



# LARAMIE COUNTY SCHOOL DISTRICT 2

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*Students First*

## Career & Vocational Education Curriculum

**Approved by the Laramie County School District #2  
Board of Trustees**

**May, 2018**

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## Introduction

The purpose of Laramie County School District #2's Career Vocational Education Curriculum is to provide a clear, organized framework on which to build instruction in the classroom. The curriculum includes clear outcomes and components of these outcomes which further clarify the skills necessary to achieve each outcome. Each outcome also describes the depth of knowledge and level of rigor required for students to demonstrate their conceptual understanding of the knowledge and skills outlined in the curriculum.

**All standards and outcomes are not created equal.** The career vocational curriculum has been carefully aligned to include complete coverage of the Wyoming Career and Vocational Content and Performance Standards. However, it is important to note that all standards are not of equal importance. Some standards, commonly called priority standards, are essential for students to master in order to be prepared for the next grade level or course. Others, commonly referred to as supporting standards, are taught within the context of the priority standards, but do not receive the same degree of instruction and assessment as the priority standards. They act as a scaffold to help students understand and attain the priority standards.

LCSD2 has analyzed the content of each high school course and prioritized the concepts of greater importance. These are called **Essential Standards** and are noted in each course curriculum for grades 7-12. District assessments are created to assess student learning on these essential standards.

Each outcome has been assigned a code number consisting of symbols for content area, grade level or course, and outcome number. In the example shown below, CV stands for Career Vocational Education (content area) – BCA stands for Basic Computer Applications (course) – 1 symbolizes that it is the first outcome in this course.

Example:

**Outcome CV-BCA-1:**

**Students will create, format, evaluate, edit, save, and submit an enhanced document.**

CV-BCA-1-1 Produce text in a document. (CV8.4.1, CV8.4.3)

CV-BCA-1-2 Evaluate spelling as they type. (CV8.3.1)

Each component has also been given a code number consisting of symbols for the content area, grade level or course, outcome number, and component number. In the example shown above, CV stands for Career Vocational Education (content area) – BCA stands for Basic Computer Applications (course) – 1 stands for the component number – and 2 symbolizes that it is the second component of the outcome.

At the end of each component or outcome, the code number in parentheses indicates the Wyoming Content and Performance Standard to which it aligns and includes the grade level, standard, and benchmark number. In the above example, CV stands for Career Vocational Education, 8 represents that it is eighth grade level, 3 stands for the standard number, and 1 stands for the benchmark under the standard.

A link to the complete Wyoming Career and Vocational Content and Performance Standards document can be found [here](#).

## Mission

Successful Career Vocational Education students in LCSD2 will be safe, ethical, and responsible users of technology in today's changing world. Career Vocational Education students will engage in dynamic and seamless learning experiences resulting in the mastery of the following standards:

- Career Development and Readiness
- Communication and Collaboration
- Critical Thinking and Problem Solving
- Technical Literacy
- Technical Proficiency and Productivity

## Course/Grade Level Purposes

**Note: In grades K-6, the Wyoming Career & Vocational Standards are embedded in the curricula of several other content areas, including Mathematics, English Language Arts, Social Studies, and Health.**

### **Kindergarten**

Students will model healthy communication skills and products and create a research based project. Student will demonstrate roles and responsibilities in the home and community.

### **First Grade**

Students will demonstrate healthy communication skills in order to engage in collaborative conversations and use technology to produce and publish a variety of writings. Students will also identify the characteristics of and demonstration roles and responsibilities of their classroom community.

### **Second Grade**

Students will apply healthy communication skills in order to engage in collaborative conversations. Students will use technology and informational texts to plan and create a written piece in a given time frame. Students will identify rules, people, different cultures and resources within their community and their influence on economics.

### **Third Grade**

Students will demonstrate healthy communication skills in order to engage in collaborative discussions. Students will evaluate the civic and economic structures of their community to identify the responsibilities of citizens and trusted community resources.

### **Fourth Grade**

Students will use a variety of multimedia components and identify the risks associated with technology. Students will evaluate civic and economic structures of their state and impacts on people and the economy.

### **Fifth Grade**

Students will generate a report on a topic using multimedia components. Student will use appropriate techniques and tools to solve real-world problems. Students will investigate the impact of past and current events on the economy, government, and people.

### **Sixth Grade**

Students will demonstrate technical knowledge and skills by gathering, producing, and presenting short research projects. Students will evaluate economic systems to develop a career plan.

### **Agricultural Exploration**

Students will develop an awareness and appreciation for our American agricultural way of life. Students will explore a wide variety of agricultural topics, including agricultural careers, livestock, plants, ag processing systems, integrating communication skills, and processing agricultural research and technology.

### **Agricultural Education I**

Students will develop personal growth, premier leadership, and career success by analyzing and interpreting the many basic concepts of agriculture education and the National FFA Organization by incorporating problem-solving skills, decision-making skills, and critical-thinking skills.

### **Agricultural Education II**

Students will develop personal growth, premier leadership, and career success by analyzing and interpreting the many intermediate concepts of agriculture education and the National FFA Organization by incorporating problem-solving skills, decision-making skills, and critical-thinking skills.

### **Agricultural Education III**

Students will develop personal growth, premier leadership, and career success by analyzing and interpreting the many advanced concepts of agriculture education and the National FFA Organization by incorporating problem-solving skills, decision-making skills, and critical-thinking skills.

### **Agricultural Education IV**

Students will develop personal growth, premier leadership, and career success by analyzing and interpreting the many advanced concepts of agriculture education and the National FFA Organization by incorporating problem-solving skills, decision-making skills, and critical-thinking skills.

### **Agriculture Project Construction I**

Students will develop a basic knowledge and manual skills needed to complete basic Shielded Metal Arc Welding (Arc), Oxyacetylene cutting, and Plasma arc cutting. Measuring, metal selection, and construction design skills will be learned and used in fabricating projects.

### **Agriculture Project Construction II**

Students will utilize additional and advanced skills and knowledge developed during Agriculture Project Construction 1 including Gas Metal Arc Welding (MIG). Measuring, metal selection, and construction design skills will be learned and used in fabricating projects.

### **Horticulture I**

Students will learn about the horticulture industry, beginning plant/horticulture sciences, importance of the horticulture industry in our society and complete a plant collection of area ornamental plants used in various landscapes. Students will plan, germinate, transplant and grow bedding plants and vegetables for the annual school plant sale in May.

### **Horticulture II**

Students will have the opportunity to explore independent horticulture science production projects in hydroponics plant environmental growing conditions bedding plant marketing and sales and residential landscaping projects.

### **Horticulture III**

Students will explore independent horticulture science production projects in hydroponics plant environmental growing conditions bedding plant marketing and sales and residential landscaping projects.

### **Horticulture IV**

Students will explore independent horticulture science production projects in hydroponics plant environmental growing conditions bedding plant marketing and sales and residential landscaping projects.

### **Agricultural Welding I**

Students will develop a basic knowledge and manual skills needed to complete basic Shielded Metal Arc Welding (Arc), Oxyacetylene cutting, and Plasma arc cutting. Measuring, metal selection, and construction design skills will be learned and used in fabricating projects.

### **Agricultural Welding II**

Students will utilize additional and advanced skills and knowledge developed during Agriculture Project Construction 1 including Gas Metal Arc Welding (MIG). Measuring, metal selection, and construction design skills will be learned and used in fabricating projects.

### **Agricultural Welding III**

Students will incorporate all the skills used in Ag Welding I- II and metal fabrication knowledge and use CAD (computer aided drafting) to plan, design, and fabricate a large metal project. In addition, special metal welding will be addressed. Concurrent enrollment at LCCC is available for seniors.

#### **Agricultural Welding IV**

Students will continue to hone the skills learned in Ag Welding I- III and metal fabrication. More advanced skills in CAD (computer aided drafting) will be used to plan, design, and fabricate a large, complex metal project. In addition, special metal welding will be addressed. Concurrent enrollment at LCCC is available for seniors.

#### **Auto Technology I**

Students will demonstrate the ability to recognize the difference between two and four cycle small gas engines, disassemble and reassemble a small gas engine, and research a career choice in the automotive area.

#### **Auto Technology II**

Students will demonstrate individually and in a group setting the ability to disassemble and reassemble a V-8 gasoline engine, identify the major components of the engine, and identify the proper tools and equipment to complete this project.

#### **Auto Technology III**

Students will demonstrate individually and in a group setting the ability to disassemble and reassemble a diesel engine, identify the major components of the engine, and identify the proper tools and equipment to complete this project.

#### **Auto Technology IV**

Students will study six different automotive systems, identify the major components in each system, and apply learned principles to diagnose and theorize on solutions for existing or potential problems.

#### **Keyboarding I**

Students will demonstrate proper keyboarding technique by keying at a rate of 30 words per minute with 95% accuracy.

#### **Keyboarding II**

Students will demonstrate proper keyboarding technique by keying at a rate of 30 words per minute with 95% accuracy to create correctly formatted documents.

#### **Study Skills**

Students will apply and enhance organization, study, test taking, and advocacy skills in order to improve overall academic achievement.

#### **Basic Computer Applications**

Students will create and revise documents, analyze career pathways in order to relate their abilities and interests with career options and examine information about specific careers.



### **Computer Applications**

Students will organize and apply resources to safely and ethically develop, analyze, and produce projects through a variety of methods. Students will evaluate career interest results to formulate career goals while applying employability skills.

### **Business SAINTS I**

Students will analyze Internet concepts and electronic communication in order to be responsible, safe & ethical technology users. Students will apply real world skills related to life and business concepts to design and revise work-specific products and demonstrate employability skills.

### **Business SAINTS II**

Students will model responsible, safe & ethical technology use. Students will demonstrate employability skills through customer consultation, design, proof submission, editing, printing and delivery of real-world products.

### **Business SAINTS III**

Students will model responsible, safe & ethical technology use. Students will demonstrate employability skills by acting as team leaders for the process of: customer consultation, design, proof submission, editing, printing and delivery of real-world products.

### **Accounting I**

Students will utilize the accounting cycle to demonstrate how to journalize, post, and create financial statements for a sole proprietorship and corporation.

### **Accounting II**

Students will master the concepts of the accounting cycle including how to journalize, post, and create financial statements for a sole proprietorship and corporation using electronic accounting software.

### **Accounting III**

Students will utilize their knowledge of the accounting cycle to demonstrate how to journalize, post, and create financial statements for a wide variety of different accounting systems including departmental accounting, accounting for inventory planning, managerial accounting and advanced corporation accounting.

### **Desktop Publishing I**

Students will produce a variety of student publications by writing and revising various media content in both an individual and team setting.

### **Desktop Publishing II**

Students will produce a variety of student publications by creating, designing, writing and revising various media content in both an individual and team setting.

### **Desktop Publishing III**

Students will, with teacher assistance, lead production of a variety of student publications by creating, designing, writing and revising various media content in both an individual and team setting.

### **Desktop Publishing IV**

Students will plan, direct, monitor, and lead production of a variety of student publications by creating, designing, writing, and revising various media content in both an individual and team setting. Students will act as team leaders by mentoring, assisting, and monitoring classmate productivity, writing, and publication completion.

### **Personal Finance**

Students will understand the variety of personal finance concepts and behaviors to create a successful financial life.

### **Entrepreneurship**

Students will explore their entrepreneurial spirit and the free enterprise system. Students will develop an idea and research the potential of running their own business and then maneuver through the process it takes to plan and execute that opportunity.

### **Animation**

Animation will be conducted as an independent study course with instructor assistance to navigate the 3DS software to produce animated flics. Students will utilize tutorials and technological research to gain the information needed to produce these animations.

### **Computer Assisted Drafting (CAD) I**

Students will create, identify, demonstrate, and apply the proper knowledge to produce different types of drawings, line types and line weights, proper text usage, dimensioning techniques, mathematical calculations, and explore a related career.

### **Computer Assisted Drafting (CAD) II**

Students will identify the information needed and create a set of house plans, including the plot plans, foundation plans, floor plans, concept plans, structural designs, roof plans, and exterior elevations.

### **Computer Assisted Drafting (CAD) III**

Students will demonstrate the proper CAD principles and create advanced technical drawings using the CAD drafting program.

### **Computer Assisted Drafting (CAD) IV**

Students will identify and demonstrate the proper techniques to produce basic 3 dimensional objects utilizing the CAD program.

**Career Exploration**

Students will analyze their interests and explore various careers aligned to their interests. Future outlook of those careers, earning differences, and educational requirements will be explored. Students will create a four-year high school plan of courses that follow a path toward their career interests.

**Career Counseling**

Students will reevaluate and analyze their interests and continue exploring various careers and post-secondary interests aligned to their personal goals. Future outlook of those careers, earning differences, and educational requirements will be explored. Students will reevaluate their four-year high school plan of courses to achieve their desired post-secondary interests.

**Family & Consumer Science (FCS) Exploration**

Students will explore the FCS curriculum, including, Understanding Self and Others, Relationships, Sewing Construction, and Basic Food Preparation and Recipe Creation.

**Early Childhood I**

Students will study early childhood development theories, parenting and basic child care.

**Early Childhood II**

Students will continue to research and study basic child development, with an emphasis on teaching young children.

**Early Childhood III**

Students will work with young children in the school setting, working as teacher's aides.

**Early Childhood IV**

Students will create, facilitate and teach a preschool.

**Culinary Arts I**

Students will study food safety, proper food handling, knife skills, and basic food preparation.

**Culinary Arts II**

Students will explore foreign foods, prepare foreign foods, explore careers in the food industry and practice basic food preparation.

**Culinary Arts III**

Students will practice food safety, explore and practice garnishing foods, explore catering for special events, and prepare foods for special events.

**Culinary Arts IV**

Students will practice food safety, practice garnishing foods and cater special events.

**Technology Education**

Students will learn to use the correct tools to complete drafting assignments and also learn the safety and usage of woodworking tools to build a project.

**Construction**

Students will learn the safety and usage of tools associated with the construction industry to complete units in framing, electrical wiring, plumbing and interior finishing.

**Woods I**

Students will learn the safety and usage of basic hand and power woodworking tools to build a simple project.

**Woods II**

Students will use the same hand and power woodworking tools that they were exposed to in Woods 1 to build a more advanced project.

**Woods III**

Students will use the same hand and power woodworking tools that they used in Woods 1 & 2, but will now have opportunity to use more specialized tools to build a project.

**Woods IV**

Students will use the same hand and power woodworking tools and the specialized tools used in Woods 1, 2, & 3 to build a more advance project.

**Note:** In grades K-5, the Wyoming Career & Vocational Standards are embedded in the curricula of several other content areas, including Mathematics, English Language Arts, Social Studies, and Health. The chart below indicates where each standard is taught.

**Laramie County School District #2  
Standards Alignment**

Content Area K-5 Career & Vocational Education

Note: The K-5 Career Voc standards and benchmarks are addressed in other content areas in K-5.

State Standard Code	LCSD2 Curriculum Code					
	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade
CV5 .1.1				SS-3-5-1, SS-3-5-2	SS-4-1-1	
CV5 .1.2	SS-K-2-2		SS-2-2-2	SS-3-5-2, SS-3-5-3		
CV5 .1.3	ELA-K-7-3	ELA-1-7	ELA-2-7-1		ELA-4-6-7	
CV5 .1.4	ELA-K-5-2	ELA-1-5-5	ELA-2-6		ELA-4-6-6	ELA-5-8-7
CV5 .2.1		H-1-3	H-2-3-5	H-3-4-2		
CV5 .2.2	ELA-K-5-5, ELA-K-7-1	ELA-1-7	ELA-2-7-6	ELA-3-8-7	ELA-4-8-4, ELA-4-8-7, ELA-4-8-8	
CV5 .2.3		H-1-4	H-2-2			
CV5 .2.4					H-4-3-4, ELA-4-5-7	ELA-5-4-6
CV5 .3.1						MA-5-12
CV5 .3.2			H-2-3			
CV5 .3.3						MA-5-11
CV5 .3.4			H-2-3-2	H-3-4-5		
CV5 .4.1					ELA-4-8-7	ELA-5-11-3

CV5 .4.2					ELA-4-6-9	
CV5 .4.3			SS-2-6, ELA-2-2-2	SS-3-7	SS-4-10	SS-5-5-7
CV5 .4.4						ELA-5-2-6
CV5 .5.1	SS-K-2-3, S-K-2-4	SS-1-3	SS-2-2-5	H-3-3-2, H-3-3-3		
CV5 .5.2	SS-K-2-2	SS-1-3-4	SS-2-2-2, SS-2-2-3, SS-2-2-4	SS-3-4-1, SS-3-5-1		
CV5 .5.3					H-4-3-4	
CV5 .5.4	ELA-K-5-4	ELA-1-6-4				ELA-5-8-8

## Grade 6

**Note:** In grade 6, the Wyoming Career & Vocational Standards are embedded in the curricula of several other content areas, including Mathematics, English Language Arts, Social Studies, and Health. The chart below indicates where each standard is taught.

### Laramie County School District #2 Standards Alignment

State Standard Code	LCSD2 Curriculum Code
CV8.1.1	career day
CV8.1.2	Career interest survey
CV8.1.3	ELA-6-7-10
CV8.1.4	ELA-6-8-7
CV8.2.1	ELA-6-11
CV8.2.2	
CV8.2.3	
CV8.2.4	ELA-6-7-11
CV8.3.1	ELA-6-7-11, SS-6-5-2
CV8.3.2	SS-6-5-1, SS-6-5-2, SS-6-5-3
CV8.3.3	MA-6-7
CV8.3.4	ELA-6-7-12, H-6-2
CV8.4.1	ELA-6-8-6
CV8.4.2	ELA-6-7-12
CV8.4.3	ELA-6-11-3
CV8.4.4	ELA-6-11-3, ELA-6-8-8
CV8.5.1	
CV8.5.2	
CV8.5.3	ELA-6-11-3
CV8.5.4	ELA-6-8-8

## **AGRICULTURE**

### **Agricultural Exploration – 1 quarter, required in grade 7 or 8**

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Classify agriculture careers
- Understand agriculture grades on food products
- Identify breeds
- Identify shop tools

#### **Outcome CV-AGEX-1:**

**Students will classify careers associated with agriculture.**

- CV-AGEX-1-1 Assess and classify careers related to agriculture production. (CV8.1.1 CV8.1.2 CV8.1.4)
- CV-AGEX-1-2 Assess and classify careers related to metal fabrication and welding. (CV8.1.1 CV8.1.2 CV8.1.4)
- CV-AGEX-1-3 Assess and classify careers related to the food science industry. (CV8.1.1 CV8.1.2 CV8.1.4)
- CV-AGEX-1-4 Assess and classify careers related to the meat industry. (CV8.1.1 CV8.1.2 CV8.1.4)
- CV-AGEX-1-5 Assess related careers involving production agriculture and non production agriculture. (CV8.1.1 CV8.1.2 CV8.1.4)

#### **Outcome CV-AGEX-2:**

**Students will investigate the food science industry.**

- CV-AGEX-2-1 Hypothesize and formulate percent sugar content. (CV8.3.1 CV8.3.3, CV8.3.4)
- CV-AGEX-2-2 Identify retail and wholesale cuts of beef. (CV8.3.1 CV8.3.3 CV8.3.4)
- CV-AGEX-2-3 Analyze and evaluate importance of meat industry to agriculture and consumers. (CV8.3.1 CV8.3.3 CV8.3.4)
- CV-AGEX-2-4 Compare quality and yield grades of beef. (CV8.4.2 CV8.4.3 CV8.4.4)
- CV-AGEX-2-5 Identify wholesale and retail cuts of beef. (CV8.4.2 CV8.4.3 CV8.4.4)
- CV-AGEX-2-6 Evaluate food content labels. (CV8.5.2 CV8.5.3 CV8.5.4)

#### **Outcome CV-AGEX-3:**

**Students will integrate communication skills through career development events.**

- CV-AGEX3-1 Justify decisions through oral communication skills. (CV8.2.1 CV8.2.2 CV8.2.3 CV8.2.4)



- CV-AGEX3-2 Appraise and critique agricultural products using USDA Grades. (CV8.3.1 CV8.3.2 CV8.3.3 CV8.3.4)
- CV-AGEX3-3 Apply selection criteria to evaluate livestock, horses, poultry, and meats. (CV8.3.1 CV8.3.2 CV8.3.3 CV8.3.4)

**Outcome CV-AGEX-4:**

**Students will compare and contrast major plant parts and functions.**

- CV-AGEX-4-1 Diagram major parts of a plant. (CV8.3.1)
- CV-AGEX-4-2 Analyze functions of plant parts. (CV8.3.1)
- CV-AGEX-4-3 Compare and contrast major plant parts and their functions. (CV8.3.1)

**Outcome CV-AGEX-5:**

**Students will distinguish the many agriculture processing systems.**

- CV-AGEX-5-1 Categorize and evaluate the many systems of production. (CV8.4.2 CV8.4.4)

**Outcome CV-AGEX-6:**

**Students will identify shop tools and equipment.**

- CV-AGEX-6-1 Identify tools commonly utilized in agricultural shops. (CV8.3.1 CV8.4.2)
- CV-AGEX-6-2 Identify proper use of commonly utilized shop tools. (CV8.3.1 CV8.4.2)
- CV-AGEX-6-3 Identify equipment commonly utilized in agricultural shops. (CV8.3.1 CV8.4.2)
- CV-AGEX-6-4 Identify proper use of commonly utilizes shop equipment. (CV8.3.1 CV8.4.2)

**Outcome CV-AGEX-7:**

**Students will evaluate present and past agriculture operations and production.**

- CV-AGEX-7-1 Compare past, present, and future ag technology. (CV8.4.2)
- CV-AGEX-7-2 Asses current knowledge of agriculture operations and production. (CV8.4.4)

**Outcome CV-AGEX-8:**

**Students will analyze content of agriculture products.**

- CV-AGEX-8-1 Find mass using electronic and triple beam balances. (CV8.5.2 CV8.5.3 CV8.5.4)
- CV-AGEX-8-2 Find temperature using Celsius thermometer. (CV8.5.2 CV8.5.3 CV8.5.4)
- CV-AGEX-8-3 Converting from Celsius to Fahrenheit. (CV8.5.2 CV8.5.3 CV8.5.4)

**Outcome CV-AGEX-9:**

**Students will identify breeds of livestock.**

CV-AGEX-9-1 Compare and contrast breeds of beef, dairy, swine, sheep, chickens, goats, and horses. (CV8.5.1)

## Agricultural Education I – entry level course

**ESSENTIAL STANDARDS:** Please see details about each in the curriculum that follows.

- Research agriculture careers
- Evaluation and selection of livestock
- Explain SAE's and develop a record book
- Demonstrate public speaking through the FFA creed
- Participate in a meeting using parliamentary law

### **Outcome CV-AEI-1:**

**Students will research and demonstrate skills associated with careers in agriculture.**

- |            |   |
|------------|---|
| CV-AEI-1-1 | Research and explain a chosen career in agriculture. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4) |
| CV-AEI-1-2 | Construct a resume. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)                                  |
| CV-AEI-1-3 | Compare and examine employability skills. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)            |

