

Business and Information Technology Education Scope and Sequence

<i>5th Grade Keyboarding</i>
Learn the Keys
Punctuation and Advanced Keys
Cross-Curricular Typing

<i>8th Grade Business</i>
Money In Our Lives
Consumer Skills
Budgeting
Protecting Yourself
Prepare for Success

<i>Computer Apps</i>
Computer Systems Intro
Microsoft Word
Microsoft Excel
Microsoft PowerPoint

<i>Career Readiness</i>
Career Exploration
Job Interviews
Alternatives to 4-Year Colleges
Cover Letters and Resumes
Behavioral Economics
Entrepreneurship

<i>Publications</i>
Photography
Page Design
Editing

Sports and Entertainment Marketing
Marketing Basics
The Marketing Concept, Target Markets, Customer Service
Economics, Financial Analysis, Risk Management, Business Ethics
Worldwide S&E Events, Global S&E Trends, Diversity in the S&E Industry, Travel and Tourism
Marketing-Information Systems, Marketing Research Process
Product of Sports and Entertainment
Managing Channels

Accounting

Changes that affect the accounting equation

Analyzing transactions into debit and credit parts

Journalizing transactions

Posting to a general ledger

Cash control systems

Worksheet and adjusting entries

Financial statements

Recording closing entries and preparing a post-closing trial balance

Personal Finance

Behavioral Economics

Banking

Investing

Types of Credit

Managing Credit

Insurance

Taxes

Budgeting

School to Work

Employ careful use of material and equipment

Show efficient work habits

Apply knowledge and skills on the job

Demonstrate responsibility and dependability on the job

Show initiative
Meet the attendance and punctuality standards of the workplace
Maintain good working relations with co-workers, customers, and management
Demonstrate a positive attitude toward work
Demonstrate behavior appropriate for job success

Intro to Business
Exploring the world of business and economics
Ethics and social responsibility in business
Global business
Forms of business ownership
Small business, entrepreneurship, and franchises
Building customer relationships through effective marketing
Creating and pricing products that satisfy customers
Distributing and promoting products
Understanding the management process
Creating a flexible organization
Producing quality goods and services
Using management and accounting information
Financial management
Social media and e-business

Microsoft Office Introduction

Impact of Social Media on Mental Well-Being

Plagiarism

Artificial Intelligence

Digital Security

Ergonomics

Malware, Scams, Misinformation, and Backing Up Data

Windows 11 File Management

OneNote

Outlook

Email and Virtual Meeting Etiquette

Compute Concepts Training

Microsoft Access

Microsoft Word

Microsoft PowerPoint

Microsoft Excel

Quality Customer Service

The World of Customer Service

Contributing to the Service Culture

Verbal Communication Skills

Nonverbal Communication Skills

Listening to the Customer

Customer Service and Behavior

Service Breakdowns and Recovery
Customer Service in a Diverse World
Customer Service via Technology
Encouraging Customer Loyalty