3 Workplace Equipment to Solve Problems

Students will demonstrate an understanding of and ability to use the accounting cycle procedures for a merchandising business.

VB-A1-02-01 – Sales Subsystem (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate an understanding of and ability to use a sales subsystem.

VB-A1-02-02 – Cash Receipts Subsystem (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate an understanding of and ability to use a cash receipts subsystem.

VB-A1-02-03 – Purchases Subsystem (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate an understanding of and ability to use a purchases subsystem.

VB-A1-02-04 – Cash Payments Subsystem (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate an understanding of and ability to use a cash payments subsystem.

VB-A1-02-05 – Using General Accounting Subsystem (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate an understanding of and ability to use the general accounting subsystem including ten-column worksheet and advanced financial statements.

VB-A1-03 INTERPERSONAL SKILLS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.2 Assess Individual Skills, Evaluate Performance

CV11.1.3 Management of Time, Materials, Resources

CV11.2.1 Diversity in the Workplace

CV11.2.2 Communication in the Workplace

CV11.6.1 Identify/Assess Personal Ability/Interests/Values

Students will complete personal inventories and self assessments. Students will demonstrate appropriate group behavior.

VB-A1-03-01 – Self Understanding (Objective)

C-CS - Assessed at Content Standard

Students will establish a sense of personal identity.

VB-A1-03-02 – Social Interaction (Objective)

C-CS - Assessed at Content Standard

Students will relate to others in a positive way.

VB-A1-04 CAREER CHOICES (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.6.2 Locate/Interpret Career Information, Labor Trends

CV11.6.3 Create, Evaluate, Revise Career Plans

Students will explore career choices.

VB-A1-04-01 – Career Pathways (Objective)

C – CS – Assessed at Content Standard

Students will reevaluate and/or establish their career pathway choice.

VB-A1-04-02 – Occupations of Interest (Objective)

C – CS – Assessed at Content Standard

Students will explore and investigate the characteristics of careers of interest.

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Campbell County School District # 1
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BUSINESS EDUCATION
ACCOUNTING II

Accounting II offers a thorough background in accounting for the college-bound student or any student interested in a career in business accounting. Computerized general ledger accounting is used along with extensive work with Excel spreadsheets. This course will better prepare you for the job market or future study in any business field.

Advanced Designation Course - Career/Vocational

This course is identified as an Advanced Designation Course. Students meeting the requirements of the Advanced Performance Level as defined in the Wyoming Content and Performance Standards will be considered Advanced in the Career/Vocational content area.

An advanced Career/Vocational student evaluates and integrates transferable academic/workplace knowledge and skills in multiple situations as a productive contributor in the workplace.

Students who are Advanced in at least five of the nine content areas and Proficient in the others will have the Advanced Endorsement placed on their grade transcript.

VB-A2-01 THE ACCOUNTING CYCLE (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will understand the complete accounting cycle using special journals for a merchandising business.

VB-A2-01-01 - Single Proprietorship Business Accounting (Objective)

C-NR - Critical-District Reporting Not Required

Student will record transactions, post journal entries, prepare financial statements, and prove ledgers using a special journal system for a single proprietorship merchandising business.

VB-A2-02 ACCOUNTING FOR ASSETS, LIABILITIES, EQUITY (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.4.1 Quality and Performance of Systems

CV11.4.2 Modifications of Systems; Alternate Systems

Students will demonstrate an understanding of accounting for assets, liabilities, and equity.

VB-A2-02-01 - Writing Off Accounts (Objective)

C-NR - Critical-District Reporting Not Required

Students will record transactions in a general journal to write off accounts using the allowance method and the direct write-off method.

VB-A2-02-02 – Accounts/Notes Receivable Transactions; Interest (Objective)

C-NR – Critical-District Reporting Not Required

Students will calculate interest on notes receivables and journalize notes receivables transactions.

VB-A2-02-03 - Inventory Values (Objective)

C-NR - Critical-District Reporting Not Required

Students will calculate inventory values, assign inventory values, and estimate inventory values using the following methods:

- specific identification
- gross profit
- FIFO
- weighted average cost
- retail
- LIFO

VB-A2-02-04 - Plant Assets, Book Value, Depreciation (Objective)

C-NR - Critical-District Reporting Not Required

Students will calculate depreciation and book value and will record plant asset transactions in a general journal.

VB-A2-02-05 Accounts/Notes Payable Transactions; Interest (Objective)

C-NR - Critical-District Reporting Not Required

Students will calculate interest and journalize accounts payable and notes payable transactions.

VB-A2-02-06 - Mortgage Notes and Bonds (Objective)

C-NR - Critical-District Reporting Not Required

Students will record transactions for mortgage notes and bonds.

VB-A2-02-07 - Work Sheet Prep, Adjusting Entries, Financial Statement (Objective)

C-NR - Critical-District Reporting Not Required

Students will prepare a work sheet, journalize adjusting entries, and prepare financial statements for a merchandising business.

VB-A2-03 COMPUTER APPLICATIONS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

- CV11.3.4 Technology to Process Workplace Information
- CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology
- CV11.5.3 Workplace Equipment to Solve Problems

Students will demonstrate an understanding of and an ability to use a general ledger accounting software package and a business spreadsheet software package.

VB-A2-03-01 - Set Up Accounting Records, Post Transactions (Objective)

C-NR - Critical-District Reporting Not Required

Students will use a microcomputer to set up accounting records, record transactions, post transactions, and print financial statements.

VB-A2-03-02 Spreadsheet Program, Formulas, Views, Graphs (Objective)

C-NR - Critical-District Reporting Not Required

Students will use a spreadsheet program to design accounting spreadsheets including writing formulas and creating views and graphs.

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CAREER - BUSINESS

BUSINESS GRAPHICS DESIGN

Adobe InDesign will be used to produce printed publications that combine the use of text with graphics. Students will create newsletters, advertisements, brochures, calendars, CD covers, greeting cards, invitations, logos, business cards, letterhead, and menus. Students will invent their own business and design publications for their business. Other hardware to be introduced: scanners, digital cameras, and CD writers.

Prerequisite: Keyboarding strongly encouraged

VB-BG-01 DESKTOP PUBLISHING (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.5.2 Setup, Operation, Maintenance of Equipment

Students will demonstrate introductory knowledge of desktop publishing software.

VB-BG-01-01 - Using Basic Desktop Publishing Skills (Objective)

C-CS - Critical - Assessed at Content Standard

Students will use a windows operating system, use page setup, place and edit text, and use simple graphics.

VB-BG-02 WORKING WITH TEXT (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.2 Organize/Update Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technol

Students will demonstrate a working knowledge of text management within the desktop publishing software.

VB-BG-02-01 - Working With Text (Objective)

C-CS - Critical - Assessed at Content Standard

Students will manipulate text, set paragraph specifications, use the story editor, use hyphenation, and use special effects with text.

VB-BG-03 WORKING WITH GRAPHICS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate a working knowledge of graphics management within the desktop

publishing software.

VB-BG-03-01 - Working With Graphics (Objective)

C-CS - Critical - Assessed at Content Standard

Students will use the drawing tools, use graphics files, modify graphics, and use text wrap around graphics.

VB-BG-04 ADVANCED SKILLS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate advanced desktop publishing skills.