### **Outcome CV-AEI-2:**

**Students will identify breeds of livestock.**

- |            |   |
|------------|---|
| CV-AEI-2-1 | Distinguish between the different breeds of livestock. (CV12.5.1) |
| CV-AEI-2-2 | Distinguish between livestock breed history. (CV12.5.1)           |
| CV-AEI-2-3 | Distinguish livestock age and gender differences. (CV12.5.1)      |
| CV-AEI-2-4 | Distinguish scientific names for livestock species. (CV12.5.1)    |

### **Outcome CV-AEI-3:**

**Students will identify livestock anatomy.**

- |            |   |
|------------|---|
| CV-AEI-3-1 | Diagram and label the parts of beef. (CV12.4.2)   |
| CV-AEI-3-2 | Diagram and label the parts of sheep. (CV12.4.2)  |
| CV-AEI-3-3 | Diagram and label the parts of swine. (CV12.4.2)  |
| CV-AEI-3-4 | Diagram and label the parts of horses. (CV12.4.2) |

### **Outcome CV-AEI-4:**

**Students will establish criteria for livestock selection/production principles.**

- |            |   |
|------------|---|
| CV-AEI-4-1 | Evaluate beef, sheep, goats, swine, horses, and poultry using industry related selection criteria (CV12.3.1 CV12.3.4) |
|------------|---|

- CV-AEI-4-2 Evaluate and compare expected progeny differences in livestock production.  
(CV12.3.1 CV12.3.4)

**Outcome CV-AEI-5:**

**Students will differentiate between the types of Supervised Agricultural Experiences (SAEPs) and how to keep records using Agricultural Experience Tracker (AET).**

- CV-AEI-5-1 Appraise and differentiate the five types of SAEPs. (CV12.1.4)  
CV-AEI-5-2 Organize records using Ag Ed Tracker. (CV12.1.4)

**Outcome CV-AEI-6:**

**Students will examine different forms of communication skills.**

- CV-AEI-6-1 Demonstrate oral communication skills through oral reasoning and FFA Creed. (CV12.2.1 CV12.2.2 CV12.2.3 CV12.2.4)  
CV-AEI-6-2 Develop public speaking skills through oral reasoning and FFA Creed. (CV12.2.1 CV12.2.2 CV12.2.3 CV12.2.4)  
CV-AEI-6-3 Develop written communication skills. (CV12.2.1 CV12.2.2 CV12.2.3 CV12.2.4)

**Outcome CV-AEI-7:**

**Students will establish an SAEP and keep records using Ag Ed Tracker (AET).**

- CV-AEI-7-1 Develop their personal SAEP. (CV12.1.4)  
CV-AEI-7-2 Initiate and record FFA and SAE records using AET. (CV12.1.4)

**Outcome CV-AEI-8:**

**Students will demonstrate proper parliamentary procedure.**

- CV-AEI-8-1 Define parliamentary terminology. (CV12.2.1 CV12.2.2 CV12.2.3)  
CV-AEI-8-2 Explain and give examples of proper parliamentary motions. (CV12.2.1 CV12.2.2 CV12.2.3)  
CV-AEI-8-3 Explain the proper use of the gavel. (CV12.2.1 CV12.2.2 CV12.2.3)  
CV-AEI-8-4 Initiate a motion using proper procedure. (CV12.2.1 CV12.2.2 CV12.2.3)  
CV-AEI-8-5 Debate a motion using the three components of debate. (CV12.2.1 CV12.2.2 CV12.2.3)

**Outcome CV-AEI-9:**

**Students will utilize computer applications in agriculture.**

- CV-AEI-9-1 Integrate different computer applications to complete assignments. (CV12.5.1 CV12.5.2 CV12.5.4)

## Agricultural Education II

### **Outcome CV-AEII-1:**

**Students will update SAEP records utilizing Ag Ed Tracker (AET).**

CV-AEII-1-1 Organize and update records using AET. (CV12.1.4)

### **Outcome CV-AEII-2:**

**Students will develop and utilize communication skills.**

CV-AEII-2-1 Develop and lead a discussion. (CV12.2.1, CV12.2.2, CV12.2.3, CV12.2.4)

### **Outcome CV-AEII-3:**

**Students will examine legal land descriptions.**

CV-AEII-3-1 Describe legal land descriptions. (CV12.3.3)

CV-AEII-3-2 Map legal land descriptions. (CV12.3.3)

CV-AEII-3-3 Differentiate between the metes and bounds system and the rectangular survey system. (CV12.3.3)

### **Outcome CV-AEII-4:**

**Students will develop knowledge of the meat science industry.**

CV-AEII-4-1 Distinguish the USDA quality grades. (CV12.3.1, CV12.3.3)

CV-AEII-4-2 Distinguish the USDA yield grades. (CV12.3.1, CV12.3.3)

CV-AEII-4-3 Identify retail and wholesale cuts of meat. (CV12.3.1, CV12.3.3)

### **Outcome CV-AEII-5:**

**Students will develop knowledge of livestock breeding methods.**

CV-AEII-5-1 Categorize breeding systems. (CV12.4.2)

CV-AEII-5-2 Distinguish the heritability of certain traits. (CV12.4.2)

CV-AEII-5-3 Distinguish profitable genetic traits in breeding systems. (CV12.4.2)

CV-AEII-5-4 Predict the genotypes and phenotypes from monohybrid and dihybrid crosses by using the Punnett square. (CV12.4.2)

**Outcome CV-AEII-6:****Students will apply technical writing in in agriculture.**

CV-AEII-6-1     Compile and interpret technical reports.

**Outcome CV-AEII-7:****Students will operate computer applications in agriculture.**

CV-AEII-7-1     Integrate different computer applications to complete assignments.  
(CV12.5.1, CV12.5.2, CV12.5.4)

**Outcome CV-AEII-8:****Students will differentiate between livestock anatomy systems and digestive systems.**

CV-AEII-8-1     Identify and differentiate physiological systems. (CV12.5.1)  
CV-AEII-8-2     Identify and compare simple and complex stomachs. (CV12.5.1)

**Outcome CV-AII-9:****Students will apply safe practices in an agricultural shop setting.**

CV-AEII-9-1     Identify general classroom and lab safety rules. (CV12.5.3)  
CV-AEII-9-2     Describe safe practice and use of tools and equipment. (CV12.5.3)  
CV-AEII-9-3     Model safe use of equipment. (CV12.5.3)

**Outcome CV-AEII-10:****Students will demonstrate basic welding skills and metal cutting techniques.**

CV-AEII-10-1    Strike an arc and control a puddle to form a bead.  
(CV12.5.2, CV12.5.3, CV12.5.4)  
CV-AEII-10-2    Use a welder to demonstrate a basic weld. (CV12.5.2, CV12.5.3,  
CV12.5.4)  
CV-AEII-10-3    Demonstrate metal cutting techniques. (CV12.5.2, CV12.5.3, CV12.5.4)

**Outcome CV-AEII-11:****Students will assess the proper use of hand tools and power tools and PPE.**

CV-AEII-11-1    Identify common hand tools and power tools. (CV12.5.2, CV12.5.3)  
CV-AEII-11-2    Describe and model safe use of power tools and equipment. (CV12.5.2,  
CV12.5.3)  
CV-AEII-11-3    Describe and model the use of PPE.

**Outcome CV-AEII-12:**

**Students will construct a project.**

- CV-AEII-12-1 Construct bill of materials. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AEII-12-2 Evaluate blueprints. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AEII-12-3 Plan and fabricate a project. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)



## Agricultural Education III

### **Outcome CV-AEIII-1:**

**Students will update Supervised Agricultural Experience Program records utilizing Agricultural Experience Tracker.**

- CV-AEIII-1-1 Review past SAEP plans. (CV12.1.4)
- CV-AEIII-1-2 Update and organize records using Ag Ed Tracker. (AET) (CV12.1.4)

### **Outcome CV-AEIII-2:**

**Students will examine different forms of technical writing to interpret technical reports.**

- CV-AEIII-2-1 Interpret technical reports to operate and maintain various types of equipment and machinery. (CV12.4.1, CV12.4.3)
- CV-AEIII-2-2 Compile technical reports analyzing trends within the reports. (CV12.4.1 CV12.4.3)

### **Outcome CV-AEIII-3:**

**Students will develop and utilize principles found in plant science.**

- CV-AEIII-3-1 Identify and differentiate plant parts. (CV12.4.2)
- CV-AEIII-3-2 Identify and compare plant functions. (CV12.4.2)

### **Outcome CV-AEIII-4:**

**Students will apply literacy and skills in computer applications in agriculture.**

- CV-AEIII-4-1 Develop computer templates applicable to complete assignments. (CV12.5.1 CV12.5.2 CV12.5.4)
- CV-AEIII-4-2 Integrate different computer applications to complete assignments (CV12.5.1 CV12.5.2 CV12.5.4)

### **Outcome CV-AEIII-5:**

**Students will update SAEP records utilizing AET to complete applications.**

- CV-AEIII-5-1 Utilize AET to complete various types of applications. (CV12.3.1)
- CV-AEIII-5-2 Evaluate and utilize basic agricultural accounting practices. (CV12.5.1, CV12.5.2, CV12.5.4)

**Outcome CV-AEIII-6:**

**Students will utilize different forms of communication skills.**

- CV-AEIII-6-1 Demonstrate oral communication skills through sales calls. (CV12.2.1, CV12.2.2, CV12.2.3, CV12.2.4)
- CV-AEIII-6-2 Develop public speaking skills through sales calls. (CV12.2.1, CV12.2.2, CV12.2.3, CV12.2.4)
- CV-AEIII-6-3 Develop written communication skills (e.g., taking notes during calls, contact information, filling out order forms with all necessary information) through sales calls. (CV12.2.1, CV12.2.2, CV12.2.3, CV12.2.4)

**Outcome CV-AEIII-7:**

**Students will expand and update career development skills**

- CV-AEIII-7-1 Develop employability skills through agriculture education and/or FFA Career Development Events. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)

## Agricultural Education IV

### **Outcome CV-AEIV-1:**

**Students will update Supervised Agricultural Experience Program records utilizing Agricultural Experience Tracker.**

- CV-AEIV-1-1 Review past SAEP plans. (CV12.1.4)
- CV-AEIV-1-2 Organize records using Ag Ed Tracker (AET). (CV12.1.4)

### **Outcome CV-AEIV-2:**

**Students will identify and evaluate law as it pertains to the industry of agriculture.**

- CV-AEIV-2-1 Identify the general areas of law as related to agriculture. (CV12.4.1, CV12.4.2, CV12.4.4)
- CV-AEIV-2-2 Identify and evaluate different fencing laws. (CV12.4.1, CV12.4.2, CV12.4.4)

### **Outcome CV-AEIV-3:**

**Students will explore the many ways of marketing agriculture products.**

- CV-AEIV-3-1 Identify and utilize marketing strategies for farm and ranch products. (CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-AEIV-3-2 Identify and utilize marketing strategies for retail agriculture products. (CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-AEIV-3-3 Incorporate sales and advertising strategies for retail products. (CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)

### **Outcome CV-AEIV-4:**

**Students will classify plants according to life cycles and plant parts.**

- CV-AEIV-4-1 Identify noxious, semi harmful, poisonous, and common plants found in our area. (CV12.5.1)
- CV-AEIV-4-2 Differentiate between noxious, semi harmful, poisonous, and common plants. (CV12.5.1)

### **Outcome CV-AEIV-5:**

**Students will obtain literacy and skills in agricultural economics.**

- CV-AEIV-5-1 Identify and classify different marketing strategies. (CV12.5.1, CV12.5.3)
- CV-AEIV-5-2 Define and identify the three economic resources. (CV12.5.1, CV12.5.3)
- CV-AEIV-5-3 Define and identify the three economic systems. (CV12.5.1, CV12.5.3)

**Outcome CV-AEIV-6:**

**Students will utilize different forms of communication skills.**

- CV-AEIV-6-1 Demonstrate oral communication skills through marketing calls.  
(CV12.2.1, CV12.2.2, CV12.2.3, CV12.2.4)
- CV-AEIV-6-2 Develop public speaking skills through marketing calls.  
(CV12.2.1, CV12.2.2, CV12.2.3, CV12.2.4)
- CV-AEIV-6-3 Develop written communication (e.g., taking notes during marketing call, confirmation of scheduled meetings including personal or teleconference meetings, items of interest to be brought up at these meetings, and contact information skills through marketing calls. (CV12.2.1, CV12.2.2, CV12.2.3, CV12.2.4)

## Agriculture Project Construction I

**Prerequisite:** Agricultural Education II

**Must also be currently enrolled in** Agricultural Education III

**ESSENTIAL STANDARDS:** Please see details about each in the curriculum that follows.

- Safety
- Arc welding
- Mig Welding
- Cutting techniques
- Properly use power tools
- Drawing prints and bill of materials

### **Outcome APCI-1:**

**Students will research and demonstrate skills associated with careers in welding.**

- |             |   |
|-------------|---|
| CV-APCI-1-1 | Research and explain a chosen career in welding. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4) |
| CV-APCI-1-2 | Construct a resume. CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)                               |
| CV-APCI-1-3 | Compare and examine employability skills. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)        |

### **Outcome APCI-2:**

**Students will apply safe practices in an agricultural shop setting.**

- |             |   |
|-------------|---|
| CV-APCI-2-1 | Identify common safety hazards. (CV12.5.3)  |
| CV-APCI-2-2 | Determine safe techniques for storing and handling compressed gas cylinders. (CV12.5.3) |
| CV-APCI-2-3 | Verify safe techniques used to prevent electric shock. (CV12.5.3)                       |
| CV-APCI-2-4 | Assess safe techniques to avoid welding fumes. (CV12.5.3)                               |
| CV-APCI-2-5 | Appraise material safety data sheets. (CV12.5.3)  |
| CV-APCI-2-6 | Compare proper material handling methods. (CV12.5.3)                                    |
| CV-APCI-2-7 | Justify proper lock out/tag out procedures. (CV12.5.3)                                  |
| CV-APCI-2-8 | Validate power tool safety. (CV12.5.3)  |
| CV-APCI-2-9 | Demonstrate fire extinguisher knowledge. (CV12.5.3)                                     |

### **Outcome APCI-3:**

**Students will produce shielded metal arc welding welds using variety of welding positions.**

- |             |   |
|-------------|---|
| CV-APCI-3-1 | Demonstrate different positions while welding. (CV12.3.4)     |
| CV-APCI-3-2 | Demonstrate lap, T, butt, edge, and corner joints. (CV12.3.4) |

**Outcome APCI-4:**

**Students will demonstrate different metal cutting processes.**

- CV-APCI-4-1 Demonstrate gas metal cutting process. (CV12.3.4)
- CV-APCI-4-2 Demonstrate plasma metal cutting process. (CV12.3.4)

**Outcome APCI-5:**

**Students will construct a project.**

- CV-APCI-5-1 Construct bill of materials. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-APCI-5-2 Develop and evaluate blueprints. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-APCI-5-3 Plan, fabricate, and adjust (as needed) a project. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)

**Outcome APCI-6 will follow concurrent enrollment course outline.**

## **Agriculture Project Construction II - projects should be more complex than in Ag Project Construction I**

### **Outcome APCII-1:**

**Students will research and demonstrate skills associated with careers in welding.**

- CV-APCII-1-1 Research and explain a chosen career in welding. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)
- CV-APCII-1-2 Construct a resume. CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)
- CV-APCII-1-3 Compare and examine employability skills. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)

### **Outcome APCII-2:**

**Students will apply safe practices in an agricultural shop setting.**

- CV-APCII-2-1 Identify common safety hazards. (CV12.5.3)
- CV-APCII-2-2 Determine safe techniques for storing and handling compressed gas cylinders. (CV12.5.3)
- CV-APCII-2-3 Verify safe techniques used to prevent electric shock. (CV12.5.3)
- CV-APCII-2-4 Assess safe techniques to avoid welding fumes. (CV12.5.3)
- CV-APCII-2-5 Appraise material safety data sheets. (CV12.5.3)
- CV-APCII-2-6 Compare proper material handling methods. (CV12.5.3)
- CV-APCII-2-7 Justify proper lock out/tag out procedures. (CV12.5.3)
- CV-APCII-2-8 Validate power tool safety. (CV12.5.3)
- CV-APCII-2-9 Demonstrate fire extinguisher knowledge. (CV12.5.3)

### **Outcome APCII-3:**

**Students will produce gas metal arc welding welds using variety of welding positions.**

- CV-APCII-3-1 Demonstrate different positions while welding. (CV12.3.4)
- CV-APCII-3-2 Demonstrate lap, T, butt, edge, and corner joints. (CV12.3.4)

### **Outcome APCII-4:**

**Students will construct a project.**

- CV-APCII-4-1 Construct bill of materials. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-APCII-4-2 Develop and evaluate blueprints. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-APCII-4-3 Plan, fabricate, and adjust (as needed) a project. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)

**Outcome APCII-6 will follow concurrent enrollment course outline.**

## Horticulture I – entry level course

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Research Horticulture Careers
- Examine plant anatomy and physiology
- Learn growth factors
- Propagate plants
- Landscaping techniques
- Soil formation and fertility
- Integrated pest management
- Run greenhouse operation

### **Outcome HORTI-1:**

**Students will research and explore the horticulture industry.**

HORTI-1-1	Students will compare and contrast different areas of the horticulture industry. (CV12.1.1, CV12.1.2, CV 12.1.3, CV12.1.4, CV12.5.1)
HORTI-1-2	Determine the importance of the horticulture industry. (CV12.1.1, CV12.1.2, CV 12.1.3, CV12.1.4, CV12.5.1)
HORTI-1-3	Research and explore career opportunities in horticulture. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)

### **Outcome HORTI-2:**

**Students will categorize and compare plant anatomy and physiology.**

HORTI-2-1	Examine root anatomy. (CV12.3.1)
HORTI-2-2	Distinguish the functions and characteristics of roots. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)
HORTI-2-3	Examine stem anatomy. (CV12.3.1)
HORTI-2-4	Distinguish the functions and characteristics of stems. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)
HORTI-2-5	Examine leaf anatomy. (CV12.3.1)
HORTI-2-6	Distinguish the functions and characteristics of leaves. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)
HORTI-2-7	Examine flower anatomy. (CV12.3.1)
HORTI-2-8	Distinguish between the functions and characteristics of flowers. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)
HORTI-2-9	Examine seed anatomy. (CV12.3.1)
HORTI-2-10	Distinguish seed functions and characteristics. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)



**Outcome HORTI-3:**

**Students will compare and contrast the importance of light, temperature, water, and air on plant growth.**

- |           |   |
|-----------|---|
| HORTI-3-1 | Relate how light can affect plant growth. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)                                      |
| HORTI-3-2 | Evaluate the proper amount of light a plant needs for optimal growth. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)          |
| HORTI-3-3 | Compare plant growth according to plant temperature zones. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)                     |
| HORTI-3-4 | Evaluate the proper amount of water a plant needs for optimal growth. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)          |
| HORTI-3-5 | Compare and contrast the amounts of oxygen and CO <sub>2</sub> plants produce. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4) |

**Outcome HORTI-4:**

**Students will distinguish between the different types of plant propagation.**

- |           |  |
|-----------|--|
| HORTI-4-1 | Examine sexual reproduction of flowering plants. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)  |
| HORTI-4-2 | Examine asexual reproduction of flowering plants. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4) |

**Outcome HORTI-5:**

**Students will differentiate between various forms of landscapes.**

- |           |  |
|-----------|--|
| HORTI-5-1 | Analyze the residential landscape to create their own. (CV12.4.2, CV12.4.3, CV12.4.4)                |
| HORTI-5-2 | Analyze the construction and design of landscape areas. (CV12.4.1, CV12.4.2, CV12.4.3)               |
| HORTI-5-3 | Apply the principles of art to the landscape. (CV12.4.1, CV12.4.2, CV12.4.3)                         |
| HORTI-5-4 | Recommend annuals and perennials to be used in landscape in our area. (CV12.4.1, CV12.4.2, CV12.4.3) |
| HORTI-5-5 | Create and design their own landscape. (CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)                      |

**Outcome HORTI-6:**

**Students will compare and contrast the different types of soil and how they were formed.**

- |           |  |
|-----------|--|
| HORTI-6-1 | Evaluate how soils were formed. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)                               |
| HORTI-6-2 | Students will compare and contrast the soil colors. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)           |
| HORTI-6-3 | Differentiate between different soil textures and structures. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4) |

**Outcome HORTI-7:**

**Students will differentiate between methods of integrated pest management in the greenhouse.**

- |           |   |
|-----------|---|
| HORTI-7-1 | Classify forms of integrated pest management. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)    |
| HORTI-7-2 | Apply pesticides to greenhouse plants as needed. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4) |

**Outcome HORTI-8:**

**Students will apply different types of plant propagation to grow plants in the greenhouse.**

- |           |   |
|-----------|---|
| HORTI-8-1 | Grow plants using means of sexual reproduction in flowering plants. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)  |
| HORTI-8-2 | Grow plants using means of asexual reproduction in flowering plants. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4) |

**Outcome HORTI-9:**

**Students will apply skills learned in the workplace to grow market and sell plants to the public in the greenhouse.**

- |           |   |
|-----------|---|
| HORTI-9-1 | Plan and plant flowers and vegetables in the greenhouse. (CV12.1.4, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4) |
| HORTI-9-2 | Demonstrate characteristics of a good worker in the greenhouse setting. (CV12.1.4)                                    |
| HORTI-9-3 | Construct a marketing plan for the plants grown in the greenhouse.  |
| HORTI-9-4 | Use practical math and selling techniques in running greenhouse sales.  |

## Horticulture II, III, IV

### **Outcome HORTII-1:**

**Students will plan and compile a scientific experiment using the National FFA Science Fair Rubric and outline.**

- HORTII-1-1 Develop a valid scientific question. (CV12.3.1)
- HORTII-1-2 Form a hypothesis to support their question. (CV12.3.2, CV12.3.4)
- HORTII-1-3 Test their hypothesis. (CV12.3.3, CV12.4)
- HORTII-1-4 Analyze data collected from their experiment. (CV12.3.3, CV12.4)
- HORTII-1-5 Report data collected from their experiment. (CV12.3.3, CV12.4)
- HORTII-1-6 Construct a display to show results from their experiment. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4)

### **Outcome HORTII-2:**

**Students will plan and carry out daily operations included in running a greenhouse in order to grow and market plants to the public in the greenhouse.**

- HORTII-2-1 Plan and plant flowers and vegetables in the greenhouse. (CV12.5.1, CV12.5.3, CV12.5.3)
- HORTII-2-2 Demonstrate characteristics of a good worker in the greenhouse setting. (CV12.1.4, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)
- HORTII-2-3 Construct a marketing plan for the plants grown in the greenhouse. (CV12.4.1, CV12.2.1, CV12.2.3, CV12.2.4)
- HORTII-2-4 Use practical math and selling techniques in running greenhouse sales. (CV12.1.4, CV12.5.2)
- HORTII-2-5 Order and compile all supplies needed to operate greenhouse plant sales for the year. (CV12.1.4, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4)

## Agricultural Welding I – entry level course

**ESSENTIAL STANDARDS:** Please see details about each in the curriculum that follows.

- Safety
- Arc welding
- Mig Welding
- Cutting techniques
- Properly use power tools
- Drawing prints and bill of materials