VB-BG-04-01 - Advanced Desktop Publishing Skills (Objective)

C-CS - Critical - Assessed at Content Standard

Students will use and create templates, style sheets, and table editors.

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Campbell County School District # 1
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CAREER - BUSINESS

BUSINESS LAW

Business Law is designed to show how laws that govern business are relevant to every student's life. Topics and case discussions will include buying and selling, juvenile rights, making contracts, credit situations, consumer laws and warranties, harassment, discrimination, employee rights and various legal careers. All of us have to deal with business every day, and this class will help students understand their rights, responsibilities, and legal recourse. Mock trials, courtroom field trips, and videos will be used to enhance the practical theory of Business Law.

Advanced Designation Course - Career/Vocational

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VB-BL-01 LAW/SPECIAL GROUPS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.2.1 Diversity in the Workplace

CV11.2.3 Leadership to Accomplish Group Goals

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.4.1 Quality and Performance of Systems

CV11.5.3 Workplace Equipment to Solve Problems

Students will describe various types of laws and how they apply to citizens and special groups.

VB-BL-01-01 - United States Legislative and Judicial Systems (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate and apply knowledge of the United States law-making and judicial systems.

VB-BL-01-02 - Ethical Reasoning; Scofflaw, Civil Disobedience (Objective)

C-NR - Critical-District Reporting Not Required

Students will describe and apply ethical reasoning and also distinguish between scofflaw and civil disobedience.

VB-BL-01-03 - Court Systems; Reasons For and Enforcement of Laws (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate knowledge of different courts systems and laws, the reasons these were created, and the ways they are enforced.

VB-BL-01-04 - Various Levels of Crimes and Torts (Objective)

C-NR - Critical-District Reporting Not Required

Students will describe the difference between crimes and torts and the various levels under each of these categories.

VB-BL-02 CONTRACTS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.2.1 Diversity in the Workplace

CV11.2.2 Communication in the Workplace

CV11.2.3 Leadership to Accomplish Group Goals

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.4.1 Quality and Performance of Systems

CV11.5.3 Workplace Equipment to Solve Problems

Students will describe and apply various laws for contractual agreements.

VB-BL-02-01 – Binding Contract; Breach of Contract (Objective)

C-NR – Critical-District Reporting Not Required

Students will demonstrate knowledge of what makes a binding contract and the remedies for breach of contract.

VB-BL-02-02 - Contractual Duties; Enforcement of Contracts (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate knowledge of contractual duties and how courts enforce contracts.

VB-BL-03 TYPES OF CONTRACTS (Content Standard)

C- Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.2.2 Communication in the Workplace

CV11.2.3 Leadership to Accomplish Group Goals

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.4.1 Quality and Performance of Systems

CV11.5.3 Workplace Equipment to Solve Problems

Students will demonstrate knowledge of the everyday contracts involving consumer law, finances, employment, property, wills, and insurance.

VB-BL-03-01 - Consumer Protection (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate a knowledge of the special laws set up for minors, families, and consumers.

VB-BL-03-02 Debts, Bankruptcy, Repossession, Collateral (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate knowledge of the laws of debts, bankruptcy, repossessions, and collateral.

VB-BL-03-03 - Employer/Employee Laws (Objective)

C-NR - Critical-District Reporting Not Required

Students will describe employment and the laws relating to the employee, the employer, and employment contracts.

VB-BL-03-04 - Real/Personal Property; Ownerships (Objective)

C-NR - Critical-District Reporting Not Required

Students will define real and personal property and describe various types of ownerships and their legal rights.

VB-BL-03-05 - Insurance and Insurers (Objective)

C-NR - Critical-District Reporting Not Required

Students will understand the practical necessity for insurance/warranties, and they will describe the various types of insurance and insurers.

VB-BL-03-06 - Family Law (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate understanding of the legal aspects of marriage, divorce, wills, estates, and trusts.

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Campbell County School District # 1
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CAREER - BUSINESS
COMPUTER TECHNOLOGY ESSENTIALS
(CCHS, WWHS)

This course is essential for all students planning to attend college, technical school, or join the world of work. The skills taught in this class are an extension of skills taught at the junior high level. Students will become efficient users of the operating system, word processing, database, spreadsheet, presentation software, and the Internet. Operating system basics as well as the use of other technology as it relates to project completion will be covered. This course will teach students to put together a project from research to completed presentation using all technology available to them. The class is currently using Microsoft Office software and Windows 2000.

VB-CA-01 WORD PROCESSING and DESKTOP PUBLISHING (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate appropriate skills and knowledge of word processing.

VB-CA-01-01 - Word Processing Basics (Objective)

C - CS - Critical - Assessed at Content Standard

Students will create, format, edit, print, and save documents.

VB-CA-02 DATA BASE (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate appropriate skills and knowledge of data base management.

VB-CA-02-01 - Using a Data Base (Objective)

C - CS - Critical - Assessed at Content Standard

Students will create, update, edit, and search a data base.

VB-CA-02-02 - Reports (Objective)

C - CS - Critical - Assessed at Content Standard

Students will generate calculated reports.

VB-CA-03 SPREADSHEET (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate appropriate skills and knowledge of spreadsheets.

VB-CA-03-01 - Basic Spreadsheet Skills (Objective)

C - CS - Critical - Assessed at Content Standard

Students will create, edit, format, and print spreadsheet documents and presentation graphics.

VB-CA-03-02 - Formulas and Functions (Objective)

C - CS - Critical - Assessed at Content Standard

Students will write simple formulas which may include functions.

VB-CA-04 PRESENTATION (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.2.2 Communication in the Workplace

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate appropriate skills and knowledge of presentation software.

VB-CA-04-01 - Creation of Presentation Skills (Objective)

C - CS - Critical - Assessed at Content Standard

Students will create and edit slides with various text, table, chart, and graphic objects.

VB-CA-04-02 - Presentation Skills (Objective)

C - CS - Critical - Assessed at Content Standard

Students will design and present a slide show that includes appropriate transitions, animations, sounds, movies, and timings.

VB-CA-05 WINDOWS 2000 (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

CV11.5.2 Setup, Operation, Maintenance of Equipment

CV11.5.3 Workplace Equipment to Solve Problems

Students will demonstrate appropriate skills and knowledge of presentation software.

VB-CA-05-01 - Control Panel (Windows 2000) (Objective)

C-CS - Critical-Assessment at Content Standard

Students will use Control Panel to set accessibility options, customize the desktop, and change other display properties. Students will demonstrate the proper use of customizing additional window features, and working with printers and fonts.

VB-CA-05-02 - Working With My Computer (Windows 2000) (Objective)

C-CS - Critical-Assessment at Content Standard

Students will demonstrate how to work with folders, subfolders, files, and using shortcuts.

VB-CA-05-03 - Accessories (Windows 2000) (Objective)

C-CS - Critical-Assessment at Content Standard

Students will properly use Notepad, Calculator, WordPad, and Paint.

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CAREER - BUSINESS
COMPUTER LITERACY - JR. HIGH

Would you like to create your own web page? What about designing your own computer game? Does computer programming interest you? If you answer yes to any of these questions, then Computer Literacy is for you. You will work independently and in groups to create challenging, interesting, and entertaining projects. Students will be introduced to various technology topics, such as computer hardware, software, and networking. We will learn how the Internet was formed and where it is headed in the future. Students will also learn how to effectively search the Internet. Successful completion of Computer Skills Development I is a prerequisite for this class.

VB-CL-01 INTRODUCTION TO THE INTERNET (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.3 Management of Time, Materials, Resources

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.4 Technology to Process Workplace Information

CV11.5.3 Workplace Equipment to Solve Problems

CV11.5.4 Apply Safe and Ethical Practices

Students will demonstrate appropriate skills and knowledge of simple networking and the basic structure and use of the internet.

VB-CL-01-01 - History and Future of the Internet (Objective)

C-CS - Critical-Assessment at Content Standard

Students will learn how the Internet evolved to what it is today and where the Internet is headed.

VB-CL-01-02 - Searching the Internet (Objective)

C-CS - Critical-Assessment at Content Standard

Students will demonstrate appropriate skills in properly researching through use of the Internet.

VB-CL-02 HYPERTEXT MARKUP LANGUAGE (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.3 Management of Time, Materials, Resources

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.5.3 Workplace Equipment to Solve Problems

Students will demonstrate appropriate skill and knowledge of Hypertext Markup Language.

VB-CL-02-01 Basic HTML "tags" (Objective)

C-CS - Critical-Assessment at Content Standard

Students will create web pages using basic HTML by inserting links, graphics, tables, lists, marquees, and frames into web pages.

VB-CL-02-02 - Extended Content in Web Pages (Objective)

C-CS - Critical-Assessment at Content Standard

Students will include audio and scanned and digital camera images in web pages.

VB-CL-03 COMPUTER BASICS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.3 Management of Time, Materials, Resources

CV11.2.1 Diversity in the Workplace

CV11.2.3 Leadership to Accomplish Group Goals

CV11.3.4 Technology to Process Workplace Information

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

CV11.5.2 Setup, Operation, Maintenance of Equipment

CV11.5.4 Apply Safe and Ethical Practices

Students will demonstrate appropriate skills and knowledge of computer basics.

VB-CL-03-01 Understanding Computers & Computer Literacy (Objective)

C-CS - Critical-Assessment at Content Standard

Students will demonstrate an understanding of computers and computer literacy.

VB-CL-03-02 Processing Computer Data (Objective)

C-CS - Critical-Assessment at Content Standard

Students will learn how a computer processes data; input, output, and storage devices.

VB-CL-03-03 Operating Systems and Software (Objective)

C-CS - Critical-Assessment at Content Standard

Students will demonstrate the operating systems and software of a computer.

VB-CL-03-04 Networks (Objective)

C-CS - Critical-Assessment at Content Standard

Students will demonstrate knowledge of computer networks.

VB-CL-04 CAREERS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.6.1 Identify/Assess Personal Ability/Interests/Values

CV11.6.2 Locate/Interpret Career Information, Labor Trends

VB-CL-04-01 Interest Inventory (Objective)

C-CS - Critical-Assessment at Content Standard

Students will complete an interest inventory and print a hard copy.

VB-CL-04-02 Research Career Choices (Objective)

C-CS - Critical-Assessment at Content Standard

Students will research career choices and print a hard copy of their career choice.

VB-CL-04-03 Create HTML Website (Objective)

C-CS - Critical-Assessment at Content Standard

Students will create a HTML website using the information from their career research.

Campbell County School District # 1
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CAREER - BUSINESS
COMPUTER SKILLS I (WJSH-7th, TSJH & SVJH – 7th & 8th)

Would you like to learn a skill you could use for the rest of your life? The working world is looking for people with keyboarding speed and accuracy and proofreading ability. Computer Skills I can teach you these skills and more. Students will learn basic technology skills such as logging onto a network and saving/retrieving documents, as well as correct keyboarding technique. Students will be introduced to Microsoft Word software basics and create different business formats such as letters, reports, tables, and more.

VB-CS-01 POSTURE / TECHNIQUE (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV8.5.2 Safe and Ethical Practices in the Workplace

Students will demonstrate proper position and technique when inputting information.

VB-CS-01-01 - Proper Position at Computer (Objective)

C-CS - Critical-Assessment at Content Standard

Students will use proper posture at the computer, including hand position.

VB-CS-02 COMPUTER INSTRUCTION (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV8.1.3 Acquire/Store/Organize/Use Materials/Facilities

CV8.3.1 Locate/Use Information Sources

Students will demonstrate how to operate a computer.

VB-CS-02-01 - Operation of a Computer (Objective)

C-CS - Critical-Assessment at Content Standard

Students will be able to turn on a computer and enter into a word processing and spreadsheet program.

VB-CS-02-02 - Saving and Retrieving Information (Objective)

C-CS - Critical-Assessment at Content Standard

Students will be able to save information to the server, and they will be able to retrieve that information.

VB-CS-02-03 - Printing Information (Objective)

C-CS - Critical-Assessment at Content Standard

Students will output information using a computer.

VB-CS-03 INFORMATION PROCESSING (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV8.3.2 Organize Information

CV8.3.3 Various Formats for Workplace Information

Students will demonstrate the ability to input, sort, and correct information in and on the computer.

VB-CS-03-01 - Input of Information (Objective)

C-CS - Critical-Assessment at Content Standard

Students will input alpha and numeric information through the keyboard using touch technique.

VB-CS-03-02 - Copy-Type and Format Documents (Objective)

C-CS - Critical-Assessment at Content Standard

Students will demonstrate the ability to copy-type business correspondence and format correctly.

VB-CS-03-03 - Proofreading and Accuracy (Objective)

C-CS - Critical-Assessment at Content Standard

Students will proofread a document for accuracy, and they will correct any mistakes.

VB-CS-04 SPEED AND ACCURACY (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV8.1.1 Constraints, Priorities, Goals in Planning

CV8.6.3 Employability Skills

Students will type at an entry-level speed with entry-level accuracy.

VB-CS-04-01 - Type at Entry Speed (Objective)

C-CS - Critical-Assessment at Content Standard

Students will increase keyboarding speed and accuracy.

VB-CS-04-02 - Produce Mailable Documents (Objective)

C-CS - Critical-Assessment at Content Standard

Students will produce business correspondence using classroom software that fits mailable standards.

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Campbell County School District # 1
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CAREER - BUSINESS
COMPUTER SKILLS I (TSJH, SVJH, CCHS grades 9th & 10th)

Students will learn the keyboard in Computer Skill I. In addition to stressing correct fingering; students will learn how to center; how to type horizontal and vertical centered problems; how to do tabulation problems; review proofreaders marks; and learn how to format personal notes and letters, business letters, and reports.

Prerequisite: This class is for students who have no keyboarding experience.

VB-CT-01 POSTURE / TECHNIQUE (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.5.4 Apply Safe and Ethical Practices

Students will demonstrate proper position and technique when inputting information.

VB-CT-01-01 - Proper Position at Computer (Objective)

C-CS - Critical-Assessment at Content Standard

Students will use proper posture at the computer, including hand position.

VB-CT-02 COMPUTER INSTRUCTION (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate how to operate a computer.

VB-CT-02-01 - Operation of a Computer (Objective)

C-CS - Critical-Assessment at Content Standard

Students will be able to turn on a computer and enter into a word processing and spreadsheet program.