### **Outcome AWI-1:**

**Students will research and demonstrate skills associated with careers in welding.**

- |            |   |
|------------|---|
| CV-AWI-1-1 | Research and explain a chosen career in welding. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4) |
| CV-AWI-1-2 | Construct a resume. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)                              |
| CV-AWI-1-3 | Compare and examine employability skills. (CV12.1.1, CV12.1.2, CV12.1.3, CV12.1.4)        |

### **Outcome AWI-2:**

**Students will be able to apply safe practices in an agricultural shop setting.**

- |            |   |
|------------|---|
| CV-AWI-2-1 | Identify common safety hazards. (CV12.5.3)  |
| CV-AWI-2-2 | Determine safe techniques for storing and handling compressed gas cylinders. (CV12.5.3) |
| CV-AWI-2-3 | Verify safe techniques used to prevent electric shock. (CV12.5.3)                       |
| CV-AWI-2-4 | Access safe techniques to avoid welding fumes. (CV12.5.3)                               |
| CV-AWI-2-5 | Appraise material safety data sheets. (CV12.5.3)  |
| CV-AWI-2-6 | Compare proper material handling methods. (CV12.5.3)                                    |
| CV-AWI-2-7 | Justify proper lock out/tag out procedures. (CV12.5.3)                                  |
| CV-AWI-2-8 | Validate power tool safety. (CV12.5.3)  |
| CV-AWI-2-9 | Demonstrate fire extinguisher knowledge. (CV12.5.3)                                     |

### **Outcome AWI-3:**

**Students will produce Shielded Metal Arc Welding welds using a variety of welding positions.**

- |            |   |
|------------|---|
| CV-AWI-3-1 | Demonstrate different positions while welding. (CV12.3.4)     |
| CV-AWI-3-2 | Demonstrate lap, T, butt, edge, and corner joints. (CV12.3.4) |

### **Outcome AWI-4:**

**Students will develop different metal cutting processes.**

- |            |  |
|------------|--|
| CV-AWI-4-1 | Demonstrate gas metal cutting process. (CV12.3.4)    |
| CV-AWI-4-2 | Demonstrate plasma metal cutting process. (CV12.3.4) |

**Outcome AWI-5:**

**Students will construct a project.**

- CV-AWI-5-1 Construct a bill of materials. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AWI-5-2 Evaluate blueprints. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AWI-5-3 Plan and fabricate a project. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AWI-5-3 Construct parts using computer assisted drafting (CAD). (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)

**Outcome AWI-6 will follow the LCCC concurrent enrollment course outline.**

## Agricultural Welding II

### **Outcome AWII-1:**

**Students will be able to apply safe practices in an agricultural shop setting.**

- CV-AWII-1-1 Identify common safety hazards. (CV12.5.3)
- CV-AWII-1-2 Determine safe techniques for storing and handling compressed gas cylinders. (CV12.5.3)
- CV-AWII-1-3 Verify safe techniques used to prevent electric shock. (CV12.5.3)
- CV-AWII-1-4 Access safe techniques to avoid welding fumes. (CV12.5.3)
- CV-AWII-1-5 Appraise material safety data sheets. (CV12.5.3)
- CV-AWII-1-6 Compare proper material handling methods. (CV12.5.3)
- CV-AWII-1-7 Justify proper lock out/tag out procedures. (CV12.5.3)
- CV-AWII-1-8 Validate power tool safety. (CV12.5.3)
- CV-AWII-1-9 Demonstrate fire extinguisher knowledge. (CV12.5.3)

### **Outcome AWII-2:**

**Students will produce shielded metal arc welding welds using variety of welding positions.**

- CV-AWII-2-1 Demonstrate different positions while welding. (CV12.3.4)
- CV-AWII-2-2 Demonstrate lap, T, butt, edge, and corner joints. (CV12.3.4)

### **Outcome AWII-3:**

**Students will develop different metal cutting processes.**

- CV-AWII-3-1 Demonstrate gas metal cutting process. (CV12.3.4)
- CV-AWII-3-2 Demonstrate plasma metal cutting process. (CV12.3.4)

### **Outcome AWII-4:**

**Students will construct a project.**

- CV-AWII-4-1 Construct bill of materials. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AWII-4-2 Evaluate blueprints. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AWII-4-3 Plan and fabricate a project. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AWII-4-3 Construct parts using computer assisted drafting (CAD). (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)

**Outcome AWII-5 will follow concurrent enrollment course outline.**

## **Agricultural Welding III – projects should be more complex than in Ag Welding I**

### **Outcome AWIII-1:**

**Students will be able to apply safe practices in an agricultural shop setting.**

- CV-AWIII-1-1 Identify common safety hazards. (CV12.5.3)
- CV-AWIII-1-2 Determine safe techniques for storing and handling compressed gas cylinders. (CV12.5.3)
- CV-AWIII-1-3 Verify safe techniques used to prevent electric shock. (CV12.5.3)
- CV-AWIII-1-4 Access safe techniques to avoid welding fumes. (CV12.5.3)
- CV-AWIII-1-5 Appraise material safety data sheets. (CV12.5.3)
- CV-AWIII-1-6 Compare proper material handling methods. (CV12.5.3)
- CV-AWIII-1-7 Justify proper lock out/tag out procedures. (CV12.5.3)
- CV-AWIII-1-8 Validate power tool safety. (CV12.5.3)
- CV-AWIII-1-9 Demonstrate fire extinguisher knowledge. (CV12.5.3)

### **Outcome AWIII-2:**

**Students will produce shielded metal arc welding welds using variety of welding positions.**

- CV-AWIII-2-1 Demonstrate different positions while welding. (CV12.3.4)
- CV-AWIII-2-2 Demonstrate lap, T, butt, edge, and corner joints. (CV12.3.4)

### **Outcome AWIII-3:**

**Students will develop different metal cutting processes.**

- CV-AWIII-3-1 Demonstrate gas metal cutting process. (CV12.3.4)
- CV-AWIII-3-2 Demonstrate plasma metal cutting process. (CV12.3.4)

### **Outcome AWIII-4:**

**Students will construct a project.**

- CV-AWIII-4-1 Construct bill of materials. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AWIII-4-2 Evaluate blueprints. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AWIII-4-3 Plan and fabricate a project. (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)
- CV-AWIII-4-3 Construct parts using computer assisted drafting (CAD). (CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4, CV12.5.5)

**Outcome AWIII-5 will follow concurrent enrollment course outline.**

## AUTO MECHANICS

### Auto Technology I – entry level course

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Safety principles.
- Tool identification and usage
- Fundamentals of a 2 cycle engine.
- Fundamentals of a 4 cycle engine.
- Explain the differences between a 2 and 4 cycle engine.
- Disassemble a small engine (2 or 4 cycle).
- Reassemble a small engine (2 or 4 cycle).

#### **Outcome CV-AUI-1:**

**Demonstrate the fundamental differences between two and four cycle small gas engines.**

- |            |   |
|------------|---|
| CV-AUI-1-1 | Explain the difference between a two cycle and a four cycle gas engine. (CV12.3.1, CV12.3.2, CV12.3.3, & CV12.5.1). |
| CV-AUI-1-2 | Explain the stroke cycle of two cycle gas engine. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, & CV12.5.1).             |
| CV-AUI-1-3 | Explain the stroke cycle of a four cycle engine. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, & CV12.5.1).              |

#### **Outcome CV-AUI-2:**

**Students will identify the major components of a two cycle engine and explain the purpose of each component.**

- |            |   |
|------------|---|
| CV-AUI-2-1 | Identify the engine block and explain its purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).                        |
| CV-AUI-2-2 | Identify the engine head and explain its purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).                         |
| CV-AUI-2-3 | Identify the carburetor, the major parts, and explain its purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).        |
| CV-AUI-2-4 | Identify the piston assembly, the major parts, and explain their purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3). |
| CV-AUI-2-5 | Identify the engine crankshaft and its purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).                           |
| CV-AUI-2-6 | Identify the reed valve and explain its purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).                          |



**Outcome CV-AUI-3:**

**Students will identify the major components of a four cycle engine and explain the purpose of each component.**

- CV-AUI-3-1 Identify the engine block and explain its purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
- CV-AUI-3-2 Identify the engine head and explain its purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
- CV-AUI-3-3 Identify the carburetor, the major parts, and its purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
- CV-AUI-3-4 Identify the piston assembly, the major parts, and explain their purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
- CV-AUI-3-5 Identify the engine crankshaft and its purpose. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
- CV-AUI-3-6 Identify the intake and exhaust valves and explain the purpose of each valve. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).

**Outcome CV-AUI - 4:**

**Students will demonstrate the proper procedure to disassemble a two or four cycle small gas engine using and selecting the proper tools.**

- CV-AUI-4-1 Identify and remove the carburetor. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUI-4-2 Identify and remove the engine head. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
- CV-AUI-4-3 Split the engine using the proper procedure. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
- CV-AUI-4-4 Identify and remove the piston assembly. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
- CV-AUI-4-5 Identify and remove the crankshaft. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
- CV-AUI-4-6 Identify and remove the valves (four cycle) using the proper procedure. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).

**Outcome CV-AUI-5:**

**Students will demonstrate the proper procedure to reassemble a two or four cycle small gas engine using and selecting the proper tools.**

- CV-AUI-5-1     Inspect the crankshaft and reinstall. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
  
- CV-AUI-5-2     Inspect the piston assembly, replace worn rings, reinstall the piston assembly, and torque rod cap bolts to the proper specifications. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
  
- CV-AUI-5-3     Inspect and grind the valves to the proper angle. (Four cycle) (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
  
- CV-AUI-5-4     Reinstall the valves using the proper tools and procedures. (Four cycle) (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
  
- CV-AUI-5-5     Install base plate and gasket, torque to proper specifications. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
  
- CV-AUI-5-6     Install the head and gasket, torque to proper specifications and sequence. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
  
- CV-AUI-5-7     Clean and reinstall the carburetor. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
  
- CV-AUI-5-8     Prepare engine for starting. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).
  
- CV-AUI-5-9     Start engine and make proper adjustments. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).

**Outcome CV-AUI-6:**

**Students will research careers related to the automotive industry and do a PowerPoint presentation on the career of their choice.**

- CV-AUI-6-1     Students will use a variety of research techniques to find data, information, or articles about their career choice. (CV12.1.1, CV12.1.2, CV12.3.1, & CV12.3.2).
  
- CV-AUI-6-2     Students will compile the information about their career choice and create a PowerPoint presentation. (CV12.3.2, CV12.4.3, CV12.4.4, & CV12.5.4).
  
- CV-AUI-6-3     Students will present their presentation to the class and lead a group discussion about their career choice. (CV12.1.4 & CV12.2.3).

## Auto Technology II

### Outcome CV-AUII-1:

**Identify and compare the different types of gasoline engines used in passenger vehicles.**

- CV-AUII-1-1 Identify and compare the different types of gasoline engines. (I.e. four cylinder, six cylinder, and eight cylinder). (CV12.3.1, CV12.3.3, & CV12.5.1)
- CV-AUII-1-2 Describe the difference between an inline vs. a v-style gasoline engine. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, & CV12.5.1).
- CV-AUII-1-3 Describe the differences between a small block and big block gasoline engine. (CV 12.3.1, CV12.3.3, & CV12.5.1).

### Outcome CV-AUII-2:

**Disassemble the exterior components of a V-8 gasoline motor as a group project, identify each component as it is removed, and explain its purpose.**

- CV-AUII-2-1 Identify and remove the carburetor. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-2 Identify and remove the distributor. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-3 Identify and remove the valve covers. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-4 Identify and remove the exhaust manifold. . (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-5 Identify and remove the intake manifold. . (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-6 Identify and remove the timing chain cover and timing chain. . (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-7 Identify and remove the oil pan. . (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

**Outcome CV-AUII-3:**

**Disassemble the interior components of a V-8 gasoline motor as a group project, identify each component as it is removed, explain its purpose, and examine for excessive wear patterns where appropriate.**

- CV-AUII-3-1 Identify and remove the engine heads. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-2 Identify and remove the push rods. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-3 Identify and remove the lifters. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-4 Identify and remove the connecting rod caps and piston assembly. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-5 Identify and remove the main bearing caps and crankshaft. . (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-2-6 Identify and remove the camshaft. . (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

**Outcome CV-AUII-4:**

**Reassemble as a group project the V-8 gasoline motor in the proper sequence, torque bolts to proper specifications and order, and provide proper lubrication to appropriate parts.**

- CV-AUII-4-1 Identify and reinstall the camshaft, checking cam bearings for excessive wear. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-2 Identify and reinstall crankshaft, main bearings and main bearing caps, and torque bolts to proper specifications. . (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-3 Identify and reinstall piston assembly using proper procedures, rod bearings, connecting rod caps, and torque bolts to proper specifications. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-4 Identify and reinstall the engine heads, torque the bolts to the proper specifications and in the proper sequence using the appropriate chart. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

- CV-AUII-4-5: Identify and reinstall the lifters and push rods. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-6: Identify and reinstall the oil pan. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-7: Identify and reinstall the timing chain and timing chain cover. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-8: Identify and reinstall the intake manifold, torqueing bolts to the proper specifications. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-9: Identify and reinstall the exhaust manifold. . (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-10: Identify and reinstall the valve covers. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-11: Identify and reinstall the distributor. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-4-12: Identify and reinstall the carburetor. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

#### **Outcome CV-AUII-5:**

**Review the materials provided to identify the major components in a V-8 gasoline engine and complete the final assessment.**

- CV-AUII-5-1 Review the handout for component identification. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUII-5-2 Identify and label the components in the picture provide. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.5.1, & CV12.5.2).
- CV-AUII-5-3 Reevaluate incorrect answers and research material for corrections. (CV12.3.1, CV12.3.3, CV12.4.3, & CV12.5.1).

## Auto Technology III

### Outcome CV-AUIII-1:

**Students will compare and contrast the similarities and differences between a gasoline and diesel engine.**

- CV-AUIII-1-1 Identify and describe the fuel system and the similarities and differences between a gasoline vs. diesel engine. (CV 12.3.1, CV12.3.3, & CV12.5.1).
- CV-AUIII-1-2 Explain why spark plugs are not needed in a diesel engine. (CV 12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, & CV12.5.1).
- CV-AUIII-1-3 Explain the difference in oil requirements (spark vs. compression). (CV12.3.1, CV12.3.2 & CV12.5.1).
- CV-AUIII-1-4 Explain why most diesel engines are inline vs. a V style block. (CV 12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, & CV12.5.1).

### Outcome CV-AUIII-2:

**Disassemble the exterior components of an inline diesel engine, identify each component as it is removed, and explain its purpose.**

- CV-AUIII-1 Identify and remove the injector pump and lines. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-2 Identify and remove the valve cover. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-3 Identify and remove rocker arms and shaft assembly. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-4 Identify and remove the exhaust manifold. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-5 Identify and remove the oil pan. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

**Outcome CV-AUIII-3:**

**Disassemble the interior components of an inline diesel engine, identify each component as it is removed, and explain its purpose.**

- CV-AUIII-3-1 Identify and remove the head, remove the injectors for inspection and/or testing. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-3-2 Identify and remove the push rods. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-3-3 Identify and remove the connecting rod caps and piston assembly. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-3-4 Identify the camshaft and inspect for excessive wear. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-3-5 Identify and remove the main bearing caps and crankshaft. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3)

**Outcome CV-AUIII-4:**

**Students will reassemble the inline diesel engine in the proper sequence, torque bolts to the proper specification and order, and provide proper lubrication to appropriate parts.**

- CV-AUIII-4-1 Identify and reinstall the crankshaft, main bearings and thrust bearing, main bearing caps, and torque bolts to the proper specifications. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-4-2 Identify and reinstall the piston assembly using proper procedures, rod bearings, connecting rod caps, and torque the bolts to the proper specifications. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-4-3 Identify and reinstall the engine head, torque the bolts to the proper specifications and in the proper sequence using the appropriate chart. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-4-4 Identify and reinstall the push rods. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-4-5 Identify and reinstall the oil pan. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

- CV-AUIII-4-6 Identify and reinstall the exhaust manifold. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-4-7 Identify and reinstall the valve cover. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-4-8 Identify and reinstall the injection pump and lines, aligning the injection pump to the correct engine timing. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIII-4-9 Adjust the intake and exhaust valves according to the proper spacing and TDC alignment. (CV12.2.2, CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

**Outcome CV-AUIII-5:**

**Review the materials provided to identify the major components in an inline diesel engine and complete the final assessment.**

- CV-AUIII-1 Review the handout for component identification. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.5.1, CV12.5.2, & CV12.5.2).
- CV-AUIII-2 Identify and label the components in the picture provided. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.5.1, & CV12.5.2).
- CV-AUIII-3 Reevaluate incorrect answers and research material for corrections. (CV12.3.1, CV12.3.3, CV12.4.3, & CV12.5.1).



## Auto Technology IV

### Outcome CV-AUIV-1:

**Students will study the following components of the braking system, identify the components, and change brake pads and rotor (if necessary) applying the proper procedures. Students will identify the proper tools needed to complete the task.**

- CV-AUIV-1-1 Identify the master wheel cylinder and supply lines and explain its purpose in the braking system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-1-2 Identify the brake caliper and explain the purpose it serves in the braking system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-1-3 Identify the brake pads and their purpose in the braking system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-1-4 Identify the brake rotor and the purpose it serves in the braking system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-1-5 Identify the splash shield and its purpose in the braking system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-1-6 Explain the procedure for bleeding brake lines and identify the tools required. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

### Outcome CV-AUIV-2:

**Students will study the following components of the drive line system, identify these components, and change the U-Joints (spiders) in the drive line. Students will identify the proper tools needed to complete the task.**

- CV-AUIV-2-1 Identify the drive line and explain the purpose it serves. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-2-2 Identify the U-Joints (spiders) and explain their purpose. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-2-3 Identify the yokes and the purpose they serve. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

**Outcome CV-AUIV-3:**

**Students will study two types of fuel systems and identify the major components of each one.**

- CV-AUIV-3-1 Identify the fuel pump and filter and the purpose they serve. Explain the difference between a manual and electric fuel pump. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-3-2 Explain how the carburetor fuel system works. (CV12.4.1, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-3-3 Explain how a fuel injection system works. (CV12.4.1, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-3-4 Compare and contrast the advantages and disadvantages of each system. (CV12.3.1, CV12.3.2, CV12.4.3, CV12.5.1, CV12.5.2, & CV12.5.4).

**Outcome CV-AUIV-4:**

**Students will investigate the major components of the cooling system, identify these components, and recognize the purpose each component plays in the cooling system.**

- CV-AUIV-4-1 Identify the water pump and explain the purpose it has in the cooling system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-4-2 Identify the radiator and its purpose in the cooling system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-4-3 Identify the V-belts or serpentine belt and explain their purpose in the cooling system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-4-4 Identify each of the different hoses that are part of the cooling system and the purpose of each one. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-4-5 Identify the location of the thermostat and the purpose it provides in the cooling system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

**Outcome CV-AUIV-5:**

**Students will identify the major components of the ignition system and explain the purpose of each component.**

- CV-AUIV-5-1 Identify the starter and explain its purpose in the ignition system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-5-2 Identify the battery, what type of current it supplies, the polarity, and its overall purpose in the ignition system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-5-3 Identify the ignition switch and the role it has in the ignition system. Explain the advantage an electronic ignition system has. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-5-4 Identify the alternator and its purpose in the ignition system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-5-5 Explain the role spark plugs play in a gasoline engine. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).
- CV-AUIV-5-6 Compare and contrast the electronic ignition system to the distributor type system. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.3).

**Outcome CV-AUIV-6:**

**Students will use the diagnostic scan tool to obtain and read default codes.**

- CV-AUIV-6-1 Students will familiarize themselves with the operation of the scan tool. (CV12.2.2, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.5.2, & CV12.5.3).
- CV-AUIV-6-2 Students will identify and locate the Data Link Connector (DTL) in an automobile. (CV12.3.2, CV12.4.3, CV12.5.1, & CV12.5.2).
- CV-AUIV-6-3 Students will obtain, read, and interpret default codes. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.3, & CV12.5.4).
- CV-AUIV-6-4 Students will learn how to erase codes when applicable. (CV12.2.4, CV12.3.1, CV12.3.3, CV12.3.4, CV12.4.2, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, & CV12.5.4).

## **BUSINESS**

### **Keyboarding I – 1 quarter, required in grade 7 or 8**

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Keyboard letters at a rate of 30 words per minute with 95% accuracy.
- Keyboard numbers at a rate of 30 words per minute with 95% accuracy.

**Outcome CV-KEYI-1:**

**Students will keyboard letters by touch at a rate of 30 words per minute with 95% accuracy.**

- |             |   |
|-------------|---|
| CV-KEYI-1-1 | Organize work area for maximum efficiency. (CV8.1.4, CV8.5.3, CV8.5.4)      |
| CV-KEYI-1-2 | Perform proper finger placement and stroke for each key. (CV8.5.3, CV8.5.4) |
| CV-KEYI-1-3 | Utilize learned skills to build speed. (CV8.5.1, CV8.5.3, CV8.5.4)          |

**Outcome CV-KEYI-2:**

**Students will keyboard by touch, including numbers, at a rate of 30 words per minute with 95% accuracy.**

- |             |  |
|-------------|--|
| CV-KEYI-2-1 | Organize work area for maximum efficiency. (CV8.1.4, CV8.5.3, CV8.5.4)     |
| CV-KEYI-2-2 | Perform proper finger placement and stroke for numbers. (CV8.5.3, CV8.5.4) |
| CV-KEYI-2-3 | Utilize learned skills to build speed. (CV8.5.1, CV8.5.3, CV8.5.4)         |

## Keyboarding II – 1 quarter, junior high elective

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Keyboard symbols at a rate of 30 words per minute with 95% accuracy.
- Utilize learned skills to build speed.
- Create various documents using industry standard formatting.
- Identify, evaluate, and use formatting features of word processing programs.

### **Outcome CV-KEYII-1:**

**Students will keyboard by touch, including symbols, at a rate of 30 words per minute with 95% accuracy.**

- CV-KEYII-1-1 Organize work area for maximum efficiency. (CV8.1.4, CV8.5.1, CV8.5.3, CV8.5.4)
- CV- KEYII-1-2 Perform proper finger placement and stroke for symbol keys. (CV8.5.3, CV8.5.4)
- CV- KEYII-1-3 Utilize learned skills to build speed. (CV8.5.1, CV8.5.3, CV8.5.4)

### **Outcome CV-KEYII-2:**

**Students will keyboard by touch, to create various documents using industry standard formatting.**

- CV-KEYII-2-1 Identify, evaluate, and use formatting features of word processing programs. (CV8.1.4, CV8.3.4, CV8.4.1, CV8.5.1, CV8.5.4)
- CV- KEYII-2-2 Identify, label, and memorize the parts of a block letter. (CV8.1.4, CV8.3.4, CV8.4.1, CV8.5.1, CV8.5.4)
- CV- KEYII-2-3 Identify, label, and memorize the parts of a properly formatted address. (CV8.1.4, CV8.3.4, CV8.4.1, CV8.5.1, CV8.5.4)
- CV- KEYII-2-4 Create and format block letters. (CV8.1.4, CV8.3.4, CV8.4.1, CV8.5.1, CV8.5.4)

## Basic Computer Applications - required in grade 7 or 8

Course may be split into 4 quarter classes or 2 semester classes

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

### Word Processing

- Create, format, evaluate, edit, save, and submit an enhanced document.
- Create and submit a document with references and sources.