VB-CT-02-02 - Saving and Retrieving Information (Objective)

C-CS - Critical-Assessment at Content Standard

Students will be able to save information to the server, and they will be able to retrieve that information.

VB-CT-02-03 - Printing Information (Objective)

C-CS - Critical-Assessment at Content Standard

Students will output information using a computer.

VB-CT-03 INFORMATION PROCESSING (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

Students will demonstrate the ability to input, sort, and correct information in and on the computer.

VB-CT-03-01 - Input of Information (Objective)

C-CS - Critical-Assessment at Content Standard

Students will input alpha and numeric information through the keyboard using touch technique.

VB-CT-03-02 - Copy-Type and Format Documents (Objective)

C-CS - Critical-Assessment at Content Standard

Students will demonstrate the ability to copy-type business correspondence and format correctly.

VB-CT-03-03 - Proofreading and Accuracy (Objective)

C-CS - Critical-Assessment at Content Standard

Students will proofread a document for accuracy, and they will correct any mistakes.

VB-CT-04 SPEED AND ACCURACY (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.3 Management of Time, Materials, Resources

Students will type at an entry-level speed with entry-level accuracy.

VB-CT-04-01 - Type at Entry Speed (Objective)

C-CS - Critical-Assessment at Content Standard

Students will increase keyboarding speed and accuracy.

VB-CT-04-02 - Produce Mailable Documents (Objective)

C-CS - Critical-Assessment at Content Standard

Students will produce business correspondence using classroom software that fits mailable standards.

last update 7/28/2009

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Campbell County School District # 1
Gillette, Wyoming

CAREER - BUSINESS
OFFICE SKILLS (CCHS)

Office Skills will teach skills in word processing, PowerPoint presentations, filing, calculators, telephone techniques, time management, typing, written and oral business communications, career choices, and interviewing techniques. The purpose of the class is to develop business skills for the job that will be used in COE (Cooperative Office Education). Juniors interested in COE their senior year should take this course.

VB-EB-01 TECHNICAL SKILLS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.4 Technology to Process Workplace Information

CV11.4.1 Quality and Performance of Systems

CV11.4.2 Modifications of Systems; Alternate Systems

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

CV11.5.3 Workplace Equipment to Solve Problems

Students will demonstrate appropriate knowledge of skills needed for specified Technical skills.

VB-EB-01-01 - Word Processing (Objective)

C-CS - Critical - Assessed at Content Standard

Students will demonstrate appropriate knowledge of skills needed to operate a word processor.

VB-EB-01-02 - Telephone System (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate appropriate knowledge of skills needed to operate a telephone system.

VB-EB-01-03 - Mail Handling (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate appropriate knowledge of skills and equipment needed to process mail.

VB-EB-01-04 - Filing (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate appropriate knowledge of filing procedures.

VB-EB-01-05 - Calculators (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate appropriate knowledge of skills needed to operate a calculator.

VB-EB-02 BUSINESS ENGLISH (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.2 Assess Individual Skills, Evaluate Performance

CV11.2.2 Communication in the Workplace

CV11.2.3 Leadership to Accomplish Group Goals

Students will demonstrate appropriate knowledge of Business English skills needed to create

and correctly type various types of business correspondence.

VB-EB-02-01 - Correspondence (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate appropriate knowledge of skills needed to create and correctly type various types of business correspondence.

VB-EB-03 CAREER PLANNING (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.3 Management of Time, Materials, Resources

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

CV11.6.1 Identify/Assess Personal Ability/Interests/Values

CV11.6.2 Locate/Interpret Career Information, Labor Trends

CV11.6.3 Create, Evaluate, Revise Career Plans

CV11.6.4 Skills to Find, Acquire, Keep, Change Jobs

Students will demonstrate appropriate knowledge of skills and equipment needed to research career planning.

VB-EB-03-01 - Library Usage (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate appropriate knowledge of skills and equipment needed to research career information.

VB-EB-03-02 Applying for a Job (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate appropriate knowledge of skills needed to apply for a job.

VB-EB-03-03 - Time Management (Objective)

C-CS - Assessed at Content Standard

Students will demonstrate appropriate knowledge of skills needed for managing time productively.

VB-EB-03-04 - Portfolio (Objective)

S - Supporting

Students will demonstrate appropriate knowledge of skills needed to complete a portfolio.

last update 7/28/2009

pc

Campbell County School District # 1
Gillette, Wyoming

CAREER - BUSINESS

INTRO TO MONEY & BANKING (TSJH 9th, SVJH 8th & 9th)

Introduction to Money and Banking is an exciting financial awareness and career exploration class. You will learn about finances, consumer decision-making, banking and career pathways. The following financial subjects will be covered in this class: needs versus wants, setting financial goals, developing a spending plan, managing your cash, banking, loan types, credit card types, credit, identity theft, checking accounts (will complete a checkbook packet) renting versus owning, purchasing an automobile and more.

With our careers unit, students will conduct personal research to determine which career is of interest to them. We will discuss goals, take interest inventories, and discuss jobs versus careers. Students will be introduced to three main factors that influence future job opportunities: population, labor force and demand for goods and services.

VB-MB-01 ROLE OF CONSUMERS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

- CV11.1.1 Prepare/Analyze Personal Financial Information
- CV11.3.1 Acquire/Evaluate Workplace Information
- CV11.3.2 Organize/Update Workplace Information
- CV11.3.3 Interpret/Communicate Workplace Information
- CV11.3.4 Technology to Process Workplace Information
- CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

Students will understand how to manage limited personal financial resources.

VB-MB-01-01 - Shopping Decisions (Objective)

C-CS - Critical-Assessment at Content Standard

Students will comparison shop for purchases.

VB-MB-01-02 - Purchasing a Vehicle (Objective)

C-CS - Critical-Assessment at Content Standard

Students will research options available on new and used vehicles, rebates, incentives, and MSRP vs. dealer's invoices pricing.

VB-MB-01-03 - Budgeting (Objective)

C-CS - Critical-Assessment at Content Standard

Students will create a budget using limited resources.

VB-MB-01-04 - Housing and Living on Your Own (Objective)

C-CS - Critical-Assessment at Content Standard

Students will compare renting vs. buying, and will investigate real estate available on the local and national levels.

VB-MB-02 MONEY AND FINANCE (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

- CV11.1.1 Prepare/Analyze Personal Financial Information
- CV11.3.1 Acquire/Evaluate Workplace Information
- CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information
CV11.3.4 Technology to Process Workplace Information
CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

Students will know how to use money wisely.

VB-MB-02-01 - Savings and Investing (Objective)

C-CS - Critical-Assessment at Content Standard

Students will be aware of and understand different methods of saving and investing money.

VB-MB-02-02 - Loans and Interest (Objective)

C-CS - Critical-Assessment at Content Standard

Students will calculate interest on loans.

VB-MB-02-03 - Buying on Credit (Objective)

C-CS - Critical-Assessment at Content Standard

Students will understand how to build a credit history and will know the advantages and disadvantages of credit.

VB-MB-02-04 - Checkbook Simulation (Objective)

C-CS - Critical-Assessment at Content Standard

Students will write checks, make deposits, and reconcile a bank statement for four months of the year.