### Spreadsheets

- Create, format, evaluate, edit, save, and submit a worksheet.
- Utilize formulas, functions, and formatting to create and submit a worksheet.
- Prepare and use worksheet information to graphically display data.

### Presentations

- Create, format, evaluate, edit, and save a presentation.
- Enhance and submit a presentation.

### Careers

- Investigate career clusters, determine a career of their choice, and produce a career-related project.

## **WORD PROCESSING – 1 quarter**

### **Outcome CV-BCA-1:**

**Students will create, format, evaluate, edit, save, and submit an enhanced document.**

CV-BCA-1-1	Produce text in a document. (CV8.4.1, CV8.4.3)
CV-BCA-1-2	Evaluate spelling as they type. (CV8.3.1)
CV-BCA-1-3	Utilize software tools to add design elements in order to enhance a document (i.e. format paragraphs, format text, modify theme colors, insert digital pictures in a word document, insert picture, format picture, add a page border, adjust spacing). (CV8.5.4)
CV-BCA-1-4	Modify document properties. (CV8.5.3)
CV-BCA-1-5	Utilize software commands to correct errors and revise a document. (CV8.3.1)
CV-BCA1-6	Submit documents as directed by the instructor. (CV8.2.1, CV8.5.2, CV8.5.3)

### **Outcome CV-BCA-2:**

**Students will create and submit a document with references and sources.**

CV-BCA-2-1	Utilize software documentation features. (CV8.5.4)
CV-BCA-2-2	Modify a document style. (CV8.5.3)
CV-BCA-2-3	Adjust line and paragraph spacing. (CV8.5.3)
CV-BCA-2-4	Use a header or footer to display additional information. (CV8.5.3)
CV-BCA-2-5	Apply formatting using keyboard shortcuts. (CV8.5.1)

- CV-BCA-2-6 Modify paragraph indentation. (CV8.5.3)
- CV-BCA-2-7 Insert and edit citations and their sources. (CV8.2.4)
- CV-BCA-2-8 Insert document breaks. (CV8.5.3)
- CV-BCA-2-9 Create a list of sources (i.e. works cited, bibliography, references page). (CV8.2.4)
- CV-BCA-2-10 Cut, copy, and paste text. (CV8.5.3)
- CV-BCA-2-11 Find and replace text. (CV8.3.1)
- CV-BCA-2-12 Utilize document review and proofing features. (CV8.3.1)
- CV-BCA-2-13 Locate and integrate information from a variety of sources. (CV8.3.3, CV8.4.2)

**Outcome CV-BCA-3:**

**Students will create and submit a professional document including a letterhead and table.**

- CV-BCA-3-1 Modify margins. (CV8.5.3)
- CV-BCA-3-2 Insert and format a shape, clip art, and symbols. (CV8.5.3)
- CV-BCA-3-3 Adjust text wrapping. (CV8.5.3)
- CV-BCA-3-4 Utilize border features. (CV8.5.3)
- CV-BCA-3-5 Remove formatting. (CV8.5.3)
- CV-BCA-3-6 Convert a hyperlink to regular text. (CV8.5.3)
- CV-BCA-3-7 Apply a document style. (CV8.5.3)
- CV-BCA-3-8 Utilize tab features. (CV8.5.3)
- CV-BCA-3-9 Insert the current date. (CV8.5.3)
- CV-BCA-3-11 Insert, design, and format a table. (CV8.5.3)
- CV-BCA-3-12 Utilize mail merge features. (CV8.5.1)
- CV-BCA-3-13 Print or submit in a variety of configurations. (CV8.2.1, CV8.1.1, CV8.5.1)

**SPREADSHEETS – 1 quarter**

**Outcome CV-BCA-4:**

**Students will create, format, evaluate, edit, save, and submit a worksheet.**

- CV-BCA-4-1 Enter text and numbers (i.e. use software features to compute data, use basic (+, -, \*, /) features, use the Sum button to sum a range of cells, enter a simple function, use the AutoCalculate area to display statistics). (CV8.4.1, CV8.4.3)
- CV-BCA-4-2 Utilize the fill handle feature. (CV8.5.3)
- CV-BCA-4-3 Apply cell styles. (CV8.5.3)
- CV-BCA-4-4 Format cells in a worksheet. (CV8.5.3)
- CV-BCA-4-5 Create a chart. (CV8.4.2)
- CV-BCA-4-6 Change a worksheet name and tab color. (CV8.5.3)
- CV-BCA-4-7 Change document properties. (CV8.5.3)
- CV-BCA-4-8 Preview, print, and submit a worksheet. (CV8.2.1, CV8.5.2, CV8.5.3)
- CV-BCA-4-9 Utilize software commands to correct errors and revise a worksheet. (CV8.3.1)

**Outcome CV-BCA-5:**

**Students will utilize formulas, functions, and formatting to create and submit a worksheet.**

- CV-BCA-5-1 Enter formulas using a variety of methods (i.e., keyboard, point method, function dialog box). (CV8.4.2)
- CV-BCA-5-2 Apply a theme. (CV8.5.3)
- CV-BCA-5-3 Format cells. (CV8.5.3)
- CV-BCA-5-4 Add conditional formatting to cells. (CV8.5.3)
- CV-BCA-5-5 Change column width and row height. (CV8.5.3)
- CV-BCA-5-6 Change margins and headers. (CV8.5.3)
- CV-BCA-5-7 Evaluate, edit, and revise worksheet contents. (CV8.3.1)
- CV-BCA-5-8 Preview, print, and submit sections of a worksheet as directed by instructor. (CV8.2.1, CV8.5.2, CV8.5.3)

**Outcome CV-BCA-6:**

**Students will prepare and use worksheet information to graphically design data.**

- CV-BCA-6-1 Rotate text in a cell. (CV8.5.3)
- CV-BCA-6-2 Create a series of information. (CV8.4.1)
- CV-BCA-6-3 Copy, paste, insert, and delete cells. (CV8.5.3)
- CV-BCA-6-4 Format numbers. (CV8.5.3)
- CV-BCA-6-5 Enter and format the system date. (CV8.5.3)
- CV-BCA-6-6 Use absolute and mixed cell references in a formula. (CV8.5.3)
- CV-BCA-6-7 Create, format, design, and move charts. (CV8.4.2)
- CV-BCA-6-8 Use the Format Painter button to format cells. (CV8.5.3)
- CV-BCA-6-9 Use chart filters. (CV8.5.3)
- CV-BCA-6-10 Preview, print, and submit graphically displayed data as directed by instructor. (CV8.2.1, CV8.5.2, CV8.5.3)

**Outcome CV-BCA-7:**

**Students will utilize advanced features of spreadsheet software to enhance workbooks.**

- CV-BCA-7-1 Rename and reorder worksheet tabs. (CV8.5.3)
- CV-BCA-7-2 Utilize various worksheet views. (CV8.5.3)
- CV-BCA-7-3 Freeze and unfreeze rows and columns. (CV8.5.3)
- CV-BCA-7-4 Utilize advanced function tools (i.e., IF function to perform a logical test, What-IF questions, Goal Seek to answer What-IF questions). (CV8.3.1)

**PRESENTATIONS – 1 Quarter****Outcome CV-BCA-8:**

**Students will create, format, evaluate, edit, and save a presentation.**

- CV-BCA-8-1 Create title and text slide with a multi level bulleted list. (CV8.4.1)
- CV-BCA-8-2 Add new slides and change slide layouts. (CV8.4.1)



- CV-BCA-8-3 Utilize software tools to add design components to enhance presentation(s) (i.e. select and change a document theme, insert graphics into slides with and without content placeholders, move and resize graphics, change font size and color, bold and italicized text). (CV8.5.4)
- CV-BCA-8-4 Duplicate a slide. (CV8.5.3)
- CV-BCA-8-5 Arrange slides. (CV8.2.1)
- CV-BCA-8-6 Select and apply slide transitions. (CV8.2.1)
- CV-BCA-8-7 View as a presentation. (CV8.2.1)
- CV-BCA-8-8 Evaluate presentation for professional visual appeal and readability. (CV8.2.1)

#### **Outcome CV-BCA-9:**

**Students will enhance and submit a presentation.**

- CV-BCA-9-1 Insert, re-size, add text, and apply effects to a shape. (CV8.5.3)
- CV-BCA-9-2 Insert and format WordArt. (CV8.5.3)
- CV-BCA-9-3 Insert and format slide backgrounds. (CV8.5.3)
- CV-BCA-9-4 Utilize presentation review and proofing features. (CV8.3.1)
- CV-BCA-9-5 Add and print speaker notes. (CV8.4.4)
- CV-BCA-9-6 Submit presentation as directed by instructor. (CV8.2.1, CV8.5.2, CV8.5.3)

#### **Outcome CV-BCA-10:**

**Students will modify a presentation to add media and animation.**

- CV-BCA-10-1 Add color and artistic effects to a graphic. (CV8.5.3)
- CV-BCA-10-2 Align paragraph text. (CV8.5.3)
- CV-BCA-10-3 Utilize view options. (CV8.2.1)
- CV-BCA-10-4 Ungroup, modify, and regroup slide contents. (CV8.5.3)
- CV-BCA-10-5 Apply a slide element from one slide to another. (CV8.5.3)
- CV-BCA-10-6 Insert and edit audio and video. (CV8.2.1, CV8.5.1)
- CV-BCA-10-7 Select and apply animation. (CV8.5.3)
- CV-BCA-10-8 Change a theme and background on only one slide. (CV8.5.3)
- CV-BCA-10-9 Submit presentation as directed by instructor. (CV8.2.1, CV8.5.2, CV8.5.3)

### **CAPSTONE – 1 quarter**

#### **Outcome CV-BCA-11:**

**Students will investigate career clusters, determine a career of their choice, and produce a career-related project.**

- CV-BCA-11-1 Individually, and as a group, match a variety of careers with the appropriate career cluster. (CV8.1.2, CV8.1.3, CV8.2.2, CV8.2.3)
- CV-BCA-11-2 Investigate and determine a career through activities (i.e., interest inventories, career interest tests, classroom discussions). (CV8.1.2)
- CV-BCA-11-3 Produce a description of the career cluster that contains their chosen career. (CV8.1.2)

CV-BCA-11-4 Create and present career-related projects to demonstrate knowledge of career pathways related to their career choice (i.e., job outlook, salary, education or training, job duties). (CV8.1.1, CV8.1.4, CV8.2.1, CV8.3.2, CV8.3.4, CV8.4.3)

## Study Skills – junior high elective

**Suggested year of completion: 7<sup>th</sup> grade**

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Login, check, and monitor their grades.
- Login, save, and print using school provided technology both at home and school.
- Monitor grades and formulate a plan for weekly guided study halls.
- Investigate types of intelligence.
- Utilize organization methods to improve success in school, extra-curricular activities, and life.
- Discuss and demonstrate appropriate interactions with teachers.
- Establish priorities, use time saving methods, and adjust schedules as needed.
- Identify, monitor, and adjust goals for school, extra-curricular activities, and life.
- Identify and utilize methods to increase efficiency in reading textbooks, taking and studying notes, and taking tests.

### **Outcome CV-SS-1:**

**Students will login, check, and monitor their grades.**

CV-SS-1-1	Demonstrate logging into grading system. (CV8.2.4, CV8.3.3)
CV-SS-1-2	List the steps to check individual assignment grades in each class. (CV8.3.3)
CV-SS-1-3	Analyze grade data to report problem areas (i.e. missing assignments, late grades, low grades). (CV8.3.3)
CV-SS-1-4	Explain grading system symbols. (CV8.2.1)
CV-SS-1-5	Explain grading categories used by all teachers. (CV8.2.1)

### **Outcome CV-SS-2:**

**Students will login, save, and print using school provided technology both at home and school.**

CV-SS-2-1	Demonstrate logging on to computer. (CV8.2.4, CV8.3.3)
CV-SS-2-2	Show how to access teacher websites. (CV8.3.3)
CV-SS-2-3	Distinguish between my computer and my documents. (CV8.4.2)
CV-SS-2-4	Save document(s) into appropriate location as directed by instructor. (CV8.2.4)
CV-SS-2-5	Chose printer identified by instructor and print document(s). (CV8.2.1, CV8.5.3, CV8.5.4)
CV-SS-2-6	Utilize school provided technology to access student files at home. (CV8.5.3, CV8.5.4)

- CV-SS-2-7 Orally and in writing describe the importance of saving to appropriate location. (CV8.2.1)

**Outcome CV-SS-3:**

**Students will monitor grades and formulate a plan for weekly guided study halls.**

- CV-SS-3-1 Monitor grades. (CV8.3.4)  
CV-SS-3-2 List all missing, late, or upcoming assignments to be completed. (CV8.3.3)  
CV-SS-3-3 Formulate plan through estimation of time required for each task to fill entire class time with productive work. (CV8.3.4)  
CV-SS-3-4 Compile materials needed to complete specific task(s). (CV8.5.4)  
CV-SS-3-5 Re-evaluate formulated plan and make changes as needed. (CV8.3.3)

**Outcome CV-SS-4:**

**Students will investigate types of intelligence.**

- CV-SS-4-1 List the types of intelligence. (CV8.2.1)  
CV-SS-4-2 Match types of intelligence with possible career choices. (CV8.1.2)  
CV-SS-4-3 As a group predict types of intelligence for themselves and others. (CV8.2.3)  
CV-SS-4-4 Explain, in writing or orally, how types of intelligence impact learning. (CV8.2.1)  
CV-SS-4-5 List successes and struggles associated with each type of intelligence. (CV8.1.4)

**Outcome CV-SS-5:**

**Students will utilize organization methods to improve success in school, extra-curricular activities, and life.**

- CV-SS-5-1 Examine current personal organization methods to determine areas of concern (i.e., lost/missing items, messy bags/spaces, stress, not enough time). (CV8.3.3)  
CV-SS-5-2 Re-evaluate and modify current personal organization methods. (CV8.3.3)  
CV-SS-5-3 Demonstrate organization methods (i.e., locker checks, bag checks, grade checks). (CV8.5.4)

**Outcome CV-SS-6:**

**Students will discuss and demonstrate appropriate interactions with teachers.**

- CV-SS-6-1 Explain communication norms between students and adults. (CV8.2.1)  
CV-SS-6-2 Evaluate and recommend appropriate communication techniques while considering student and teacher types of intelligence and personalities. (CV8.3.3)

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|-----------|---|
| CV-SS-6-3 | Role-play communication scenarios specific to teachers, classes, and situations in our school. (CV8.2.2, CV8.2.3) |
| CV-SS-6-4 | Demonstrate appropriate communication techniques. (CV8.2.1, CV8.2.3)  |

**Outcome CV-SS-7:**

**Students will establish priorities, use time saving methods, and adjust schedules as needed.**

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|-----------|---|
| CV-SS-7-1 | List current school day and weekend average daily schedule. (CV8.3.3)                       |
| CV-SS-7-2 | Produce individual ideal school day and weekend schedule. (CV8.4.1)                         |
| CV-SS-7-3 | Compare and contrast current and ideal school day and weekend schedules. (CV8.3.3, CV8.3.4) |
| CV-SS-7-4 | Hypothesize ways to better utilize time. (CV8.3.3)  |
| CV-SS-7-5 | Integrate hypothesized tools into daily life to better utilize time. (CV8.3.4)              |

**Outcome CV-SS-8:**

**Students will identify, monitor, and adjust goals for school, extra-curricular activities, and life.**

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| CV-SS-8-1 | Explain the purpose of setting goals. (CV8.2.1)            |
| CV-SS-8-2 | Identify current goals. (Set goals) (CV8.1.4)              |
| CV-SS-8-3 | Explain and defend goal choices. (CV8.2.1)                 |
| CV-SS-8-4 | Plan steps needed to reach goals. (CV8.3.4)                |
| CV-SS-8-5 | Evaluate progress towards goals. (CV8.3.4)                 |
| CV-SS-8-6 | Re-evaluate and modify goals as needed. (CV8.1.4, CV8.3.4) |

**Outcome CV-SS-9:**

**Students will identify and utilize methods to increase efficiency in reading textbooks, taking and studying notes, and taking tests.**

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|-----------|---|
| CV-SS-9-1 | Identify steps to effective reading of a textbook. (CV8.3.4)        |
| CV-SS-9-2 | Demonstrate the steps to effective reading of a textbook. (CV8.3.3) |
| CV-SS-9-3 | Explain proper note taking techniques. (CV8.2.1)                    |
| CV-SS-9-4 | Use notes to study for test. (CV8.3.4)                              |
| CV-SS-9-5 | Apply test taking tips to increase success on tests. (CV8.3.4)      |

## Computer Applications – entry level course

Suggested year of completion: 9<sup>th</sup> grade

**ESSENTIAL STANDARDS:** Please see details about each in the curriculum that follows.

### Word Processing

- Format advanced document(s) with a title page, lists, tables, and a watermark.
- Edit & Share a finished document(s).

### Presentations

- Collaborate on and deliver a presentation.
- Navigate presentations using hyperlinks and action buttons.
- Create a self-running presentation containing animation.

### Spreadsheets

- Utilize financial functions, data tables, and amortization schedules.
- Use multiple worksheets to compile workbooks.
- Create, sort, and query a table.
- Create templates, import data, and insert and modify graphic organizers, images and screenshots.

### Careers

- Review career clusters, determine a career of their choice, and produce a career-related project.

### Outcome CV-CAPS-1:

**Students will create a document with a title page, lists, tables, and a watermark.**

CV-CAPS-1-1	Apply a border to a paragraph. (CV12.5.3)
CV-CAPS-1-2	Modify paragraph indentation. (CV12.5.3)
CV-CAPS-1-3	Insert and format a graphic organizer (i.e. Smart Art, shapes, etc.). (CV12.5.3)
CV-CAPS-1-4	Apply character effects. (CV12.5.3)
CV-CAPS-1-5	Insert a section break. (CV12.5.3)
CV-CAPS-1-6	Insert a document in an open document. (CV12.3.3, CV12.4.2)
CV-CAPS-1-7	Insert formatted headers and footers. (CV12.5.3)
CV-CAPS-1-8	Sort paragraphs and tables. (CV12.5.3)
CV-CAPS-1-9	Use the format painter. (CV12.5.3)
CV-CAPS-1-10	Apply advanced bullets to a list. (CV12.5.3)
CV-CAPS-1-11	Create a multilevel list. (CV12.5.3)
CV-CAPS-1-12	Modify and format document tables. (CV12.5.3)
CV-CAPS-1-13	Sum columns in a table. (CV12.5.3)
CV-CAPS-1-14	Create a watermark. (CV12.2.4, CV12.5.3)
CV-CAPS-1-15	Modify the theme fonts. (CV12.5.3)

### Outcome CV-CAPS-2:

**Students will use a template to create a resume and share a finished document.**

CV-CAPS-2-1	Use a template to create a document. (CV12.3.1, CV12.4.1)
CV-CAPS-2-2	Modify document margins. (CV12.5.3)
CV-CAPS-2-3	Personalize a document template. (CV12.4.1)
CV-CAPS-2-4	Indent a paragraph. (CV12.5.3)
CV-CAPS-2-5	Customize theme fonts. (CV12.5.3)
CV-CAPS-2-6	Save a document as a PDF document and edit a PDF document. (CV12.4.1, CV12.4.3)
CV-CAPS-2-7	Produce a document for others to access online. (CV12.4.1, CV12.4.3)
CV-CAPS-2-8	Send a document using email. (CV12.4.1, CV12.4.3)
CV-CAPS-2-9	Save a document as a webpage. (CV12.4.1, CV12.4.3)
CV-CAPS-2-10	Format text as a hyperlink. (CV12.5.3)
CV-CAPS-2-11	Modify a document style set. (CV12.5.3)

### **Outcome CV-CAPS-3:**

**Students will generate form letters, mailing labels, and a directory.**

CV-CAPS-3-1	Explain the mail merge process. (CV12.4.4)
CV-CAPS-3-2	Utilize mail merge features. (CV12.4.4)
CV-CAPS-3-3	Use a letter template as the main document for a mail merge. (CV12.4.1, CV12.4.4)
CV-CAPS-3-4	Create and edit a data source. (CV12.4.1, CV12.4.4)
CV-CAPS-3-5	Insert merge fields in a main document. (CV12.4.4)
CV-CAPS-3-6	Use an IF field in a main document. (CV12.4.4)
CV-CAPS-3-7	Merge form letters. (CV12.4.4)
CV-CAPS-3-8	Select records to merge. (CV12.4.2)
CV-CAPS-3-9	Sort data records. (CV12.4.2)
CV-CAPS-3-10	Address and print mailing labels and envelopes. (CV12.4.4)
CV-CAPS-3-11	Modify page orientation. (CV12.5.3)
CV-CAPS-3-12	Merge all data records to a directory. (CV12.4.4)
CV-CAPS-3-13	Convert text to a table. (CV12.4.4)

### **Outcome CV-CAPS-4:**

**Students will create a newsletter with a pull-quote and graphics.**

CV-CAPS-4-1	Insert and format WordArt. (CV12.5.3)
CV-CAPS-4-2	Set custom tab stops. (CV12.5.3)
CV-CAPS-4-3	Crop and rotate a graphic. (CV12.5.3)
CV-CAPS-4-4	Format a document in multiple columns. (CV12.5.3)
CV-CAPS-4-5	Justify a paragraph. (CV12.5.3)
CV-CAPS-4-6	Hyphenate a document. (CV12.5.3)
CV-CAPS-4-7	Format a character as a drop cap. (CV12.5.3)
CV-CAPS-4-8	Insert a column break. (CV12.5.3)
CV-CAPS-4-9	Insert and format a text box. (CV12.5.3)
CV-CAPS-4-10	Copy and paste using a split window. (CV12.5.3)

CV-CAPS-4-11	Balance columns. (CV12.5.3)
CV-CAPS-4-12	Copy and paste using the Clipboard. (CV12.5.1)
CV-CAPS-4-13	Insert an appropriate page border. (CV12.5.3)

#### **Outcome CV-CAPS-5:**

**Students will create and format information graphics.**

CV-CAPS-5-1	Insert, modify, and format a graphic organizer (i.e. SmartArt, shapes, etc.). (CV12.4.1, CV12.4.3)
CV-CAPS-5-2	Insert images from a file into a graphic organizer. (CV12.4.1, CV12.4.3)
CV-CAPS-5-3	Convert text to a graphic organizer. (CV12.4.1, CV12.4.3)
CV-CAPS-5-4	Create and format a chart. (CV12.4.1, CV12.4.3)
CV-CAPS-5-5	Rotate a chart. (CV12.5.3)
CV-CAPS-5-6	Modify the chart title and legend. (CV12.5.3)
CV-CAPS-5-7	Separate a pie chart slice. (CV12.5.3)
CV-CAPS-5-8	Create and format a table. (CV12.4.1, CV12.4.3)
CV-CAPS-5-9	Insert a symbol in a table. (CV12.5.3)
CV-CAPS-5-10	Modify table text alignment and orientation. (CV12.5.3)
CV-CAPS-5-11	Insert an image into a table. (CV12.5.3)