VB-MB-03 CAREER CHOICES (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.2.2 Communication in the Workplace
CV11.3.1 Acquire/Evaluate Workplace Information
CV11.3.2 Organize/Update Workplace Information
CV11.3.3 Interpret/Communicate Workplace Information
CV11.3.4 Technology to Process Workplace Information
CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology
CV11.6.1 Identify/Assess Personal Ability/Interests/Values
CV11.6.2 Locate/Interpret Career Information, Labor Trends
CV11.6.3 Create, Evaluate, Revise Career Plans

Students will relate personal interests, wants, and abilities to career choices.

VB-MB-03-01 - Personal Interests and Abilities (Objective)

C-CS - Critical-Assessment at Content Standard

Students will assess personal interests, abilities, and life goals.

VB-MB-03-02 - Career Pathways (Objective)

C-CS - Critical-Assessment at Content Standard

Students will determine a career pathway that meets their individual interests and abilities.

VB-MB-03-03 - Occupations of Interest (Objective)

C-CS - Critical-Assessment at Content Standard

Students will investigate the characteristics and requirements of occupations of interest.

VB-MB-03-04 - Labor Market and Occupational Outlook (Objective)

C-CS - Critical-Assessment at Content Standard

Students will investigate current labor market trends and the occupations outlook for careers of interest.

Campbell County School District # 1
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CAREER - BUSINESS
MENTORSHIP

Mentorship introduces students to a career field of interest. Students will job shadow a professional within the community to gain knowledge of an occupation that interests them. All mentorship experiences will be unpaid. Students will enter an initial training program that familiarizes them with job skills. Following the training workshop, students will find a mentor who agrees to work with him/her during the semester. The Mentorship Coordinator will determine the status of the student's request (approved, denied, or probationary). If approved the student will receive a contract and will develop goals with the mentor. All contracts must be signed by the student, the mentor, and a parent and delivered to the Mentorship Coordinator prior to release for mentorship. The grade in this class will be S/N. Students may not miss more than ten days per semester.

Prerequisite: Mentorship Coordinator recommendation; all applicants must have a 2.5 GPA, no more than ten days of absences for the current school year, or apply for probationary acceptance from the Mentorship Coordinator.

VB-MN-01 INTERPERSONAL SKILLS (Content Standard)

C - Critical - Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.2 Assess Individual Skills, Evaluate Performance

CV11.2.1 Diversity in the Workplace

CV11.2.2 Communication in the Workplace

Students will complete personal inventories and goals to determine future career paths.

Students will demonstrate appropriate group behavior.

VB-MN-01-01 - Self-Understanding (Objective)

C-CS - Critical-Assessment at Content Standard

Students will establish a sense of personal identity and will verbalize, describe, and explain attitudes and feelings.

VB-MN-01-02 - Social Interaction (Objective)

C-CS - Critical-Assessment at Content Standard

Students will experience positive ways of relating to others which will serve to further skills in interpersonal relationships.

VB-MN-01-03 - Goal Setting (Objective)

C-CS - Critical-Assessment at Content Standard

Students will discover means to accomplish personal goals through the use of talents.

VB-MN-02 JOB PLACEMENT SKILLS (Content Standard)

C - Critical - Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.3 Management of Time, Materials, Resources

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will develop skills needed to obtain and keep a job.

VB-MN-02-01 - Identify Problems; Consider Solutions (Objective)

C-CS - Critical-Assessment at Content Standard

Students will identify a problem and then consider possible solutions.

VB-MN-02-02 - Job Portfolio (Objective)

C-CS - Critical-Assessment at Content Standard

Students will develop a job portfolio including a resume, cover letter, and references.

VB-MN-02-03 - Confidentiality (Objective)

C-CS - Critical-Assessment at Content Standard

Students will interpret and communicate workplace information in the appropriate forums while maintaining confidentiality outside of their mentorship sites.

VB-MN-02-04 - Implement Solutions (Objective)

C-CS - Critical-Assessment at Content Standard

Students will prepare plans to put ideas to work and will implement the plan of action.

VB-MN-03 JOB SEARCH SKILLS (Content Standard)

C - Critical - Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

CV11.6.1 Identify/Assess Personal Ability/Interests/Values

CV11.6.2 Locate/Interpret Career Information, Labor Trends

CV11.6.3 Create, Evaluate, Revise Career Plans

CV11.6.4 Skills to Find, Acquire, Keep, Change Jobs

Students will relate personal interests, wants, and abilities to career choices.

VB-MN-03-01 - Personal Interests and Abilities (Objective)

C-CS - Critical-Assessment at Content Standard

Students will assess personal interests, abilities, and life goals.

VB-MN-03-02 - Career Pathways (Objective)

C-CS - Critical-Assessment at Content Standard

Students will determine a career pathway that meets their individual interests and abilities.

VB-MN-03-03 - Occupations of Interest (Objective)

C-CS - Critical-Assessment at Content Standard

Students will investigate the characteristics and requirements of occupations of interest.

VB-MN-03-04 - Labor Market and Occupational Outlook (Objective)

C-CS - Critical-Assessment at Content Standard

Students will investigate current labor market trends and the occupations outlook for careers of interest.

Campbell County School District # 1 Gillette, Wyoming

CAREER/BUSINESS

COOPERATIVE OFFICE EDUCATION

Cooperative Office Education (COE) is designed for any senior who wants to improve office skills and get ready for either college or work after high school. Students will complete extensive units on career research, scholarship and financial aid for continuing education after high school, how to get and keep a job, and many other activities that help prepare them for life after graduation. The latest in computer technology for the office is emphasized. Office etiquette is expected and used, and students must have a good attendance record.

Prerequisite: Keyboarding Skills and Word Processing, completed application, instructor's signature.

VB-OE-01 TECHNICAL SKILLS (Content Standard)

State Standard and Benchmark Correlation:

- CV11.2.2 Communication in the Workplace
- CV11.2.3 Leadership to Accomplish Group Goals
- CV11.2.4 Demonstrate/Teach Learned Skills
- CV11.3.1 Acquire/Evaluate Workplace Information
- CV11.3.2 Organize/Update Workplace Information
- CV11.3.3 Interpret/Communicate Workplace Information
- CV11.3.4 Technology to Process Workplace Information
- CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology
- CV11.5.2 Setup, Operation, Maintenance of Equipment
- CV11.5.3 Workplace Equipment to Solve Problems
- CV11.5.4 Apply Safe and Ethical Practices

Students will appropriately use a word processor, dictaphone, calculator, and telephone.

Students will demonstrate filing procedures and format business correspondence.

VB-OE-01-01 - Word Processing (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills needed to use a word processing program, spreadsheet program, and presentation software.

VB-OE-01-02 - Dictaphone (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills needed to operate a dictaphone.

VB-OE-01-03 - Calculator (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills needed to operate a calculator.

VB-OE-01-04 - Telephone (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills needed to operate a telephone system.

VB-OE-01-05 - Filing (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of filing procedures.

VB-OE-01-06 - Business Correspondence (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills needed to create and correctly format various types of business correspondence.

VB-OE-02 LIFE SKILLS (Content Standard)

State Standard and Benchmark Correlation:

CV11.1.2 Assess Individual Skills, Evaluate Performance

CV11.1.3 Management of Time, Materials, Resources

CV11.2.1 Diversity in the Workplace

CV11.2.3 Leadership to Accomplish Group Goals

CV11.4.2 Modifications of Systems; Alternate Systems

CV11.6.1 Identify/Assess Personal Ability/Interests/Values

Students will demonstrate ability to manage time, get along with people, and dress for success.

VB-OE-02-01 - Time Management (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills needed for managing time.

VB-OE-02-02 - Human Relations (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills needed to get along and work with others.

VB-OE-02-03 - Grooming (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills needed to dress for success.

VB-OE-03 CAREER PLANNING (Content Standard)

State Standard and Benchmark Correlation:

CV11.1.1 Prepare/Analyze Personal Financial Information

CV11.1.2 Assess Individual Skills, Evaluate Performance

CV11.2.1 Diversity in the Workplace

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.6.1 Identify/Assess Personal Ability/Interests/Values

CV11.6.2 Locate/Interpret Career Information, Labor Trends

CV11.6.3 Create, Evaluate, Revise Career Plans

Students will correctly research information to apply for a job.

VB-OE-03-01 - Library Usage (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills and equipment needed to research career information.

VB-OE-03-02 - Job Application Format (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate appropriate knowledge of skills needed to apply for a job.

Campbell County School District # 1
Gillette, Wyoming

CAREER - BUSINESS

NETWORK OPERATING SYSTEMS

VB-OS-01 INTRO TO NETWORK OPERATING SYSTEMS (Content Standard)

State Standard and Benchmark Correlation:

- CV11.3.2 Organize/Update Workplace Information
- CV11.3.3 Interpret/Communicate Workplace Information
- CV11.4.1 Quality and Performance of Systems
- CV11.4.2 Modifications of Systems; Alternate Systems
- CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology
- CV11.5.2 Setup, Operation, Maintenance of Equipment
- CV11.5.4 Apply Safe and Ethical Practices

Students will demonstrate an overview of a network operating system and its directory database.

VB-OS-01-01 - Networking Terminology (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate an overview level knowledge of various network operating systems, architecture, domains, and directory database.

VB-OS-01-02 - Overview of a Directory Database (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate an overview level knowledge of directory database features, structures, implementations, and planning.

VB-OS-02 INSTALLATION AND CONFIGURATION (Content Standard)

State Standard and Benchmark Correlation:

- CV11.1.3 Management of Time, Materials, Resources
- CV11.3.3 Interpret/Communicate Workplace Information
- CV11.4.1 Quality and Performance of Systems
- CV11.4.2 Modifications of Systems; Alternate Systems
- CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology
- CV11.5.2 Setup, Operation, Maintenance of Equipment

Students will demonstrate knowledge of installing and configuring a network operating system.

VB-OS-02-01 - Overview of a Network Operating System (Objective)

C-NR - Critical-District Reporting Not Required

Students will install a network operating system on a computer.

VB-OS-02-02 - Using a Control Panel (Objective)

C-NR - Critical-District Reporting Not Required

Students will configure a variety of network operating system options as found on the control panel.

VB-OS-02-03 - Working With File Systems and Disks (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate knowledge of file systems and disks.

VB-OS-02-04 - Installing and Configuring a Domain Naming System (Objective)

C-NR - Critical-District Reporting Not Required

Students will install and configure a domain naming system and a directory database on a network operating system server computer.

VB-OS-03 MANAGING AND SECURING RESOURCES (Content Standard)

State Standard and Benchmark Correlation:

CV11.1.3 Management of Time, Materials, Resources

CV11.4.1 Quality and Performance of Systems

CV11.4.2 Modifications of Systems; Alternate Systems

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

CV11.5.2 Setup, Operation, Maintenance of Equipment

Students will demonstrate knowledge of how to manage and secure resources on a computer network.

VB-OS-03-01 - Administering and Securing a Directory Database (Objective)

C-NR - Critical-District Reporting Not Required

Students will implement and manage various organization structures on a network operating system server.

VB-OS-03-02 - Managing Users and Groups (Objective)

C-NR - Critical-District Reporting Not Required

Students will create and configure users and groups as well as manage user profiles, rights, authentication, and account policies.

VB-OS-03-03 - Using System Policy and Group Policy (Objective)

C-NR - Critical-District Reporting Not Required

Students will create and configure users system and groups system policy as well as manage these policies.

VB-OS-03-04 - Sharing, Securing, and Accessing Files and Folders (Objective)

C-NR - Critical-District Reporting Not Required

Students will manage file and folder attributes, manage shared folders, configure/manage a distributed file system, and manage NTFS file and folder security.

VB-OS-03-05 - Managing Printing (Objective)

C-NR - Critical-District Reporting Not Required

Students will create and configure connections to printers, configure print servers, and manage print jobs.

VB-OS-03-06 - Managing Users and Groups (Objective)

C-NR - Critical-District Reporting Not Required

Students will create and configure users and groups as well as manage user profiles, rights, authentication, and account policies.

VB-OS-03-07 - Auditing and Security (Objective)

C-NR - Critical-District Reporting Not Required

Students will enable/manage auditing systems and will create and configure security templates.

VB-OS-03-08 - Backup and Recovery (Objective)

C-NR - Critical-District Reporting Not Required

Students will manage and optimize the availability of user data and system state data by using the backup system to recover data when things go wrong.

VB-OS-04 NETWORKING AND INTEROPERABILITY (Content Standard)

State Standard and Benchmark Correlation:

- CV11.1.3 Management of Time, Materials, Resources
- CV11.4.1 Quality and Performance of Systems
- CV11.4.2 Modifications of Systems; Alternate Systems
- CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology
- CV11.5.2 Setup, Operation, Maintenance of Equipment

Students will demonstrate knowledge of how to create and manage various connections between computers within the local/wide network as well as over the Internet.

VB-OS-04-01 - Creating and Configuring Network and Dial-Up (Objective)

C-NR - Critical-District Reporting Not Required

Students will create and configure a variety of network connections.

VB-OS-04-02 - Networking With TCP-IP (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate knowledge of IP addresses, installing and configuring a DHCP and WINS server, and routing.

VB-OS-04-03 - Managing Remote Access (Objective)

C-NR - Critical-District Reporting Not Required

Students will create and configure a variety of remote access connections with considerations for security control.

VB-OS-04-04 - Managing Web and Certificate Services (Objective)

C-NR - Critical-District Reporting Not Required

Students will install, configure, and manage a web site service and certificate services, with considerations for security control.

VB-OS-05 MONITORING, OPTIMIZING, and TROUBLESHOOTING (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

- CV11.1.3 Management of Time, Materials, Resources
- CV11.3.2 Organize/Update Workplace Information
- CV11.3.4 Technology to Process Workplace Information
- CV11.4.1 Quality and Performance of Systems
- CV11.4.2 Modifications of Systems; Alternate Systems
- CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology
- CV11.5.2 Setup, Operation, Maintenance of Equipment

Students will demonstrate knowledge of how to monitor, optimize, and troubleshoot computer network system performance.

VB-OS-05-01 - Performance (Objective)

C-NR - Critical-District Reporting Not Required

Students will demonstrate knowledge of how to monitor, optimize, and troubleshoot memory, the processor, disks, the network, and applications.

VB-OS-05-02 - Network Database, Replication (Objective)

C-NR - Critical-District Reporting Not Required

Students will know how to monitor, optimize, and troubleshoot the network database and components that affect replications.