#### **Outcome CV-CAPS-6:**

**Students will collaborate on and deliver a presentation.**

CV-CAPS-6-1	Combine presentation software files. (CV12.4.1)
CV-CAPS-6-2	Accept and reject a reviewer's proposed changes. (CV12.3.1)
CV-CAPS-6-3	Delete, reply to, and insert comments. (CV12.5.3)
CV-CAPS-6-4	Reuse slides from an existing presentation. (CV12.5.3)
CV-CAPS-6-5	Capture part of a slide using screen clippings or print screen. (CV12.5.3)
CV-CAPS-6-6	Insert slide footer content. (CV12.5.3)
CV-CAPS-6-7	Select slide size and presentation resolution. (CV12.2.1)
CV-CAPS-6-8	Save files as a presentation. (CV12.2.1, CV12.5.1, CV12.5.2, CV12.5.3)
CV-CAPS-6-9	Package a presentation for storage. (CV12.2.1, CV12.5.1, CV12.5.2, CV12.5.3)
CV-CAPS-6-10	Save a presentation in a previous presentation format. (CV12.2.1, CV12.5.1, CV12.5.2, CV12.5.3)
CV-CAPS-6-11	Use presentation tools to navigate and annotate presentations. (CV12.4.3, CV12.5.1)



**Outcome CV-CAPS-7:****Students will navigate presentations using hyperlinks and action buttons.**

CV-CAPS-7-1	Create a presentation from a document outline. (CV12.4.1, CV12.4.2, CV12.4.3)
CV-CAPS-7-2	Insert hyperlinks to slides and objects. (CV12.5.3)
CV-CAPS-7-3	Hyperlink to other documents. (CV12.5.3)
CV-CAPS-7-4	Display guides to position slide elements. (CV12.5.3)
CV-CAPS-7-5	Set placeholder margins. (CV12.5.3)
CV-CAPS-7-6	Create columns in a placeholder. (CV12.5.3)
CV-CAPS-7-7	Modify paragraph line spacing. (CV12.5.3)
CV-CAPS-7-8	Format bullet size and color. (CV12.5.3)
CV-CAPS-7-9	Modify advanced bullets. (CV12.5.3)
CV-CAPS-7-10	Hide slides. (CV12.5.3)

**Outcome CV-CAPS-8:****Students will create a self-running presentation containing animation.**

CV-CAPS-8-1	Remove a photo background. (CV12.5.3)
CV-CAPS-8-2	Crop and compress a photo. (CV12.5.3)
CV-CAPS-8-3	Animate slide content with entrance, emphasis, and exit effects. (CV12.2.1, CV12.4.1)
CV-CAPS-8-4	Insert and adjust motion paths. (CV12.5.3)
CV-CAPS-8-5	Reorder animation sequences. (CV12.2.1)
CV-CAPS-8-6	Combine sounds with animations. (CV12.2.1, CV12.4.1)
CV-CAPS-8-7	Control animation timing. (CV12.2.1, CV12.4.1)
CV-CAPS-8-8	Animate graphic organizers and charts. (CV12.2.1, CV12.4.1)
CV-CAPS-8-9	Insert and animate a text box. (CV12.2.1, CV12.4.1, CV12.5.3)
CV-CAPS-8-10	Animate bulleted lists. (CV12.2.1, CV12.4.1, CV12.5.3)
CV-CAPS-8-11	Rehearse timings. (CV12.2.1, CV12.4.1)
CV-CAPS-8-12	Set slide show timings manually. (CV12.2.1)

**Outcome CV-CAPS-9:****Students will utilize financial functions, data tables, and amortization schedules.**

CV-CAPS-9-1	Assign a name to a cell and refer to the cell in a formula using the assigned name.
CV-CAPS-9-2	Determine the monthly payment of a loan using the financial function PMT. (CV12.4.3)
CV-CAPS-9-3	Use the financial functions PV (present value) and FV (future value). (CV12.4.3)
CV-CAPS-9-4	Create a data table to analyze data in a worksheet. (CV12.4.3)
CV-CAPS-9-5	Create an amortization schedule. (CV12.4.3)

CV-CAPS-9-6	Control the color and thickness of outlines and borders. (CV12.5.3)
CV-CAPS-9-7	Insert a pointer to a data table. (CV12.5.3)
CV-CAPS-9-8	Analyze worksheet data by changing values. (CV12.3.3)
CV-CAPS-9-9	Use names and print sections of a worksheet. (CV12.2.1, CV12.5.2, CV12.5.3)
CV-CAPS-9-10	Set print options. (CV12.2.1, CV12.5.2, CV12.5.3)
CV-CAPS-9-11	Protect and unprotect cells in a worksheet. (CV12.2.4)
CV-CAPS-9-12	Hide and unhide rows, columns, sheets, and work books.
CV-CAPS-9-13	Use the auditing features of spreadsheet. (CV12.3.1)

#### **Outcome CV-CAPS-10:**

**Students will use multiple worksheets to compile workbooks.**

CV-CAPS-10-1	Use the ROUND function. (CV12.4.3)
CV-CAPS-10-2	Create, apply, and remove a style. (CV12.4.3)
CV-CAPS-10-3	Add a worksheet to a workbook. (CV12.5.3)
CV-CAPS-10-4	Add data to multiple worksheets at the same time. (CV12.4.1)
CV-CAPS-10-5	Create formulas that use 3-D cell references. (CV12.4.3)
CV-CAPS-10-6	Add a rotated pie chart with an exploded wedge. (CV12.5.3)
CV-CAPS-10-7	Add a header or footer and modify margins. (CV12.5.3)
CV-CAPS-10-8	Insert and remove a page break. (CV12.5.3)
CV-CAPS-10-9	Consolidate data by linking workbooks. (CV12.4.2)

#### **Outcome CV-CAPS-11:**

**Students will create, sort, and query a table.**

CV-CAPS-11-1	Create and manipulate a table. (CV12.4.3)
CV-CAPS-11-2	Delete duplicate records. (CV12.5.3)
CV-CAPS-11-3	Insert calculated columns to a table with structured references. (CV12.4.3)
CV-CAPS-11-4	Use a LOOKUP function to look up a value in a table. (CV12.5.3)
CV-CAPS-11-5	Use icon sets with conditional formatting. (CV12.5.3)
CV-CAPS-11-6	Insert a total row. (CV12.5.3)
CV-CAPS-11-7	Sort a table based on one field or multiple fields. (CV12.5.3)
CV-CAPS-11-8	Sort, query, and search a table. (CV12.5.3)
CV-CAPS-11-9	Remove filters. (CV12.5.3)
CV-CAPS-11-10	Create criteria and extract ranges. (CV12.4.3)
CV-CAPS-11-11	Apply database functions, such as SUMIF and COUNTIF. (CV12.4.3)
CV-CAPS-11-12	Use the MATCH and INDEX functions to lookup a value in a table. (CV12.5.3)
CV-CAPS-11-13	Display automatic subtotals. (CV12.5.3)
CV-CAPS-11-14	Use outline features to group, hide, and unhide data. (CV12.5.3)

#### **Outcome CV-CAPS-12:**

**Students will create templates, import data, and insert and modify graphic organizers, images and screenshots.**

CV-CAPS-12-1	Create and use a template. (CV12.4.3)
CV-CAPS-12-2	Import data from a variety of sources. (CV12.4.3)
CV-CAPS-12-3	Utilize the paste options. (CV12.5.3)
CV-CAPS-12-4	Convert text to columns. (CV12.4.3)
CV-CAPS-12-5	Replicate formulas. (CV12.5.3)
CV-CAPS-12-6	Find and replace data. (CV12.5.3)
CV-CAPS-12-7	Insert and format a 3-D chart. (CV12.4.3)
CV-CAPS-12-8	Use WordArt to create a title. (CV12.5.3)
CV-CAPS-12-9	Insert and modify a graphic organizer. (CV12.4.3)
CV-CAPS-12-10	Format images with styles. (CV12.5.3)
CV-CAPS-12-11	Include a hyperlinked screenshot. (CV12.5.3)

### **Outcome CV-CAPS-13:**

**Students will review career clusters, determine a career of their choice, and produce a career-related project.**

CV-CAPS-13-1	Individually, and as a group, review and determine a career (i.e., interest inventories, career interest tests, classroom discussions, personal knowledge). (CV12.1.1, CV12.2.1, CV12.2.2, CV12.2.3)
CV-CAPS-13-2	<p>Create and present career projects to demonstrate knowledge of chosen career. Projects must include:</p> <ul style="list-style-type: none"> <li>Career Choice with description</li> <li>What led you to this career choice?</li> <li>Job Outlook</li> <li>Salary Range</li> <li>Benefits</li> <li>Working Conditions</li> <li>Education or Training</li> <li>Typical Tasks performed</li> <li>Resources</li> <li>Additional Information</li> </ul> <p>(CV12.1.2, CV12.1.3, CV12.1.4, CV12.2.1, CV12.2.4, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.3)</p>

## Accounting I

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Journalize accounting transaction for a sole proprietorship.
- Post accounting transaction for a sole proprietorship.
- Create financial statements for a proprietorship.
- Record closing entries and preparing a post-closing trial balance for a service business for a proprietorship.
- Journalize accounting transaction for a partnership.
- Post accounting transaction for a sole partnership.
- Create financial statements for a partnership.
- Record closing entries and preparing a post-closing trial balance for a service business for a partnership.
- Demonstrate proper cash control systems.

### **Outcome CV-ACCI-1:**

**Students will explore what a proprietorship is, and analyze changes that affect the accounting equation.**

- |             |   |
|-------------|---|
| CV-ACCI-1-1 | Describe the different users of accounting information. (CV12.1.2, CV12.3.1, CV12.3.2)  |
| CV-ACCI-2   | Prepare a net worth statement and explain its purpose. (CV12.1.4, CV12.2.1, CV12.2.4, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2)                             |
| CV-ACCI-3   | Classify accounts as assets, liabilities, or owner's equity and demonstrate their relationship in the Accounting equation. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.5.2) |
| CV-ACCI-4   | Analyze transactions to determine the effects of transactions on the accounting equation. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.5.2)  |
| CV-ACCI-5   | Distinguish between cash and on account transactions. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.5.1)  |
| CV-ACCI-6   | Compare and contrast the types of transactions that increase and decrease owner's equity. (CV12.1.4, CV12.3.1, CV12.4.2, CV12.4.3)  |
| CV-ACCI-7   | Explain the difference between expenses and liabilities. (CV12.3.1, CV12.3.2, CV12.3.3)   |

### **Outcome CV-ACCI-2:**

**Students will analyze transactions into debit and credit parts**

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|-------------|---|
| CV-ACCI-2-1 | Illustrate the relationship between the accounting equation and a T account. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.4.1, CV12.4.2, CV12.4.3) |
|-------------|---|

- CV-ACCI-2-2 Identify the debit and credit side, the increase and decrease side, and the balance side of various accounts. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.5.1)
- CV-ACCI-2-3 Restate and apply the two rules that are associated with the increase side of an account. (CV12.2.1, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-2-4 Restate and apply the four questions necessary to analyze transactions for starting a business into debit and credit parts. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-2-5 Analyze transactions to determine the debit and credit parts of a transaction for operating a business. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.4)

### **Outcome CV-ACCI-3:**

**Students will journalize transactions.**

- CV-ACCI-3-1 Define what a journal is and explain why it is used to record transactions. (CV12.3.1, CV12.3.2, CV12.4.1)
- CV-ACCI-3-2 Compare and contrast different types of source documents. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3)
- CV-ACCI-3-3 Identify the four parts of a journal entry. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.4)
- CV-ACCI-3-4 Record cash transactions using source documents. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.2)
- CV-ACCI-3-5 Record transactions for buying and paying on Account. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.2)
- CV-ACCI-3-6 Record transactions that affect owner's equity. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.2)
- CV-ACCI-3-7 Record sales and receipt of cash on Account. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.2)
- CV-ACCI-3-8 Demonstrate when to end and how to start a new journal page. (CV12.3.1, CV12.3.2, CV12.4.1, CV12.4.3)
- CV-ACCI-3-9 Identify and correct errors using standard Accounting practices. (CV12.3.1, CV12.3.2, CV12.4.1, CV12.4.3)

### **Outcome CV-ACCI-4:**

**Students will post to a general ledger.**

- CV-ACCI-4-1 Construct a chart of Accounts for a service business organized as a proprietorship. (CV12.1.4, CV12.3.1, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-4-2 Demonstrate correct principles for numbering Accounts. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-4-3 Apply file maintenance principles to update a chart of Accounts. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.5.2)

- CV-ACCI-4-4 Complete the steps necessary to open general ledger Accounts. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1)
- CV-ACCI-4-5 Post amounts from a general journal. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-4-6 Demonstrate how to prove cash. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-4-7 Analyze incorrect journal entries in order to prepare correcting entries. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-4-8 Demonstrate how to correct errors made during the posting process. (CV12.3.1, CV12.3.2, CV12.4.1, CV12.4.3)

**Outcome CV-ACCI-5:**

**Students will demonstrate proper cash control systems.**

- CV-ACCI-5-1 Record a deposit on a check stub. (CV12.1.4, CV12.3.1, CV12.4.1)
- CV-ACCI-5-2 Endorse checks using blank, special, and restrictive endorsements. (CV12.1.4, CV12.3.1, CV12.4.1)
- CV-ACCI-5-3 Prepare a check stub and a check. (CV12.1.4, CV12.3.1, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-5-4 Complete a bank statement reconciliation. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-ACCI-5-5 Record and journalize a bank service charge. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-ACCI-5-6 Complete recordkeeping for a dishonored check. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-ACCI-5-7 Journalize an electronic funds transfer and debit card transaction. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-ACCI-5-8 Establish a petty cash fund. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-5-9 Prepare a petty cash report. (CV12.1.4, CV12.3.1, CV12.4.1, CV12.4.2, CV12.4.3)
- CV-ACCI-5-10 Replenish a petty cash fund. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-5-11 Demonstrate all of the steps in the Accounting cycle in order to complete a culminating accounting simulation. (CV12.1.4, CV12.2.2, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2)

**Outcome CV-ACCI-6:**

**Students will complete a work sheet and adjusting entries for a service business.**

- CV-ACCI-6-1 Prepare the heading of a work sheet. (CV12.1.4, CV12.4.1, CV12.4.2)
- CV-ACCI-6-2 Prepare the trial balance section of a work sheet. (CV12.1.4, CV12.3.3, CV12.4.1, CV12.4.2)

- CV-ACCI-6-3 Analyze in order to explain the adjustments for supplies and prepaid insurance. (CV12.1.4, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2, CV12.5.3)
- CV-ACCI-6-4 Complete the Adjustments columns of a work sheet. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2, CV12.5.3)
- CV-ACCI-6-5 Prepare the Balance Sheet and Income Statement columns of a work sheet. (CV12.1.4, CV12.2.1, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-ACCI-6-6 Apply the steps for finding errors on a work sheet. (CV12.3.1, CV12.3.3, CV12.5.2, CV12.5.3)
- CV-ACCI-6-7 Journalize and post the adjusting entries for supplies and prepaid insurance. (CV12.1.4, CV12.2.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)

#### **Outcome CV-ACCI-7:**

**Students will create financial statements for a proprietorship.**

- CV-ACC-7-1 Prepare an income statement for a service business. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4)
- CV-ACCI-7-2 Calculate and analyze financial ratios using income statement amounts in order to determine acceptable financial ratios. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-7-3 Prepare a balance sheet for a service business organized as a proprietorship. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-7-4 Journalize and post-closing entries for a service business organized as a proprietorship. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-7-5 Prepare a post-closing trial balance. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)

#### **Outcome CV-ACCI-8:**

**Students will record closing entries and preparing a post-closing trial balance for a service business.**

- CV-ACCI-8-1 Journalize and post-closing entries for a service business organized as a proprietorship. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)
- CV-ACCI-8-2 Explain the need for permanent and temporary Accounts (CV12.1.4, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2, CV12.5.3)
- CV-ACCI-8-3 Prepare a post-closing trial balance. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4)
- CV-ACCI-8-4 Demonstrate all of the steps in the Accounting cycle in order to complete a cumulating Accounting simulation (CV12.1.4, CV12.2.1, CV12.3.1,

CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4)

**Outcome CV-ACCI-9:**

**Students will account for purchases and cash payments for a business organized as a corporation.**

- CV-ACCI-9-1 Distinguish among service, retail merchandising, and wholesale merchandising businesses. (CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-9-2 Identify differences between a sole proprietorship and a corporation. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-9-3 Explain the relationship between a subsidiary ledger and a controlling account. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-9-4 Describe accounting procedures used in ordering merchandise. (CV12.2.1, CV12.3.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-9-5 Discuss the purpose of a special journal. (CV12.2.1, CV12.3.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-9-6 Journalize purchases of merchandise on Account using a purchases journal. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-9-7 Post merchandise purchases to an accounts payable ledger and a general ledger. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)
- CV-ACCI-9-8 Record cash payments using a cash payments journal. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-9-9 Record replenishment of a petty cash fund. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-9-10 Post cash payments to an accounts payable ledger and a general ledger. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)



**Outcome CV-ACCI-10:**

**Students will account for sales and cash receipts for a business organized as a corporation.**

- CV-ACCI-10-1 Explain the relationship between the accounts receivable ledger and its controlling account. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-10-2 Record sales on account using a sales journal. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-10-3 Post sales on account to an accounts receivable ledger and a general ledger. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-10-4 Record cash and credit card sales using a cash receipts journal. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-10-5 Journalize cash receipts on account using a cash receipts journal. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-10-6 Post cash receipts to an accounts receivable ledger and a general ledger. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-10-7 Prepare a schedule of accounts receivable. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4)

**Outcome CV-ACCI-11:**

**Students will account for Transactions Using a General Journal for a Corporation**

- CV-ACCI-11-1 Explain the purpose of a general journal. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-11-2 Post cash payments to an accounts payable ledger and a general ledger. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-11-3 Account for purchases returns and allowances. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-11-4 Post cash payments to an accounts payable ledger and a general ledger. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-11-5 Post a general journal to the accounts payable ledger and general ledger. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-11-6 Post cash payments to an accounts payable ledger and a general ledger. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)

- CV-ACCI-11-7 Account for sales returns and allowances. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-11-8 Post a general journal to the accounts receivable ledger and general ledger. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-11-9 Record a correcting entry to the accounts receivable ledger. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-11-10 Explain the relationship between retained earnings and dividends. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-11-11 Account for the declaration and payment of dividends. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)

#### **Outcome CV-ACCI-12:**

**Students will prepare payroll records.**

- CV-ACCI-12-1 Explain how employees are paid. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-12-2 Calculate hourly employee earnings. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-12-3 Demonstrate the process for determining federal income tax withholdings. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)
- CV-ACCI-12-4 Demonstrate the process for calculating social security and Medicare taxes. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)
- CV-ACCI-12-5 Explain the benefit of funding medical and retirement plans with pretax contributions. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-12-6 Prepare a payroll register. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)
- CV-ACCI-12-7 Prepare employee earnings records. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)
- CV-ACCI-12-8 Justify the use of a payroll checking account. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACCI-12-9 Prepare employee payroll checks. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)

**Outcome CV-ACCI-13:**

**Students will account for payroll and payroll taxes.**

- CV-ACCI-13-1 Analyze a payroll transaction in order to prepare the employee payroll. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-13-2 Journalize a payroll including employee payroll taxes. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-13-3 Calculate and record employer payroll taxes. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2)
- CV-ACCI-13-4 Prepare selected payroll tax reports. (CV12.1.4, CV12.2.1, CV12.2.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.3)
- CV-ACCI-13-5 Pay and record withholding and payroll taxes. (CV12.1.4, CV12.2.1, CV12.2.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.3)

**Outcome CV-ACCI-14:**

**Students will account for uncollectible accounts receivable.**

- CV-ACCI-14-1 Explain the purpose of the allowance method for recording losses from uncollectible accounts. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCI-14-2 Estimate uncollectible accounts expense using an aging of accounts receivable. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.5.1, CV12.5.2)
- CV-ACCI-14-3 Record the adjusting entry for the allowance for uncollectible accounts. . (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-14-4 Write off an uncollectible account receivable. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.4.1, CV12.4.2, CV12.5.1)
- CV-ACCI-14-5 Account for the collection of an account receivable that was written off. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.1)
- CV-ACCI-14-6 Record the acceptance of a note receivable. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-14-7 Account for the collection of a note receivable. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.1)
- CV-ACCI-14-8 Account for a dishonored note receivable. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.1)

**Outcome CV-ACCI-15:**

**Students will prepare adjusting entries and a trial balance for a corporation.**

- CV-ACCI-15-1 Prepare an unadjusted trial balance. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)
- CV-ACCI-15-2 Adjust supplies and prepaid insurance. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.1, CV12.5.2)
- CV-ACCI-15-3 Adjust merchandise inventory. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.1, CV12.5.2)
- CV-ACCI-15-4 Adjust interest receivable. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.1, CV12.5.2)
- CV-ACCI-15-5 Calculate depreciation expense using the straight-line method. . (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2)
- CV-ACCI-15-6 Adjust accumulated depreciation. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.1, CV12.5.2)
- CV-ACCI-15-7 Post adjusting entries. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-15-8 Adjust federal income tax payable. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.1, CV12.5.2)
- CV-ACCI-15-9 Prepare an adjusted trial balance. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4)

**Outcome CV-ACCI-16:**

**Students will create financial statements and closing entries for a corporation.**

- CV-ACCI-16-1 Prepare an income statement for a merchandising business organized as a corporation. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4)
- CV-ACCI-16-2 Prepare a statement of stockholders' equity for a business organized as a corporation. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4)
- CV-ACCI-16-3 Prepare a balance sheet for a business organized as a corporation. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-16-4 Prepare closing entries for a corporation. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)
- CV-ACCI-16-5 Prepare a post-closing trial balance for a corporation. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4)

**Outcome CV-ACCI-17:**

**Students will perform a financial statement analysis for a corporation.**

- CV-ACCI-17-1 Analyze an income statement using vertical analysis in order to compare the financial health of a business. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.5.2)
- CV-ACCI-17-2 Perform vertical analysis of a balance sheet. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.5.2, CV12.5.3)
- CV-ACCI-17-3 Analyze a balance sheet using vertical analysis in order to compare the financial health of a business. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.5.2)
- CV-ACCI-17-4 Perform horizontal analysis on an income statement. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.5.2, CV12.5.3)
- CV-ACCI-17-5 Perform horizontal analysis on a balance sheet. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.5.2, CV12.5.3)
- CV-ACCI-17-6 Calculate earnings per share. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-17-7 Calculate and interpret market ratios. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCI-17-8 Calculate and interpret liquidity ratios. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)

## Accounting II

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

Using appropriate accounting software:

- Journalize accounting transaction for a sole proprietorship.
- Post accounting transaction for a sole proprietorship.
- Create financial statements for a proprietorship.
- Record closing entries and preparing a post-closing trial balance for a service business for a proprietorship.
- Journalize accounting transaction for a partnership.
- Post accounting transaction for a sole partnership.
- Create financial statements for a partnership.
- Record closing entries and preparing a post-closing trial balance for a service business for a partnership.
- Demonstrate proper cash control systems.

### **Outcome ACCII-1:**

**Students will journalize transactions using appropriate accounting software.**

- CV-ACCII-1-1 Compare and contrast different types of source documents. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3)
- CV-ACCII-1-2 Identify the four parts of a journal entry. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.4, CV12.5.4)
- CV-ACCII-1-3 Record cash transactions using source documents. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.4)
- CV-ACCII-1-4 Record transactions for buying and paying on account. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.2)
- CV-ACCII-1-6 Record transactions that affect owner's equity. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.2)
- CV-ACCII-1-7 Record sales and receipt of cash on account. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.2)
- CV-ACCII-1-8 Demonstrate when to end and how to start a new journal page. (CV12.3.1, CV12.3.2, CV12.4.1, CV12.4.3)
- CV-ACCII-1-9 Identify and correct errors using standard accounting practices. (CV12.3.1, CV12.3.2, CV12.4.1, CV12.4.3)

### **Outcome ACCII-2:**

**Students will post to a General Ledger using appropriate accounting software.**

- CV-ACCII-2-1 Construct a chart of accounts for a service business organized as a proprietorship. (CV12.1.4, CV12.3.1, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)

- CV-ACCII-2-2 Complete the steps necessary to open general ledger accounts. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.5.4)
- CV-ACCII-2-3 Post amounts from a general journal. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-2-4 Demonstrate how to prove cash. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-2-5 Analyze incorrect journal entries in order to prepare correcting entries. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-2-6 Demonstrate how to correct errors made during the posting process. (CV12.3.1, CV12.3.2, CV12.4.1, CV12.4.3, CV12.5.4)

### **Outcome ACCII-3:**

**Students will demonstrate proper cash control systems using appropriate accounting software.**

- CV-ACCII-3-1 Record a deposit on a check stub. (CV12.1.4, CV12.3.1, CV12.4.1, CV12.5.4)
- CV-ACCII-3-2 Endorse checks using blank, special, and restrictive endorsements. (CV12.1.4, CV12.3.1, CV12.4.1, CV12.5.4)
- CV-ACCII-3-3 Prepare a check stub and a check. (CV12.1.4, CV12.3.1, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-3-4 Complete a bank statement reconciliation. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.4)
- CV-ACCII-3-5 Record and journalize a bank service charge. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.3)
- CV-ACCII-3-6 Complete recordkeeping for a dishonored check. (CV12.3.1, CV12.3.3, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-ACCII-3-7 Journalize an electronic funds transfer and debit card transaction. (CV12.3.1, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.3)
- CV-ACCII-3-8 Establish a petty cash fund. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-3-9 Prepare a petty cash report. (CV12.3.1, CV12.4.2, CV12.4.3, CV12.5.4)
- CV-ACCII-3-10 Replenish a petty cash fund. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-3-11 Demonstrate all of the steps in the accounting cycle in order to complete a culminating accounting simulation. (CV12.1.4, CV12.2.2, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.4)

### **Outcome ACCII-4:**

**Students will complete a Work Sheet and Adjusting Entries for a Service Business using appropriate accounting software.**

- CV-ACCII-4-1 Prepare the heading and the trial balance section of a work sheet. (CV12.1.4, CV12.3.3, CV12.4.1, CV12.4.2, CV12.5.4)
- CV-ACCII-4-2 Complete the adjustments columns of a work sheet. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2, CV12.5.4)

- CV-ACCII-4-3 Prepare the balance sheet and income statement columns of a work sheet. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.2, CV12.5.4)
- CV-ACCII-4-4 Apply the steps for finding errors on a work sheet. (CV12.3.1, CV12.3.3, CV12.5.2, CV12.5.4)
- CV-ACCII-4-5 Journalize and post the adjusting entries for supplies and prepaid insurance. (CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)

**Outcome ACCII-5:**

**Students will create financial statements for a proprietorship using appropriate accounting software.**

- CV-ACCII-5-1 Prepare an income statement for a service business. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-5-2 Calculate and analyze financial ratios using income statement amounts in order to determine Acceptable financial ratios. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV 12.5.4)
- CV-ACCII-5-3 Prepare a balance sheet for a service business organized as a proprietorship. (CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.4, CV12.5.4)
- CV-ACCII-5-4 Journalize and post-closing entries for a service business organized as a proprietorship. (CV12.3.1, CV12.3.2, CV12.3.3CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-5-5 Prepare a post-closing trial balance. (CV12.3.1, CV12.3.2, CV12.4.2, CV12.4.3, CV12.5.4)

**Outcome ACCII-6:**

**Students will record closing entries and preparing a post-closing trial balance for a service business using appropriate accounting software.**

- CV-ACCII-6-1 Journalize and post closing entries for a service business organized as a proprietorship. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.5)
- CV-ACCII-6-2 Explain the need for permanent and temporary Accounts (CV12.3.3, CV12.4.2, CV12.4.3, CV12.5.2, CV12.5.3)
- CV-ACCII-6-3 Prepare a post-closing trial balance. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-6-4 Demonstrate all of the steps in the Accounting cycle in order to complete a culminating accounting simulation (CV12.1.4, CV12.2.2, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, CV12.5.4)



**Outcome ACCII-7:**

**Students will account for purchases and cash payments for a business organized as a corporation using appropriate accounting software.**

- CV-ACCII-7-1 Journalize purchases of merchandise on account using a purchases journal. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.4, CV12.5.4)
- CV-ACCII-7-2 Post merchandise purchases to an accounts payable ledger and a general ledger. (CV12.3.1, CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-7-3 Record cash payments using a cash payments journal. (CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-7-4 Record replenishment of a petty cash fund. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-7-5 Post cash payments to an accounts payable ledger and a general ledger. (CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)

**Outcome ACCII-8:**

**Students will account for sales and cash receipts for a business organized as a corporation using appropriate accounting software.**

- CV-ACCII-8-1 Record sales on account using a sales journal. (CV12.3.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-8-2 Post sales on account to an accounts receivable ledger and a general ledger. (CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-8-3 Record cash and credit card sales using a cash receipts journal. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-8-4 Journalize cash receipts on account using a cash receipts journal. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-8-5 Post cash receipts to an accounts receivable ledger and a general ledger. (CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV 12.5.4)
- CV-ACCII-8-6 Prepare a schedule of accounts receivable. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)

**Outcome ACCII-9:**

**Students will account for transactions using a general journal for a corporation using appropriate accounting software.**

- CV-ACCII-9-1 Post cash payments to an accounts payable ledger and a general ledger. (CV12.3.1, CV12.4.2, CV12.4.3, CV12.4.4, CV 12.5.4)
- CV-ACCII-9-2 Account for purchases returns and allowances. (CV12.3.1, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-9-3 Post cash payments to an accounts payable ledger and a general ledger. (CV12.3.2, CV12.4.2, CV12.4.4, cv12.5.4)

- CV-ACCII-9-4 Post a general journal to the accounts payable ledger and general ledger. (CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-9-5 Post cash payments to an accounts payable ledger and a general ledger. (CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-9-6 Account for sales returns and allowances. (CV12.3.1, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-9-7 Post a general journal to the accounts receivable ledger and general ledger. (CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV 12.5.4)
- CV-ACCII-9-8 Record a correcting entry to the accounts receivable ledger. (CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-9-9 Account for the declaration and payment of dividends. (CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)

#### **Outcome ACCII-10:**

**Students will prepare payroll records using appropriate accounting software.**

- CV-ACCII-10-1 Calculate hourly employee earnings. (CV12.3.1, CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-10-2 Calculate social security and Medicare taxes and determine federal withholding tax. (CV12.3.1, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.1, CV 12.5.4)
- CV-ACCII-10-3 Prepare a payroll register. (CV12.3.1, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-10-4 Prepare employee earnings records. (CV12.3.1, CV12.3.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-10-5 Justify the use of a payroll checking account. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACCII-10-6 Prepare employee payroll checks. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)

#### **Outcome ACCII-11:**

**Students will account for payroll and payroll taxes using appropriate accounting software.**

- CV-ACCII-11-1 Analyze a payroll transaction in order to prepare the employee payroll. (CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-11-2 Journalize a payroll including employee payroll taxes. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-11-3 Calculate and record employer payroll taxes. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-11-4 Prepare selected payroll tax reports. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.4)
- CV-ACCII-11-5 Pay and record withholding and payroll taxes. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.3, CV12.5.4)

**Outcome ACCII-12:**

**Students will account for uncollectible accounts receivable using appropriate accounting software.**

- CV-ACCII-12-1 Explain the purpose of the allowance method for recording losses from uncollectible accounts. (, CV12.3.1, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.5.2)
- CV-ACCII-12-2 Estimate uncollectible accounts expense using an aging of accounts receivable. (, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.5.1, CV12.5.2)
- CV-ACCII-12-3 Record the adjusting entry for the allowance for uncollectible accounts. (CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-12-4 Write off an uncollectible account receivable. (CV12.3.1, CV12.3.2, CV12.4.2, CV12.5.4)
- CV-ACCII-12-5 Account for the collection of an account receivable that was written off. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.5.4)
- CV-ACCII-12-6 Record the acceptance of a note receivable. (4 CV12.3.1, CV12.3.2, CV12.3.3, 4 CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-12-7 Account for the collection of a note receivable. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.4, CV12.5.4)
- CV-ACCII-12-8 Account for a dishonored note receivable. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.4, CV12.5.4)

**Outcome ACCII-15:**

**Students will prepare adjusting entries and a trial balance for a corporation using appropriate accounting software.**

- CV-ACCII-15-1 Prepare an unadjusted trial balance. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-15-2 Adjust supplies and prepaid insurance. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4, CV12.5.1, CV12.5.4)
- CV-ACCII-15-3 Adjust merchandise inventory. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4, CV12.5.1, CV12.5.2)
- CV-ACCII-15-4 Adjust interest receivable. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4, CV12.5.1, CV12.5.4)
- CV-ACCII-15-5 Calculate depreciation expense using the straight-line method. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-15-6 Adjust accumulated depreciation. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4, CV12.5.1, CV12.5.4)
- CV-ACCII-15-7 Post adjusting entries. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4, CV12.5.4)
- CV-ACCII-15-8 Adjust federal income tax payable. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4, CV12.5.4)
- CV-ACCII-15-9 Prepare an adjusted trial balance. CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)

**Outcome ACCII-16:**

**Students will create financial statements and closing entries for a corporation using appropriate accounting software.**

- CV-ACCII-16-1 Prepare an income statement for a merchandising business organized as a corporation. (CV12.3.1, CV12.3.3, CV12.4.4, CV12.5.4)
- CV-ACCII-16-2 Prepare a statement of stockholders' equity for a business organized as a corporation. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-16-3 Prepare a balance sheet for a business organized as a corporation. CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV 12.5.4)
- CV-ACCII-16-4 Prepare closing entries for a corporation. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.1)
- CV-ACCII-16-5 Prepare a post-closing trial balance for a corporation. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4, CV12.5.3, CV12.5.4)

**Outcome ACCII-17:**

**Students will perform a financial statement analysis for a corporation using appropriate accounting software.**

- CV-ACCII-17-1 Analyze an income statement using vertical analysis in order to compare the financial health of a business. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-17-2 Perform vertical analysis of a balance sheet. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.5.2, CV12.5.4)
- CV-ACCII-17-3 Analyze a balance sheet using vertical analysis in order to compare the financial health of a business. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.5.4)
- CV-ACCII-17-4 Perform horizontal analysis on an income statement. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.3)
- CV-ACCII-17-5 Perform horizontal analysis on a balance sheet. (CV12.3.1, CV12.3.2, CV12.3.3, cv12.4.3, CV12.4.4, CV12.5.3)
- CV-ACCII-17-6 Calculate earnings per share. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-17-7 Calculate and interpret market ratios. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCII-17-8 Calculate and interpret liquidity ratios. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.4)

## Accounting III

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Record departmental purchases and cash payments
- Record departmental sales and cash receipts.
- Create financial reports for a departmentalized business.
- Plan and value inventory for a business.
- Account for uncollectible accounts.
- Account for plant assets.
- Account for notes payable, prepaid expenses, and accrued expenses.
- Account for unearned revenue, accrued revenue, and installment notes receivable.
- Account for corporate dividends, treasury stock and bonds.
- Create financial reports and analyses for a corporation.

### **Outcome ACCIII-1:**

**Students will record departmental purchases and cash payments**

- CV-ACCIII-1-1 Explain that accounting concepts do not change and will be applied to a multi-departmental business. (CV12.1.4, CV 12.2.1, CV12.3.1, CV12.3.2, CV12.4.2, CV12.4.4)
- CV-ACCIII-1-2 Explain the relationship between a subsidiary ledger and a controlling account. (CV12.1.4, CV ACC 12.3.2, CV12.4.1, CV12.4.3)
- CV-ACCIII-1-3 Journalize departmental purchases of merchandise on account using a purchases journal. (CV 12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACCIII-1-4 Post merchandise purchases into an accounts payable ledger and a general ledger. (CV12.3.2, CV 12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-1-5 Journalize departmental returns and allowances. (CV12.3.2, CV ACC 12.3.3, CV12.4.2, CV12.4.4)
- CV-ACCIII 1-6 Journalize departmental cash payments using a cash payments journal. (. (CV 12.3.1, CV12.3.2, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACCIII 1-7 Post cash payments to an accounts payable ledger and a general ledger. (CV12.3.2, CV 12.4.2, CV12.4.3, CV12.4.4)

### **Outcome ACCIII-2:**

**Students will record departmental sales and cash receipts.**

- CV-ACCIII-2-1 Journalize and post departmental sales on account using a sales journal. (CV12.1.4, CV12.3.2, CV ACC 12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-2-2 Journalize and post sales returns and allowances. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4)

- CV-ACCIII-2-3 Explain the impact of sales discounts on the collection of accounts receivables. (CV12.1.4, CV12.2.1, CV12.3.1, CV ACC 12.3.2, CV12.4.1, CV12.4.3)
- CV-ACCIII-2-4 Journalize and post departmental cash receipts using a cash receipts journal. (CV12.1.4, CV12.3.1, CV12.3.2, CV ACC 12.3.3, CV 12.4.4)

**Outcome ACCIII-3:**

**Students will calculate departmental payroll data.**

- CV-ACCIII-3-1 Explain how employees are paid. (CV12.1.4, CV12.3.1, CV 12.3.3, CV12.4.1, CV ACC 12.4.2, CV ACC 12.4.3)
- CV-ACCIII 3-2 Calculate payroll earnings (CV12.1.4, CV ACC 12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACCIII-3-3 Prepare payroll reports. (CV12.1.4, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-3-4 Journalize the payment of payroll. (CV12.1.4, CV12.3.1, CV12.3.2, CV ACC 12.3.3, CV 12.4.4)
- CV-ACCIII-3-5 Journalize the payment of payroll taxes. (CV12.1.4, CV12.3.1, CV12.3.2, CV ACC 12.3.3, CV 12.4.4)

**Outcome ACCIII-4:**

**Students will create financial reports for a departmentalized business.**

- CV-ACCIII-4-1 Identify the steps necessary to prepare for end-of-period financial reporting. (CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-4-2 Prepare an adjusted trial balance. (CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCIII-4-3 Journalize adjusting entries. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.4)
- CV-ACCIII-4-4 Prepare an adjusted trial balance. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.4)
- CV-ACCIII-4-5 Explain the difference between direct and indirect expenses of a departmental business. (CV 12.3.1, CV12.3.2, CV12.3.3, CV12.4.1)
- CV-ACCIII-4-6 Prepare a departmental margin statement. (CV12.1.4, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-4-7 Calculate and analyze vertical analysis ratios. (CV12.1.4, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-4-8 Prepare financial statements for a departmentalized merchandising business. (CV12.1.4, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)

**Outcome ACCIII-5:**

**Students will plan and value inventory for a business.**

- CV-ACCIII-5-1 Describe the nature of merchandise inventory. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.4.1, CV12.4.4)

- CV-ACCIII-5-2 Account for the quantity of merchandise inventory. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4)
- CV-ACCIII-5-3 Determine the cost of merchandise inventory. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCIII-5-4 Determine the reported cost of merchandize. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCIII-5-5 Estimate the cost of merchandize inventory. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.4.2, CV12.4.3, CV12.4.4, CV12.5.4)
- CV-ACCIII-5-6 Calculate the inventory turnover ratios and days' sales in inventory. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.4.2, CV12.4.3, CV12.5.4)

#### **Outcome ACCIII-6:**

**Students will account for uncollectable accounts.**

- CV-ACCIII-6-1 Calculate and record uncollectable accounts expense using direct write-off method. (CV12.1.4, CV13.3.1, CV12.4.3)
- CV-ACCIII-6-2 Calculate and record uncollectable accounts expense using the allowance method. (CV12.1.4, CV13.3.1, CV13.3.3, CV12.4.3)
- CV-ACC III-6-3 Write off an uncollectable account receivable. (CV12.1.4, CV13.3.1, CV12.3.3, CV12.4.3)
- CV-ACC III-6-4 Account for the collection of an account receivable that was previously written off. (CV12.1.4, CV13.3.1, CV13.3.2, CV12.4.3, CV12.4.4)
- CV-ACC III-6-5 Calculate and analyze accounts receivable turnover ratios. (CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV ACC 12.4.3, CV ACC 12.4.4)

#### **Outcome ACCIII -7:**

**Students will account for plant assets.**

- CV-ACCIII-7-1 Journalize the purchase of plant assets. (CV12.1.4, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACC III-7-2 Calculate and record depreciation expense using the straight-line depreciation method. (CV12.3.1, CV 12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACC III-7-3 Journalize the disposal of plant assets. (CV12.1.4, CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACC III-7-4 Calculate depreciation expense using the declining=balance depreciation method. (CV12.3.1, CV 12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACC III-7-5 Calculate depreciation expense using the units-of-production method. (CV12.3.1, CV 12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII -7-6 Calculate and record the depletion of a natural resource. (CV12.1.4, CV12.3.1, CV 12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)

**Outcome ACCIII-8:**

**Students will account for notes payable, prepaid expenses, and accrued expenses.**

- CV-ACCIII-8-1 Journalize transactions for notes payable. (CV12.3.1, CV12.3.3, CV12.4.4)
- CV-ACC III-8-2 Journalize adjusting and reversing entries for prepaid expenses. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACC III-8-3 Journalize adjusting and reversing entries for accrued expenses. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACC III-8-4 Account for warranty expenses. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)

**Outcome ACCIII-9:**

**Students will account for unearned revenue, accrued revenue, and installment notes receivable.**

- CV-ACCIII-9-1 Describe and illustrate the adjusting and reversing entries for unearned revenue. (CV12.2.1, CV 12.3.1, CV12.3.2, CV12.4.1, CV12.4.2, CV ACC 12.4.3, CV ACC 12.4.4)
- CV-ACCIII-9-2 Describe and illustrate the adjusting and reversing entries for accrued revenue. (CV12.2.1, CV 12.3.1, CV12.3.2, CV12.4.1, CV12.4.2, CV ACC 12.4.3, CV ACC 12.4.4)
- CV-ACCIII-9-3 Journalize transactions for gift cards. (CV12.2.1, CV 12.3.1, CV12.3.2, CV ACC 12.4.3, CV ACC 12.4.4)
- CV-ACCIII-9-4 Record an adjusting entry for gift card breakage. (CV12.2.1, CV 12.3.1, CV12.3.2, CV ACC 12.4.3, CV ACC 12.4.4)
- CV-ACCIII-9-5 Describe how gift card breakage is reported in the financial statements. (CV12.2.1, CV 12.3.1, CV12.3.2, CV12.4.1, CV ACC 12.4.3, CV ACC 12.4.4)
- CV-ACCIII-9-6 Journalize transactions for installment notes receivables. (CV12.3.2, CV12.3.3, CV12.4.4)
- CV-ACCIII-9-7 Describe and illustrate the reclassification and reversing entries for installment notes receivables. (CV12.1.4, CV12.2.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.4)

**Outcome ACCIII-10:**

**Students will account for the organization of a corporation.**

- CV-ACCIII-10-1 Describe the process for forming a corporation. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.3)
- CV-ACCIII-10-2 Describe the two basic kind of stock. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.3)
- CV-ACCIII-10-3 Identify the advantages and disadvantages of the corporate form of business. (CV12.1.4, CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1)
- CV-ACCIII-10-4 Record the issuances of par-value, no par-value, and stated-value common stock. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4)
- CV-ACCIII-10-5 Record the issuance of preferred stock. (CV12.1.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.4)



**Outcome ACCIII-11:****Students will account for corporate dividends and treasury stock.**

- CV-ACCIII-11-1 Account for the declaration and payment of a cash dividend. (CV12.3.1, CV12.3.3, CV12.4.4)
- CV-ACCIII-11-2 Account for the declaration and payment of a stock dividend. (CV12.3.1, CV12.3.3, CV12.4.4)
- CV-ACCIII-11-3 Explain why a corporation would purchase its own stock. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1)
- CV-ACCIII-11-4 Journalize entries for buying and selling treasury stock. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACCIII-11-5 Journalize transactions for the purchase and sale of the capital stock of other corporations. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)

**Outcome ACCIII-12:****Students will account for bonds.**

- CV-ACCIII-12-1 Explain why and how a corporation issues bonds. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1)
- CV-ACCIII-12-2 Journalize the issue of bonds at a discount and at a premium. (CV12.3.1, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-12-3 Account for the payment of bond interest. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACCIII-12-4 Journalize the retiring of a bond issue. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACCIII-12-5 Account for the early redemption of a bond. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)
- CV-ACCIII-12-6 Explain how to account for convertible bonds. (CV12.2.1, CV12.3.1, CV12.3.3, CV12.4.1)
- CV-ACCIII-12-7 Journalize the purchase and sale of an investment in bonds. (CV12.3.1, CV12.3.3, CV12.4.3, CV12.4.4)

**Outcome ACCIII-13:****Students will create financial reports and analyses for a corporation.**

- CV-ACCIII-13-1 Analyze the strength of business. (CV12.1.4, CV12.2.2, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-13-2 Analyze the profitability of a business. (CV12.1.4, CV12.2.2, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-13-3 Perform efficiency analysis of a business. (CV12.1.4, CV12.2.2, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-13-4 Calculate market ratios of a business. (CV12.1.4, CV12.2.2, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)
- CV-ACCIII-13-5 Calculate permanent and temporary differences in net income and taxable income. (CV12.1.4, CV12.2.2, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4)

## Business SAINTS I

**Prerequisite: Computer Applications or counselor and teacher approval.**

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Demonstrate basic internet knowledge.
- Apply design techniques to create, edit, modify and print a variety of projects.
- Develop and apply skills to complete steps required to apply for a job.
- Develop and apply basic personal finance skills.