Campbell County School District # 1
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CAREER - BUSINESS

MONEY MANAGEMENT STRATEGIES (CCHS)

This class will incorporate various units on personal and computerized finances. Units to be covered will be personal money management, banking activities, financial planning using Quicken, and an introduction to income taxes. Computerized simulations will be used to supplement the learning to create a unique blend of theory and practical application in helping students understand the issues involved in various stages of the financial planning cycle. Are you ready to move out on your own? How do you find a career? What should you know about banking activities? How important is a spending plan? What kind of car should you buy? Grocery shopping? What type of apartment should you rent? What kind of insurance do you need? All these questions and more will be covered in a blend of theory and practical application of classroom work, computers, and field trips in helping students the issues of "Living on Your Own."

VB-PF-01 BANKING ACTIVITIES (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

- CV11.1.1 Prepare/Analyze Personal Financial Information
- CV11.1.2 Assess Individual Skills, Evaluate Performance
- CV11.1.3 Management of Time, Materials, Resources
- CV11.3.1 Acquire/Evaluate Workplace Information
- CV11.3.2 Organize/Update Workplace Information
- CV11.3.3 Interpret/Communicate Workplace Information
- CV11.3.4 Technology to Process Workplace Information
- CV11.4.1 Quality and Performance of Systems

Students will demonstrate knowledge of various banking activities.

VB-PF-01-01 - Managing a Checkbook on the Computer (Objective)

C-CS - Critical-Assessment at Content Standard

Students will write checks, make deposits, enter data, and balance their checking account using the Quicken program.

VB-PF-01-02 - Credit (Objective)

C-CS - Critical-Assessment at Content Standard

Students will understand the features of various credit cards.

VB-PF-01-03 - Budgeting (Objective)

C-CS - Critical-Assessment at Content Standard

Students will understand the importance of having a budget and how to set up a personal budget.

VB-PF-01-04 - Taxes (Objective)

C-CS - Critical-Assessment at Content Standard

Students will demonstrate knowledge needed to identify and complete basic tax forms such as W-2, W-4, 1040EZ, 1040, Schedule A and B.

VB-PF-02 MONEY SMARTS FOR EVERYDAY LIFE (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.01 Prepare/Analyze Personal Financial Information

CV11.3.02 Organize/Update Workplace Information

CV11.3.03 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate knowledge needed to become wise consumers of money and good personal financial managers.

VB-PF-02-01 - Autos (Objective)

C-CS - Critical-Assessment at Content Standard

Students will understand the necessary procedures in buying or leasing a car, including lending agreements.

VB-PF-02-02 - Housing (Objective)

C-CS - Critical-Assessment at Content Standard

Students will understand the necessary procedures in making wise decisions when either renting an apartment or buying a house, including mortgage agreements.

VB-PF-02-03 - Insurance (Objective)

C-CS - Critical-Assessment at Content Standard

Students will understand the different types of insurance including health insurance, auto insurance, renter's insurance, and homeowner's insurance.

VB-PF-02-04 - Investing (Objective)

C-CS - Critical-Assessment at Content Standard

Students will understand the concepts involved in saving money and also the various investment opportunities available.

VB-PF-02-05 - Identity Theft (Objective)

C-CS - Critical-Assessment at Content Standard

Students will understand the different methods used in Identity Theft, how to prevent Identity Theft, and what to do if it occurs..

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Campbell County School District # 1
Gillette, Wyoming

CAREER - BUSINESS

WEB PAGE CREATION I (CCHS)

Web Page Creation I is an introduction to the creation and design of internet pages. Students will be introduced to the programming language HTML using a set of hands-on labs. This will be followed with the creation of two web sites, one of which will be published as a link from the CCHS Web Page. Students will also be introduced to an automated web page production program called "Dreamweaver." Students will then use this program to create a business-type web page. This course is a prerequisite to several other advanced web page classes. Good keyboarding skills are recommended.

VB-W1-01 SEARCHING (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.4 Technology to Process Workplace Information

CV11.5.4 Apply Safe and Ethical Practices

Students will demonstrate appropriate skills and knowledge in properly searching the Internet using directories, multi-threaded search engines, and search engines.

VB-W1-01-01 - Searching vs. Surfing (Objective)

C-CS - Critical-Assessment at Content Standard

Students will efficiently search an assigned topic in a limited amount of time.

VB-W1-01-02 - Search Engines and Directories (Objective)

C-CS - Critical-Assessment at Content Standard

Students will use a browser to search various assigned topics using search engines, directories, and multi- threaded search engines.

VB-W1-02 HYPER-TEXT MARKUP LANGUAGE (HTML) (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate appropriate skills and knowledge of HyperText Markup Language (HTML).

VB-W1-02-01 - Basic HTML "tags" (Objective)

C-CS - Critical-Assessment at Content Standard

Students will create web pages using basic HTML by inserting links, graphics, tables, nested lists, marquees, anchors, and frames into web pages.

VB-W1-02-02 - Using Scanner, Digital Cameras, Audio in Web Pages (Objective)

C-CS - Critical-Assessment at Content Standard

Students will include audio as well as scanned and digital images to web pages.

VB-W1-03 INDEPENDENT WEB PAGE CREATION (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.2 Assess Individual Skills, Evaluate Performance

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate appropriate skills and knowledge of inserting HTML "tags," scanned pictures, and "Java Script" into a text document to create web pages on a topic of their own choice.

VB-W1-03-01 - Final HTML Project (Objective)

C-CS - Critical-Assessment at Content Standard

Students will create a minimum of four web pages using only HTML while meeting requirements by a given deadline.

VB-W1-04 MACROMEDIA DREAMWEAVER (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.2 Assess Individual Skills, Evaluate Performance

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.4 Technology to Process Workplace Information

Students will learn how to create web pages using Macromedia Dreamweaver..

VB-W1-04-01 - Online Business (Objective)

C-CS - Critical-Assessment at Content Standard

Students will create an online business using Macromedia Dreamweaver to create web pages. Upon completion, each student will present his business to the class.

VB-W1-05 CAREERS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.4 Technology to Process Workplace Information

CV11.6.2 Locate/Interpret Career Information, Labor Trends

CV11.6.3 Create, Evaluate, Revise Career Plans

CV11.6.4 Skills to Find, Acquire, Keep, Change Jobs

Students will research careers, colleges, and/or military information using a browser.

VB-W1-05-01 - Future Choices (Objective)

C-CS - Critical-Assessment at Content Standard

Students will research careers, colleges, and/or military information using the Internet to answer a variety of questions.

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CAREER - BUSINESS
WEB PAGE CREATION II (CCHS)

This course is designed to take a student from basic web page creating to more advanced levels of web page creating web pages. Web Page Creation II can provide a student with the next step in the study of Web Pages and the World Wide Web. Each student will learn Javascript, FLASH, Dynamic HTML, and XML (extensible markup language). All of these languages will be applied to create a detailed and advanced Web Page.

Prerequisite: Web Page Creation I or Internet & Beyond

VB-W2-01 WEB PAGE CREATION II (CCHS) (Content Standard)

State Standard and Benchmark Correlation:

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.4 Technology to Process Workplace Information

CV11.5.3 Workplace Equipment to Solve Problems

Students will demonstrate appropriate skills and knowledge of creating web pages using HTML.

VB-W2-01-01 - Frames, Anchors, Tables (Objective)

C-NR - Critical-District Reporting Not Required

Students will review how to use frames and create anchors and tables to include in web pages using HTML.

VB-W2-02 DYNAMIC HYPERTEXT MARKUP LANGUAGE (Content Standard)

State Standard and Benchmark Correlation:

CV11.2.4 Demonstrate/Teach Learned Skills

CV11.3.1 Acquire/Evaluate Workplace Information

CV11.3.2 Organize/Update Workplace Information

CV11.3.3 Interpret/Communicate Workplace Information

CV11.3.4 Technology to Process Workplace Information

Students will demonstrate appropriate skills while properly creating web pages using Dynamic HTML.

VB-W2-02-01 - Text Control, Backgrounds, Borders (Objective)

C-NR - Critical-District Reporting Not Required

Students will include text and background variables to create DHTML web pages.

VB-W2-02-02 - Visual Control (Objective)

C-NR - Critical-District Reporting Not Required

Students will use a script to enhance a DHTML web page.

VB-W2-02-03 - Cascading Style Sheets (Objective)

C-NR - Critical-District Reporting Not Required

Students will effectively use CSS to create a web page.

VB-W2-02-04 - Final DHTML/CSS Project (Objective)

C-NR - Critical-District Reporting Not Required

Students will create a minimum of six web pages using DHTML/CSS and meeting requirements set by previous labs.

VB-W2-03 EXTENSIBLE MARKUP LANGUAGE XML (Content Standard)

State Standard and Benchmark Correlation:

none

Students will demonstrate appropriate skill and knowledge by creating web pages using the XML language.

VB-W2-03-01 - XML Project Labs (Objective)

C-NR - Critical-District Reporting Not Required

Students will create web pages using the XML language and applying knowledge from previous objectives to independent projects.

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Campbell County School District # 1
Gillette, Wyoming

CAREER - BUSINESS

Professional Web Page/CCHS Web Page

This class is a product-oriented and activity-based class where students apply previously learned skills to the production of the CCHS Web Page. Students will update web pages for activities, faculty, academics, and news at CCHS. Students will learn Web Design in preparation for higher education or jobs in the Internet economy. Hands-on web design exercises will be taught using Adobe Photoshop, Adobe GoLive, Adobe Motion, and Adobe Premier.

VB-WB-01 WEB PAGE ELEMENTS, FORMATS; HTML BASICS (Content Standard)

State Standard and Benchmark Correlation:

- CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology
- CV11.5.2 Setup, Operation, Maintenance of Equipment
- CV11.5.3 Workplace Equipment to Solve Problems
- CV11.5.4 Apply Safe and Ethical Practices

Students will understand web page elements and HTML approaches.

VB-WB-01-01 Skills for Creating Web Pages; Graphics Elements (Objective)

C-NR - Critical-District Reporting Not Required

Students will properly create web pages using HTML. Students will understand the different elements of graphics, color, and images.

The following concepts will be covered:

- HTML basics
- multimedia formats
- color formats
- interactive elements
- image formats

VB-WB-02 THE WEB AS A MEDIUM: PROJECTS AND PLANNING (Content Std)

State Standard and Benchmark Correlation:

- CV11.2.2 Communication in the Workplace
- CV11.3.1 Acquire/Evaluate Workplace Information
- CV11.3.2 Organize/Update Workplace Information
- CV11.3.3 Interpret/Communicate Workplace Information
- CV11.3.4 Technology to Process Workplace Information

Students will demonstrate appropriate skills and proper understanding of project definition, of the web as a medium, and of accessibility.

VB-WB-02-01 - Basic Rules of Project Definition, File Management (Objective)

C-NR - Critical-District Reporting Not Required

Students will understand the basic rules of project definition and file management. The following concepts will be covered:

- project definition
- file management
- production roles
- basic project management
- website planning

VB-WB-03 WEB PAGE MANAGEMENT (Content Standard)

State Standard and Benchmark Correlation:

CV11.1.3 Management of Time, Materials, Resources

CV11.2.1 Diversity in the Workplace

CV11.2.2 Communication in the Workplace

CV11.2.3 Leadership to Accomplish Group Goals

CV11.3.2 Organize/Update Workplace Information

CV11.4.1 Quality and Performance of Systems

CV11.4.2 Modifications of Systems; Alternate Systems

CV11.6.4 Skills to Find, Acquire, Keep, Change Jobs

Students will demonstrate knowledge of obtaining information and inputting data.

VB-WB-03-01 - Information/Data Management, Website Maintenance (Objective)

C-NR - Critical-District Reporting Not Required

Students will properly manage Campbell County High School websites .

The following concepts will be covered:

- error checking
- website management
- website maintenance

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Campbell County School District # 1
Gillette, Wyoming

CAREER - BUSINESS
WORD PROCESSING/DESKTOP PUBLISHING

This course offers students the opportunity to refine and develop word processing skills. This class offers skills for a student interested in a career in any business field or for personal use. Students will learn to use Microsoft Word in preparation for the job market. Topics from basic features to desktop publishing will be covered. Students must have one semester of keyboarding, and it is recommended that the student have a keyboarding speed of 40 wpm.

Prerequisite: Computer Keyboarding or Computer Skill class

VB-WP-01 WORD PROCESSING INTRODUCTION (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.3.4 Technology to Process Workplace Information

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

CV11.5.3 Workplace Equipment to Solve Problems

Students will create documents using knowledge of Microsoft Office software.

VB-WP-01-01 - Basic Word Processing Functions (Objective)

C-CS - Critical - Assessed at Content Standard

Students will create, edit, print, and save documents using formatting techniques which include font styles and effects, symbols, bulleted and number lists, footnotes, and hyperlinks.

VB-WP-01-02 - Tab Key, Indent Key Functions (Objective)

C-CS - Critical - Assessed at Content Standard

Students will create, edit, print, and save documents using the tab key (flush right, left, center, and decimal) and the indent key.

VB-WP-01-03 - Creating Tables (Objective)

C-CS - Critical - Assessed at Content Standard

Students will create and edit documents using tables and borders.

VB-WP-01-04 - Multi-Page Documents (Objective)

C-CS - Critical-Assessment at Content Standard

Students will create and edit multi-page documents using headers, footers, breaks, bookmarks, and cross-references.

VB-WP-01-05 - Merging Documents (Objective)

C-CS - Critical-Assessment at Content Standard

Students will create and merge documents.

VB-WP-02 DESKTOP PUBLISHING AND GRAPHICS (Content Standard)

C - Critical--Assessment Reporting Required

State Standard and Benchmark Correlation:

CV11.1.3 Management of Time, Materials, Resources

CV11.3.4 Technology to Process Workplace Information

CV11.5.1 Choose/Use Procedures/Tools/Equipment/Technology

CV11.5.3 Workplace Equipment to Solve Problems

Students will create documents using figure boxes, text boxes, graphics lines, columns, and clipart using Microsoft Office XP and WordArt.

VB-WP-02-01 - Fonts and Styles (Objective)

C-CS - Critical - Assessed at Content Standard

Students will create documents using newspaper columns and graphics.

VB-WP-02-02 - Graphics (Objective)

C-CS - Critical - Assessed at Content Standard

Students will create documents using Drawing Canvas, a variety of graphics involving lines, shadows, color shading, 3-D effects, and watermarks.

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