### **Outcome CV-STI-1:**

**Students will demonstrate basic internet knowledge.**

CV-STI-1-1	Demonstrate awareness of internet etiquette, ethical, legal, privacy, and security issues. (CV12.2.4)
CV-STI-1-2	Explain structure of internet addresses. (CV12.4.2)
CV-STI-1-3	Utilize E-mail. (CV12.2.4, CV12.4.4)
CV-STI-1-4	Describe newsgroups. (CV12.4.2)
CV-STI-1-5	Search the World Wide Web for specific data. (CV12.3.3)
CV-STI-1-6	Utilize anonymous FTP. (CV12.4.2, CV12.4.4)
CV-STI-1-7	Use graphical WWW browser. (CV12.4.2, CV12.4.4)

### **Outcome CV-STI-2:**

**Students will apply design techniques to create, edit, modify and print a variety of projects.**

CV-STI-2-1	Utilize prior knowledge of design to create project(s). (CV12.4.1)
CV-STI-2-2	Edit project(s) (self and peer). (CV12.2.1, CV12.2.2, CV12.2.3)
CV-STI-2-3	Modify project(s) using suggestions from self, peers, and instructor. (CV12.1.4)
CV-STI-2-4	Print final project(s). (CV12.2.1, CV12.5.2, CV12.5.3)

### **Outcome CV-STI-3:**

**Students will develop and apply skills to complete steps required to apply for a job.**

CV-STI-3-1	Evaluate career options related to personal strengths and interests (i.e. choices interest test). (CV12.1.1, CV12.1.3)
CV-STI-3-2	Develop cover letter, follow-up letter, and resume using a career option from choices interest test. (CV12.1.4, CV12.2.1, CV12.4.1)
CV-STI-3-3	Edit cover letter, follow-up letter, and resume (self and peer). (CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.4.1)
CV-STI-3-4	Modify cover letter, follow-up letter, and resume using suggestions from self, peers, and instructor. (CV12.1.4, CV12.2.1, CV12.4.1)
CV-STI-3-5	Complete job application paperwork (printed version and online) using career information from choices interest test. (CV12.1.1, CV12.4.1)

- CV-STI-3-6 Explain interview norms. (CV12.1.4)
- CV-STI-3-7 Role-play frequently asked questions for interview. (CV12.2.2, CV12.2.3)
- CV-STI-3-8 Demonstrate knowledge of interview process through a series of mock interviews (peer, staff, and at least one additional interview). (CV12.1.4, CV12.4.4)

**Outcome CV-STI-4:**

**Students will develop and apply basic personal finance skills.**

- CV-STI-4-1 Predict independent living expenses and develop budget from results. (CV12.5.2)
- CV-STI-4-2 Maintain a checking account ledger. (CV12.4.4)
- CV-STI-4-3 Explain, compare, and contrast debit, credit and debt. (i.e. check book, debit card, credit card, loans, credit score). (CV12.3.2)
- CV-STI-4-4 Through debate, form, defend, or refute the use of credit cards. (CV12.2.3, CV12.3.1)
- CV-STI-4-5 Explain taxes related to income and sales at the state and federal level. (CV12.3.2)

## Business SAINTS II

**Prerequisite:** Computer Applications, Business SAINTS I, and counselor and teacher approval.

**ESSENTIAL STANDARDS:** Please see details about each in the curriculum that follows.

- Apply design techniques to create, edit, modify, enhance, and submit a variety of projects assigned by instructor.
- Apply design techniques to create, edit, modify, enhance and submit a variety of projects from customers.

### **Outcome CV-STII-1:**

**Students will apply design techniques to create, edit, modify, enhance, and submit a variety of projects assigned by instructor.**

- |             |   |
|-------------|---|
| CV-STII-1-1 | Utilize prior knowledge of design to create project(s) assigned by instructor. (CV12.4.1)               |
| CV-STII-1-2 | Edit project(s) assigned by instructor (self and peer). (CV12.2.1, CV12.2.2, CV12.2.3)                  |
| CV-STII-1-3 | Modify project(s) assigned by instructor using suggestions from self, peers, and instructor. (CV12.1.4) |
| CV-STII-1-4 | Submit final project(s) as assigned by instructor. (CV12.2.1, CV12.5.2, CV12.5.3)                       |

### **Outcome CV-STII-2:**

**Students will apply design techniques to create, edit, modify, enhance and submit a variety of projects from customers.**

- |              |   |
|--------------|---|
| CV-STII-2-1  | Receive customer work orders. (CV12.2.1)  |
| CV-STII-2-2  | Plan timeline for project(s). (CV12.5.2)  |
| CV-STII-2-3  | Plan tools and resources for project(s). (CV12.5.3)   |
| CV-STII-2-4  | Utilize prior knowledge of design to create project(s) for customers. (CV12.4.1)                |
| CV-STII-2-5  | Edit project(s) (self, peer, and instructor). (CV12.2.1, CV12.2.2, CV12.2.3)                    |
| CV-STII-2-6  | Modify project(s) using suggestions from self, peers, and instructor. (CV12.1.4)                |
| CV-STII-2-7  | Provide project proofs to customer for modifications or approval (repeat as needed). (CV12.2.1) |
| CV-STII-2-8  | Modify project(s) per customer requests (repeat as needed). (CV12.1.4)                          |
| CV-STII-2-9  | Produce final product(s) (i.e. print, cut, fold). (CV12.2.1, CV12.5.2, CV12.5.3)                |
| CV-STII-2-10 | Deliver final product(s) to customer. (CV12.2.1, CV12.5.2, CV12.5.3)                            |

## Business SAINTS III

**Prerequisite:** Computer Applications, Business SAINTS I, Business SAINTS II, and counselor and teacher approval.

**ESSENTIAL STANDARDS:** Please see details about each in the curriculum that follows.

- Apply design techniques to create, edit, modify, enhance, and submit a variety of projects assigned by instructor.
- Apply design techniques to create, edit, modify, enhance and submit a variety of projects from customers.
- Utilize editing concepts to peer edit projects of other SAINTS III, IV and V students.

### **Outcome CV-STIII-1:**

**Students will apply design techniques to create, edit, modify, enhance, and submit a variety of projects assigned by instructor.**

- |              |   |
|--------------|---|
| CV-STIII-1-1 | Utilize prior knowledge of design to create project(s) assigned by instructor. (CV12.4.1)               |
| CV-STIII-1-2 | Edit project(s) assigned by instructor (self and peer). (CV12.2.1, CV12.2.2, CV12.2.3)                  |
| CV-STIII-1-3 | Modify project(s) assigned by instructor using suggestions from self, peers, and instructor. (CV12.1.4) |
| CV-STIII-1-4 | Submit final project(s) as assigned by instructor. (CV12.2.1, CV12.5.2, CV12.5.3)                       |

### **Outcome CV-STIII-2:**

**Students will apply design techniques to create, edit, modify, enhance and submit a variety of projects from customers.**

- |               |   |
|---------------|---|
| CV-STIII-2-1  | Receive customer work orders. (CV12.2.1)  |
| CV-STIII-2-2  | Plan timeline for project(s). (CV12.5.2)  |
| CV-STIII-2-3  | Plan tools and resources for project(s). (CV12.5.3)   |
| CV-STIII-2-4  | Utilize prior knowledge of design to create project(s) for customers. (CV12.4.1)                |
| CV-STIII-2-5  | Edit project(s) (self, peer, and instructor). (CV12.2.1, CV12.2.2, CV12.2.3)                    |
| CV-STIII-2-6  | Modify project(s) using suggestions from self, peers, and instructor. (CV12.1.4)                |
| CV-STIII-2-7  | Provide project proofs to customer for modifications or approval (repeat as needed). (CV12.2.1) |
| CV-STIII-2-8  | Modify project(s) per customer requests (repeat as needed). (CV12.1.4)                          |
| CV-STIII-2-9  | Produce final product(s) (i.e. print, cut, fold). (CV12.2.1, CV12.5.2, CV12.5.3)                |
| CV-STIII-2-10 | Deliver final product(s) to customer. (CV12.2.1, CV12.5.2, CV12.5.3)                            |

**Outcome CV-STIII-3:**

**Students will utilize editing concepts to peer edit projects of other SAINTS III, IV and V students.**

- CV-STIII-3-1 Examine projects to locate errors in spelling, grammar, sentence structure, etc. (CV12.3.1, CV12.4.3)
- CV-STIII-3-2 Identify problem areas with visual appeal of projects. (CV12.3.1, CV12.4.3)
- CV-STIII-3-3 Select appropriate editing marks to document any suggested changes on projects. (CV12.4.2, CV12.4.3)
- CV-STIII-3-4 Recommend and communicate changes to projects. (CV12.1.1, CV12.4.1, CV12.4.3)

## Desktop Publishing I – entry level course

### **Outcome CV-DPI-1:**

**Students will develop and utilize proper interviewing techniques.**

- CV-DPI-1-1 Identify what type of information source is needed to meet the information need. (CV12.3.1, CV12.3.3)
- CV-DPI-1-2 Demonstrate the ability to set up and conduct a professional interview. (12.2.1, 12.2.2)
- CV-DPI-1-3 Assess proper time to conduct interviews with all types of sources. (12.2.1, 12.2.2)
- CV-DPI-1-4 Examine source material and identify main ideas and facts. (CV12.3.1, CV12.3.3)
- CV-DPI-1-5 Identify verbatim material for appropriate quotations and accurately quote sources, respecting context. (CV12.3.1, CV12.3.3, CV12.4.1)
- CV-DPI-1-6 Organize the content in a manner that supports the purpose and format of the story. (CV12.4.1)
- CV-DPI-1-7 Examine and compares information from various sources in order to evaluate reliability, validity, accuracy, authority, timeliness, and bias. (CV12.3.1, CV12.3.3)

### **Outcome CV-DPI-2:**

**Students will create news stories for student publications using proper writing techniques.**

- CV-DPI-2-1 Apply the inverted pyramid style of writing. (CV12.4.1, CV12.4.2)
- CV-DPI-2-2 Use various writing formats and styles, including lead-ins, introductions, conclusions, headlines, and captions. (CV12.4.1, CV12.4.2)
- CV-DPI-2-3 Write to a specific audience. (CV12.4.1)
- CV-DPI-2-4 Use good writing skills including sentence structure, proficiency in punctuation and capitalization. (CV12.4.1, CV12.4.2)
- CV-DPI-2-5 Utilize correct student publication terminology (pica, double-page spread, spine, colophon, bleed photo, gutter, justify, etc.). (CV12.4.1, CV12.4.2)
- CV-DPI-2-6 Assess self and peer writing by proofreading. (CV12.4.1, CV12.4.1, CV12.4.2)
- CV-DPI-2-7 Utilize sections of AP stylebook on writing. (CV12.4.1, CV12.4.1, CV12.4.2)

**Outcome CV-DPI-3:**

**Students will evaluate and revise writing and design for readability and aesthetics.**

- CV-DPI-3-1 Evaluate and revise the content of copy for meaning, clarity, and purpose. (CV12.3.1, CV12.4.1, CV12.4.2)
- CV-DPI-3-2 Revise and edit copy to improve sentence variety and style and to enhance subtlety of meaning and tone in ways that are consistent with purpose, audience, and journalistic form. (CV12.3.1, CV12.4.1, CV12.4.2)
- CV-DPI-3-3 Revise and edit copy to ensure effective, grammatically correct communication using appropriate proofreading or copy editing symbols. (CV12.3.1, CV12.4.1, CV12.4.2)
- CV-DPI-3-4 Utilize available page layouts in order to create consistent parts of student publications. (CV12.4.1, CV12.4.2)

**Outcome CV-DPI-4:**

**Students will categorize, combine and utilize various types of production equipment in order to create publications.**

- CV-DPI-4-1 Identify the various pieces of production equipment and their functions (PC computers, scanners, digital cameras card readers, battery chargers). (12.2.4 12.5.1, 12.5.3, 12.5.4)
- CV-DPI-4-2 Utilize digital cameras by using different camera shots, angles, framing and composition. (CV12.3.1, CV12.4.2)
- CV-DPI-4-3 Determine how to control variables during a shoot, such as camera angle, distance from subject, variety of subjects, and people's emotions. (CV12.3.1, CV12.4.2)
- CV-DPI-4-4 Use time management strategies to meet deadlines. (12.2.3, 12.5.1, 12.5.2)
- CV-DPI-4-5 Utilize design software and techniques to create different publication layouts. (CV12.4.2)
- CV-DPI-4-6 Utilize photo editing software to prepare photos for print. (CV12.3.1, CV12.4.2)

**Outcome CV-DPI-5:**

**Students will work cooperatively toward the common goal of creating student publications.**

- CV-DPI-5-1 Formulate effective decision-making skills. (CV12.2.2, CV12.2.4, 12.3.1)
- CV-DPI-5-2 Utilize problem solving skills. (CV12.3.1, 12.3.3)
- CV-DPI-5-3 Develop a sense of ethics and professional conduct with staff responsibilities. (12.2.2, 12.3.1, 12.5.3)
- CV-DPI-5-4 Demonstrate ability to develop and maintain positive working relationships with local community members in relation to advertising. (12.2.1, 12.2.2, 12.2.3)
- CV-DPI-5-5 Demonstrate ability to take and receive constructive criticism. (12.2.2)



## Desktop Publishing II

Prerequisite: Desktop Publishing I

### **Outcome CV-DPII-1:**

**Students will develop and utilize proper interviewing techniques.**

- CV-DPII-1-1 Identify what type of information source is needed to meet the information need. (CV12.3.1, CV12.3.3)
- CV- DPII-1-2 Demonstrate the ability to set up and conduct a professional interview. (12.2.1, 12.2.2)
- CV- DPII-1-3 Assess proper time to conduct interviews with all types of sources. (12.2.1, 12.2.2)
- CV-DPII-1-4 Examine source material and identify main ideas and facts. (CV12.3.1, CV12.3.3)
- CV-DPII-1-5 Identify verbatim material for appropriate quotations and accurately quote sources, respecting context. (CV12.3.1, CV12.3.3, CV12.4.1)
- CV-DPII-1-6 Organize the content in a manner that supports the purpose and format of the story. (CV12.4.1)
- CV-DPII-1-7 Examine and compares information from various sources in order to evaluate reliability, validity, accuracy, authority, timeliness, and bias. (CV12.3.1, CV12.3.3)

### **Outcome CV-DPII-2:**

**Students will create news stories for student publications using proper writing techniques.**

- CV-DPII-2-1 Apply the inverted pyramid style of writing. (CV12.4.1, CV12.4.2)
- CV-DPII-2-2 Use various writing formats and styles, including lead-ins, introductions, conclusions, headlines, and captions. (CV12.4.1, CV12.4.2)
- CV-DPII-2-3 Write to a specific audience. (CV12.4.1)
- CV-DPII-2-4 Use good writing skills including sentence structure, proficiency in punctuation and capitalization. (CV12.4.1, CV12.4.2)
- CV-DPII-2-5 Utilize correct student publication terminology (pica, double-page spread, spine, colophon, bleed photo, gutter, justify, etc.). (CV12.4.1, CV12.4.2)
- CV-DPII-2-6 Assess self and peer writing by proofreading. (CV12.4.1, CV12.4.2)
- CV-DPII-2-7 Utilize sections of AP stylebook on writing. (CV12.4.1, CV12.4.2)

### **Outcome CV-DPII-3:**

**Students will evaluate and revise writing and design for readability and aesthetics.**

- CV-DPII-3-1 Evaluate and revise the content of copy for meaning, clarity, and purpose. (CV12.3.1, CV12.4.1, CV12.4.2)
- CV-DPII-3-2 Revise and edit copy to improve sentence variety and style and to enhance subtlety of meaning and tone in ways that are consistent with purpose, audience, and journalistic form. (CV12.3.1, CV12.4.1, CV12.4.2)

- CV-DPII-3-3 Revise and edit copy to ensure effective, grammatically correct communication using appropriate proofreading or copy editing symbols. (CV12.3.1, CV12.4.1, CV12.4.2)
- CV-DPII-3-4 Utilize available page layouts in order to create consistent parts of student publications. (CV12.4.1, CV12.4.2)
- CV-DPII-3-5 Act as peer editor of all student created writing and design. (CV12.4.1, CV12.4.2)

**Outcome CV-DPII-4:**

**Students will categorize, combine and utilize various types of production equipment in order to create publication layouts.**

- CV-DPII-4-1 Identify the various pieces of production equipment and their functions (PC computers, scanners, digital cameras card readers, battery chargers). (12.2.4 12.5.1, 12.5.3, 12.5.4)
- CV-DPII-4-2 Utilize digital cameras by using different camera shots, angles, framing and composition. (CV12.3.1, CV12.4.2)
- CV-DPII-4-3 Determine how to control variables during a shoot, such as camera angle, distance from subject, variety of subjects, and people's emotions. (CV12.3.1, CV12.4.2)
- CV-DPII-4-4 Use time management strategies to meet deadlines. (12.2.3, 12.5.1, 12.5.2)
- CV-DPII-4-5 Utilize design software and techniques to create different publication layouts. (CV12.4.2)
- CV-DPII-4-6 Utilize photo editing software to prepare photos for print. (CV12.3.1, CV12.4.2)

**Outcome CV-DPII-5:**

**Students will work cooperatively toward the common goal of creating student publications.**

- CV-DPI-5-1 Formulate effective decision-making skills. (CV12.2.2, CV12.2.4, 12.3.1)
- CV-DPI-5-2 Utilize problem solving skills. (CV12.3.1, 12.3.3)
- CV-DPI-5-3 Develop a sense of ethics and professional conduct with staff responsibilities. (12.2.2, 12.3.1, 12.5.3)
- CV-DPII-5-4 Demonstrate ability to develop and maintain positive working relationships with local community members in relation to advertising. (12.2.1, 12.2.2, 12.2.3)
- CV-DPII-5-5 Demonstrate ability to take and receive constructive criticism. (12.2.1, 12.2.2)
- CV-DPII-5-6 Act as peer leaders in order to encourage, assess, and edit student work. (12.2.1, 12.2.2, 12.2.3, 12.3.1, 12.5.1, 12.5.2)

## Desktop Publishing III

Prerequisite: Desktop Publishing II

### **Outcome CV-DPIII-1:**

**Students will develop and utilize proper interviewing techniques.**

- CV-DPIII-1-1 Identify what type of information source is needed to meet the information need. (CV12.3.1, CV12.3.3)
- CV-DPIII-1-2 Demonstrate the ability to set up and conduct a professional interview. (12.2.1, 12.2.2)
- CV-DPIII-1-3 Assess proper time to conduct interviews with all types of sources. (12.2.1, 12.2.2)
- CV-DPIII-1-4 Examine source material and identify main ideas and facts. (CV12.3.1, CV12.3.3)
- CV-DPIII-1-5 Identify verbatim material for appropriate quotations and accurately quote sources, respecting context. (CV12.3.1, CV12.3.3, CV12.4.1)
- CV-DPIII-1-6 Organize the content in a manner that supports the purpose and format of the story. (CV12.4.1)
- CV-DPIII-1-7 Examine and compares information from various sources in order to evaluate reliability, validity, accuracy, authority, timeliness, and bias. (CV12.3.1, CV12.3.3)

### **Outcome CV-DP III-2:**

**Students will create news stories for student publications using proper writing techniques.**

- CV-DPIII-2-1 Apply the inverted pyramid style of writing. (CV12.4.1, CV12.4.2)
- CV-DPIII-2-2 Use various writing formats and styles, including lead-ins, introductions, conclusions, headlines, and captions. (CV12.4.1, CV12.4.2)
- CV-DPIII-2-3 Write to a specific audience. (CV12.4.1)
- CV-DPIII-2-4 Use good writing skills including sentence structure, proficiency in punctuation and capitalization. (CV12.4.1, CV12.4.2)
- CV-DPIII-2-5 Utilize correct student publication terminology (pica, double-page spread, spine, colophon, bleed photo, gutter, justify, etc.). (CV12.4.1, CV12.4.2)
- CV-DPIII-2-6 Assess self and peer writing by proofreading. (CV12.4.1, CV12.4.1, CV12.4.2)
- CV-DPIII-2-7 Utilize sections of AP stylebook on writing. (CV12.4.1, CV12.4.1, CV12.4.2)

### **Outcome CV-DP III-3:**

**Students will evaluate and revise writing and design for readability and aesthetics.**

- CV-DPIII-3-1 Evaluate and revise the content of copy for meaning, clarity, and purpose. (CV12.3.1, CV12.4.1, CV12.4.2)
- CV-DPIII-3-2 Revise and edit copy to improve sentence variety and style and to enhance subtlety of meaning and tone in ways that are consistent with purpose, audience, and journalistic form. (CV12.3.1, CV12.4.1, CV12.4.2)

- CV-DPIII-3-3 Revise and edit copy to ensure effective, grammatically correct communication using appropriate proofreading or copy editing symbols. (CV12.3.1, CV12.4.1, CV12.4.2)
- CV-DPIII-3-4 Utilize available page layouts in order to create consistent parts of student publications. (CV12.4.1, CV12.4.2)
- CV-DPIII-3-5 Act as peer editor of all student created writing and design. (CV12.4.1, CV12.4.2)

**Outcome CV-DP III-4:**

**Students will categorize, combine and utilize various types of production equipment in order to create publication layouts.**

- CV-DPIII-4-1 Identify the various pieces of production equipment and their functions (PC computers, scanners, digital cameras card readers, battery chargers). (12.2.4 12.5.1, 12.5.3, 12.5.4)
- CV-DPIII-4-2 Utilize digital cameras by using different camera shots, angles, framing and composition. (CV12.3.1, CV12.4.2)
- CV-DPIII-4-3 Determine how to control variables during a shoot, such as camera angle, distance from subject, variety of subjects, and people's emotions. (CV12.3.1, CV12.4.2)
- CV-DPIII-4-4 Use time management strategies to meet deadlines. (12.2.3, 12.5.1, 12.5.2)
- CV-DPIII-4-5 Utilize design software and techniques to create different publication layouts. (CV12.4.2)
- CV-DPII-4-6 Utilize photo editing software to prepare photos for print. (CV12.3.1, CV12.4.2)
- CV-DPII-4-7 Assist and teach peers to utilize all types of design and page layout software. (12.2.2, 12.2.3, 12.5.1, 12.5.3)
- CV-DPII-4-8 Collaborate with others to make decisions regarding design, deadlines, and production. (CV12.3.1)
- CV-DPII-4-9 Lead production of all student publications. (12.2.1, 12.2.2, 12.4.3, 12.5.1, 12.5.2, 12.5.4)

**Outcome CV-DP III-5 – Students will work cooperatively toward the common goal of creating student publications.**

- CV-DPIII-5-1 Formulate effective decision-making skills. (12.3.1, 12.3.3)
- CV-DPIII-5-2 Utilize problem solving skills. (CV12.3.1)
- CV-DPIII-5-3 Develop a sense of ethics and professional conduct with staff responsibilities. (12.2.2)
- CV-DPIII-5-4 Demonstrate ability to develop and maintain positive working relationships with local community members in relation to advertising. (12.2.1, 12.2.2, 12.5.2)
- CV-DPIII-5-5 Demonstrate ability to take and receive constructive criticism. (12.2.1 12.5.2)

CV-DPIII-5-6 Act as peer leaders in order to encourage, assess, and edit student work.  
(12.2.1, 12.2.2, 12.2.3, 12.3.1, 12.5.1, 12.5.2)

## Desktop Publishing IV

Prerequisite: Desktop Publishing II

### **Outcome CV-DPIV-1:**

**Students will develop and utilize proper interviewing techniques.**

- CV-DPIV-1-1 Identify what type of information source is needed to meet the information need. (CV12.3.1, CV12.3.3)
- CV-DPIV-1-2 Demonstrate the ability to set up and conduct a professional interview. (12.2.1, 12.2.2)
- CV-DPIV-1-3 Assess proper time to conduct interviews with all types of sources. (12.2.1, 12.2.2)
- CV-DPIV-1-4 Examine source material and identify main ideas and facts. (CV12.3.1, CV12.3.3)
- CV-DPIV-1-5 Identify verbatim material for appropriate quotations and accurately quote sources, respecting context. (CV12.3.1, CV12.3.3, CV12.4.1)
- CV-DPIV-1-6 Organize the content in a manner that supports the purpose and format of the story. (CV12.4.1)
- CV-DPIV-1-7 Examine and compares information from various sources in order to evaluate reliability, validity, accuracy, authority, timeliness, and bias. (CV12.3.1, CV12.3.3)

### **Outcome CV-DPIV-2:**

**Students will create news stories for student publications using proper writing techniques.**

- CV-DPIV-2-1 Apply the inverted pyramid style of writing. (CV12.4.1, CV12.4.2)
- CV-DPIV-2-2 Use various writing formats and styles, including lead-ins, introductions, conclusions, headlines, and captions. (CV12.4.1, CV12.4.2)
- CV-DPIV-2-3 Write to a specific audience. (CV12.4.1)
- CV-DPIV-2-4 Use good writing skills including sentence structure, proficiency in punctuation and capitalization. (CV12.4.1, CV12.4.2)
- CV-DPIV-2-5 Utilize correct student publication terminology (pica, double-page spread, spine, colophon, bleed photo, gutter, justify, etc.). (CV12.4.1, CV12.4.2)
- CV-DPIV-2-6 Assess self and peer writing by proofreading. (CV12.4.1, CV12.4.2)
- CV-DPIV-2-7 Utilize sections of AP stylebook on writing. (CV12.4.1, CV12.4.2)

### **Outcome CV-DPIV-3 – Students will evaluate and revise writing and design for readability and aesthetics.**

- CV-DPIV-3-1 Evaluate and revise the content of copy for meaning, clarity, and purpose. (CV12.3.1, CV12.4.1, CV12.4.2)
- CV-DPIV-3-2 Revise and edit copy to improve sentence variety and style and to enhance subtlety of meaning and tone in ways that are consistent with purpose, audience, and journalistic form. (CV12.3.1, CV12.4.1, CV12.4.2)

- CV-DPIV-3-3 Revise and edit copy to ensure effective, grammatically correct communication using appropriate proofreading or copy editing symbols. (CV12.3.1, CV12.4.1, CV12.4.2)
- CV-DPIV-3-4 Utilize available page layouts in order to create consistent parts of student publications. (CV12.4.1, CV12.4.2)
- CV-DPIV-3-5 Act as peer editor of all student created writing and design. (CV12.4.1, CV12.4.2)

#### **Outcome CV-DP IV-4:**

**Students will categorize, combine and utilize various types of production equipment in order to create student publications.**

- CV-DPIV-4-1 Identify the various pieces of production equipment and their functions (PC computers, scanners, digital cameras card readers, battery chargers). (12.2.4 12.5.1, 12.5.3, 12.5.4)
- CV-DPIV-4-2 Utilize digital cameras by using different camera shots, angles, framing and composition. (CV12.3.1, CV12.4.2)
- CV-DPIV-4-3 Determine how to control variables during a shoot, such as camera angle, distance from subject, variety of subjects, and people's emotions. (CV12.3.1, CV12.4.2)
- CV-DPIV-4-4 Use time management strategies to meet deadlines. (CV12.3.1)
- CV-DPIV-4-5 Utilize design software and techniques to create different student publication layouts. (CV12.4.2)
- CV-DPIV-4-6 Utilize photo editing software to prepare photos for print. (CV12.3.1, CV12.4.2)
- CV-DPIV-4-7 Assist and teach peers to utilize all types of design and page layout software. (12.2.2, 12.2.3, 12.5.1, 12.5.3)
- CV-DPIV-4-8 Collaborate with others to make decisions regarding design, deadlines, and production. (CV12.3.1)
- CV-DPIV-4-9 Lead production of all student publications. (12.2.1, 12.2.2, 12.4.3, 12.5.1, 12.5.2, 12.5.4)

#### **Outcome CV-DPIV-5:**

**Students will work cooperatively toward the common goal of creating student publications.**

- CV-DPIV-5-1 Formulate effective decision-making skills. (12.3.1, 12.3.3)
- CV-DPIV-5-2 Utilize problem solving skills. (CV12.3.1)
- CV-DPIV-5-3 Develop a sense of ethics and professional conduct with staff responsibilities. (12.2.2)
- CV-DPIV-5-4 Demonstrate ability to develop and maintain positive working relationships with local community members in relation to advertising. (12.2.1, 12.2.2, 12.5.2)
- CV-DPIV-5-5 Demonstrate ability to take and receive constructive criticism. (12.2.1 12.5.2)
- CV-DPIV-5-6 Act as peer leaders in order to encourage, assess, and edit student work. (12.2.1, 12.2.2, 12.2.3, 12.4.3, 12.4.4)

## Personal Finance (juniors or seniors)

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Create and evaluate financial SMART goals.
- Develop a financial budget in an electronic spreadsheet that includes an income, expenses categories and allows for savings.
- Understand the variety of ways to be compensated for work and understand the concept of gross pay versus net pay.
- Perform research to determine a personal career.
- Determine a plan for housing needs based on personal values.
- Utilize a checkbook register to track expenses and income.
- Apply the concepts of insurance as it related to personal financial security.
- Justify the use of credit as it applies to personal finance.
- Complete a simple 1040EZ form.
- Demonstrate knowledge regarding an investment portfolio.

### **Outcome CV-PF-1:**

**Students will create and evaluate financial SMART goals.**

CV-PF-1-1	Describe the components of a SMART goal. (CV12.1.1)
CV-PF-1-2	Analyze examples of good and bad goals to identify inclusion or exclusion of SMART components. (CV12.1.1)
CV-PF-1-3	Compose short term, mid-range and long range personal financial SMART goals. (CV12.1.1)
CV-PF-1-4	Develop steps to achieve each goal. (CV12.1.1, CV12.2.2, CV12.3.4, CV12.5.2)

### **Outcome CV-PF-2:**

**Students will develop a financial budget in an electronic spreadsheet that includes an income, expenses categories and allows for savings.**

CV-PF-2-1	Organize categories of expenses based on personal value system. (CV12.1.4, CV12.3.4, CV12.4.CV12.5.3)
CV-PF-2-2	Differentiate between fixed expenses and variable expenses. (CV12.3.1, CV12.3.4)
CV-PF-2-3	List expenses into categories and assign amounts for a budget. (CV12.3.1, CV12.3.4)
CV-PF-2-4	Compare the different purposes to have a savings account.
CV-PF-2-5	Using previously developed SMART Goals, revise the budget to include savings. (CV12.3.1, CV12.3.4)
CV-PF-2-6	Evaluate personal budget and make adjustments so that all categories are represented, savings is shown, and it is within income constraints. (CV12.3.1, CV12.3.4)



- CV-PF-2-7      Create a spreadsheet to track spending from month to month. (CV12.3.1, CV12.3.4)

**Outcome CV-PF-3:**

**Students will understand the variety of ways to be compensated for work and understand the concept of gross pay versus net pay.**

- CV-PF-3-1      Explain the variety of ways people can be paid. (CV12.3.1)  
CV-PF-3-2      Define bi-monthly pay periods, bi-weekly pay periods, monthly pay periods, hourly pay, over-time pay. (CV12.3.1, CV12.3.4)  
CV-PF-3-3      Calculate hourly pay, monthly pay, and annual pay. (CV12.3.1, CV12.3.4)  
CV-PF-3-4      Distinguish between personal federal and state income taxes, Social Security tax and Medicare tax. (CV12.3.1, CV12.3.4)  
CV-PF-3-5      Describe the difference between gross pay and net pay. (CV12.3.1, CV12.3.4)  
CV-PF-3-6      Calculate net pay. (CV12.3.1, CV12.3.4)

**Outcome CV-PF-4:**

**Students will perform research to determine a personal career.**

- CV-PF-4-1      Conduct research to determine possible careers. (CV12.1.1, CV12.1.2, CV12.1.4)  
CV-PF-4-2      Using a variety of sources, estimate entry-level annual salary for personal career choice. (CV12.1.3)  
CV-PF-4-3      Using a variety of sources, estimate the cost of attaining training required for selected career. (CV12.1.3, CV12.1.4)  
CV-PF-4-4      Formulate a plan to meet potential costs of attaining training required for selected career. (CV12.1.3, CV12.1.4)

**Outcome CV-PF-5:**

**Students will determine a plan for housing needs based on personal values.**

- CV-PF-5-1      Compare and contrast the benefits and drawbacks of home ownership and renting. (CV12.3.1, CV12.3.4)  
CV-PF-5-2      List the variety of housing expenses. (CV12.3.1, CV12.3.4)  
CV-PF-5-3      Define the different expenses often grouped under Utilities. (CV12.3.1, CV12.3.4)  
CV-PF-5-4      Calculate housing expenses based on personal proposed monthly salary. (CV12.3.1, CV12.3.4)  
CV-PF-5-5      List the variety of amenities that apartment units can offer its residents. (CV12.3.1, CV12.3.4)  
CV-PF-5-6      Examine a standard lease to summarize the essential components. (CV12.2.2, CV12.2.4, CV12.3.1, CV12.3.4)

**Outcome CV-PF-6:**

**Students will utilize a checkbook register to track expenses and income.**

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| CV-PF-6-1 | Complete a proper entry into a checkbook register. (CV12.3.2, CV12.3.1)  |
| CV-PF-6-2 | Analyze a variety of personal transactions in order to categorize expenses into predetermined budget categories (CV12.3.1, CV12.3.4)   |
| CV-PF-6-3 | Complete a monthly reconciliation. (CV12.3.1, CV12.3.4)  |
| CV-PF-6-4 | Demonstrate the record keeping of E-banking. (CV12.3.1, CV 12.3.4, CV12.5.2, CV12.5.3)   |
| CV-PF-6-5 | Explain the purpose of endorsements for paper checks and the process of electronic deposits. (CV12.3.1, CV12.3.4, CV12.5.2, CV12.5.3)  |
| CV-PF-6-6 | Describe the variety of banking fees associated with a checking account.   |
| CV-PF-6-7 | Compare and contrast the benefits and disadvantages of a checking account versus using money orders or other bill paying services (payday loans). (CV12.3.1, CV12.3.4, CV12.5.2, CV12.5.3) |

**Outcome CV-PF-7:**

**Students will apply the concepts of insurance as it related to personal financial security.**

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| CV-PF-7-1 | Evaluate the need for insurance and the basic concept of shared risk and loss. (CV12.3.1, CV12.3.4)   |
| CV-PF-7-2 | List and explain the common terms associated with insurance. (CV12.3.1, CV12.3.4)   |
| CV-PF-7-3 | Compare examples of insurance policies for cars. (CV12.3.1, CV12.3.4)   |
| CV-PF-7-4 | Compare examples of insurance policies for health care. (CV12.3.1, CV12.3.4)  |
| CV-PF-7-5 | Compare examples of insurance policies for housing (rental insurance, homeowners' insurance). (CV12.3.1, CV12.3.4)                            |
| CV-PF-7-6 | Compare examples life insurance policies. (CV12.3.1, CV12.3.4)  |
| CV-PF-7-7 | Defend choices made for each insurance type and explain the financial consequences of each decision. (CV12.2.1, CV12.2.2, CV12.3.1, CV12.3.4) |

**Outcome CV-PF-8:**

**Students will justify the use of credit as it applies to personal finance.**

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| CV-PF-8-1 | Read a credit report. (CV12.3.1, CV12.3.4)   |
| CV-PF-8-2 | Explain a credit score and how it can affect current and future lifestyle choices. (CV12.3.1, CV12.3.4)                      |
| CV-PF-8-3 | Describe the behaviors that increase or decrease a credit score. (CV12.3.1, CV12.3.4)  |
| CV-PF-8-4 | Explain identity theft and how it happens, how to reduce your risk and what to do if it happens to you. (CV12.3.1, CV12.3.4) |
| CV-PF-8-5 | Explain the basic types of bankruptcy. (CV12.3.1, CV12.3.4)  |
| CV-PF-8-6 | Explain the use of credit. (CV12.3.1, CV12.3.4)  |

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| CV-PF-8-6 | Describe the benefits and disadvantages in using credit cards. (CV12.3.1, CV12.3.4)         |
| CV-PF-8-7 | Calculate interest charges for simple loans. (CV12.3.1, CV12.3.4)                           |
| CV-PF-8-8 | Calculate interest charges for average daily balance of a credit card. (CV12.3.1, CV12.3.4) |

**Outcome CV-PF-9:**

**Students will complete a simple 1040EZ form.**

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| CV-PF-9-1 | Read a tax table. (CV12.2.2, CV12.2.4, CV12.3.1, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4)                                    |
| CV-PF-9-2 | Explain the concepts of tax exemptions. (CV12.3.1, CV12.3.4 CV12.4.4)   |
| CV-PF-9-3 | Complete a 1040 EZ form based on simulated earnings. (CV12.2.2, CV12.2.4, CV12.3.1, CV12.3.4, CV12.4.2, CV12.4.3, CV12.4.4) |

**Outcome CV-PF-10:**

**Students will demonstrate knowledge regarding an investment portfolio.**

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| CV-PF-10-1 | Define risk and evaluate their personal tolerance for risk (CV12.5.2)  |
| CV-PF-10-2 | Define stocks, bonds, mutual funds, CDs and other methods for investments (CV12.3.2)   |
| CV-PF-10-3 | Explain the purpose of an investment portfolio (CV12.3.2, CV12.3.4)  |
| CV-PF-10-4 | Read and analyze an end-of-year portfolio performance statement to determine which assets performed well and which did not. (CV12.3.1, CV12.3.4) |
| CV-PF-10-4 | Create a mock investment portfolio based on personal risk tolerance. (CV12.3.3, CV12.3.4)  |

## Entrepreneurship (juniors or seniors)

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Discuss the importance of small business in the US Economy.
- List and define the main characteristics of successful entrepreneurs.
- Compare the various types of business ownership.
- Explain basic leadership types and communication styles
- Understand the importance of good communication skills in business operations.
- Create a business plan based on student's interests or skills.
- Create an online presence for business.
- Apply design techniques to create a variety of marketing projects for their personal business or for another business.

### **Outcome CV-ENTR-1:**

**Students will discuss the importance of small business in the US Economy.**

- CV-ENTR-1-1 Define the characteristics of a market economy. (CV12.4.1)
- CV-ENTR-1-2 Explain the difference between market economy and a centrally planned economy.  
(CV12.4.1)
- CV-ENTR-1-3 Describe the effects of small business in the US Economy. (CV12.4.4)

### **Outcome CV-ENTR -2:**

**Students will list and define the main characteristics of successful entrepreneurs.**

- CV-ENTR-2-1 Explain the need for certain characteristics for business owners.  
(CV12.1.1, CV12.1.2)
- CV-ENTR-2-2 List and evaluate a variety of characteristics needed for an entrepreneur.  
(CV12.1.4)
- CV-ENTR-2-3 Define some of the potential benefits and drawbacks of business ownership. (CV12.2.1, CV12.2.2, CV12.3.3)

### **Outcome CV-ENTR-3:**

**Students will compare the various types of business ownership.**

- CV-ENTR-3-1 Define the characteristics of sole proprietorship, partnership and corporation. (CV12.2.1, CV12.3.1, CV12.4.1)
- CV-ENTR-3-2 List the steps necessary to organize each type of business ownership.  
(CV12.3.1, CV12.4.4)

- CV-ENTR-3-3 Compare and explain the unique characteristics and benefits and drawbacks of franchising as a business ownership type. (CV12.2.1, CV12.2.2, CV12.3.1, CV12.4.1)
- CV-ENTR-3-4 Determine the best form of business ownership for individual students based on self-analysis. (CV12.1.2, CV12.3.1, CV12.3.3)

**Outcome CV-ENTR-4:**

**Students will explain basic leadership types and communication styles**

- CV-ENTR-4-1 List and explain the importance of a variety of leadership characteristics. (CV12.1.1, CV12.2.2, CV12.2.3)
- CV-ENTR-4-2 Explain the various leadership types. (CV12.1.1, CV12.2.2, CV12.2.3)
- CV-ENTR-4-3 Role play a variety of situations that might be found in a leadership role. (CV12.2.2, CV12.2.3, CV12.3.1)

**Outcome CV-ENTR-5:**

**Students will understand the importance of good communication skills in business operations.**

- CV-ENTR-5-1 Compare and define the variety of communication techniques. (CV12.1.4, CV12.2.1, CV12.2.3, CV12.3.1, CV12.3.3, CV12.3.4)
- CV-ENTR-5-2 Demonstrate a variety of communication styles for a variety of purposes. (CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.4)
- CV-ENTR-5-3 Role play communication scenarios based on what a leader might face. (CV12.2.1, CV12.2.2, CV12.2.4)
- CV-ENTR-5-4 Perform a variety of written and oral tasks to simulate communication scenarios a leader might face. (CV12.1.4, CV12.2.1, CV12.2.3)

**Outcome CV-ENTR-6:**

**Students will create a business plan based on student's interests or skills.**

- CV-ENTR -6-1 Create and describe a management team. (CV12.1.4, CV 12.3.1, CV 12.3.3, CV12.3.4, CV12.4.1)
- CV-ENTR-6-2 Perform an industry analysis using a SWOT analysis. (CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2)
- CV-ENTR-6-3 Develop a marketing plan. (CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2)
- CV-ENTR-6-4 Create an operational plan for business. (CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2)
- CV-ENTR-6-5 Create and explain a pricing strategy. (CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2)
- CV-ENTR-6-6 Examine human resource needs for business. (CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2)
- CV-ENTR-6-7 Describe the possible financial needs for the first 12 months. (CV12.2.3,

- CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2)
- CV-ENTR-6-8 Create a growth plan for 2 years, 5 years, and beyond. (CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2)
- CV-ENTR-6-9 Create an executive summary to describe a business. (CV12.2.3, CV12.3.1, CV12.3.2, CV12.3.3, CV12.4.1, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2)

**Outcome CV-ENTR-7:**

**Students will create an online presence for business.**

- CV-ENTR-7-1 Evaluate a variety of online social media outlets. (CV12.3.2, CV12.3.3, CV12.4.3, CV12.5.2, CV12.5.3)
- CV-ENTR-7-2 Create and defend a plan to create an online presence. (CV12.3.2, CV12.3.3, CV12.4.3, CV12.5.2, CV12.5.3)

**Outcome CV-ENTR-8:**

**Student will apply design techniques to create a variety of marketing projects for their personal business or for another business.**

- CV-ENTR-8-1 Utilize prior knowledge of desktop publishing to design projects for business. (CV12.4.1)
- CV-ENTR-8-2 Edit projects based on self-suggestions, peer suggestions, or instructor suggestions. (CV12.1.4)

## **COMPUTER ASSISTED DRAFTING**

### **Animation – entry level course**

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Operate the CAD program utilizing the various functions on the toolbar.
- Utilize the mathematical principles required to produce drawings.
- Create simple views of various objects.
- Import text into the drawings.
- Add dimensions to drawings.
- Create drawings in the orthographic, isometric, and auxiliary views.
- Create sectional views.
- Utilize proper linetypes.
- Plot drawings.

#### **Outcome CV-AN-1:**

**Students will apply acquired skills and knowledge to navigate the 3DS max program and operate the functions (tools) provided in the program.**

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| CV-AN-1-1 | Identify and manipulate the various tool bars. (CV12.2.4, Cv12.3.1, CV12.3.2, CV12.3.3, CV12.4.2, CV12.4.3, & CV12.5.1). |
| CV-AN-1-2 | Create and modify standard primitives. (CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.4).                             |
| CV-AN-1-3 | Create and modify various polygon shapes. (CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.4).                          |

#### **Outcome CV-AN-2:**

**Students will create a storyboard with three scenes and text indicating color choices and animation results per screen.**

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| CV-AN-2-1 | Create three simple scenes on the story board, sketching each scene pictorially. (CV12.2.1, CV12.3.4, & CV12.4.1). |
| CV-AN-2-2 | Using text explain the animation that will take place in each scene. (CV12.2.1, CV12.4.1, & CV12.4.2).             |
| CV-AN-2-3 | Describe the colors and background you will incorporate in the scenes. (CV12.2.1 & CV12.3.4).                      |

#### **Outcome CV-AN-3:**

**Students will render a scene adding color, lighting, and shadows.**

- CV-AN-3-1 Students will apply different colors and surfaces to the objects. (CV12.3.3, CV12.3.4, CV12.5.1, CV12.5.3, & CV12.5.4).
- CV-AN-3-2 Students will apply different lighting techniques to obtain the desired lighting effects. (CV12.3.3, CV12.3.4, CV12.5.1, CV12.5.3, & CV12.5.4).
- CV-AN-3-3 Students will apply and adjust shadows to obtain the desired effect. (CV12.3.3, CV12.3.4, CV12.5.1, CV12.5.3, & CV12.5.4).

**Outcome CV-AN-4:**

**Students will apply animation techniques to obtain the desired results.**

- CV-AN-4-1 Animate chosen objects. (CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.3, CV12.4.4, & CV12.5.4).
- CV-AN-4-2 Review the animation slide by slide. (CV12.3.2, CV12.4.3, CV12.5.1, & CV12.5.4).
- CV-AN-4-3 Students will loop the slides to produce a continuous animated flic. (CV12.2.2, CV12.2.4, CV12.3.1, CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, & CV12.5.4).

**Outcome CV-AN-5:**

**Students will use the basic knowledge acquired and continue research to produce advanced animated flics with a variety of scenes.**

- CV-AN-5-1 Develop scenes of increased complexity and tie them together for a longer animation. (CV12.3.2, CV12.3.3, CV12.3.4, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.4).
- CV-AN-5-2 Identify and apply colors and surfaces to a larger variety of scenes. (CV12.2.1, CV12.3.1, CV12.3.4, CV12.5.1, & CV12.5.4).
- CV-AN-5-3 Apply a variety of lighting, backgrounds, and shadowing to create a special effect to each scene. (CV12.2.1, CV12.3.1, CV12.3.4, CV12.5.1, & CV12.5.4).
- CV-AN-5-4 Create an animated flic that portrays a short story. (CV12.2.1, CV12.2.2, CV12.2.4, CV12.3.4, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, & CV12.5.4).



## Computer Assisted Drafting I – entry level course

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Operate the CAD program utilizing the various functions on the toolbar.
- Utilize the mathematical principles required to produce drawings.
- Create simple views of various objects.
- Import text into the drawings.
- Add dimensions to drawings.
- Create drawings in the orthographic, isometric, and auxiliary views.
- Create sectional views.
- Utilize proper linetypes.
- Plot drawings.

### **Outcome CADI-1:**

**Students will be able to identify and create the following types of drawings.**

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| CV-CADI-1-1 | Develop and demonstrate the ability to create orthographic projections of objects. (CV12.3.1, & CV12.3.3).  |
| CV-CADI-1-2 | Develop and demonstrate the ability to create auxiliary projections of objects. (CV12.3.1, & CV12.3.3).   |
| CV-CADI-1-3 | Develop and demonstrate the ability to create sectional views of objects. (CV12.3.1, & CV12.3.3).   |
| CV-CADI-1-4 | Demonstrate knowledge, identify, and create the types of pictorial drawings. (i.e., isometric, oblique, and perspective. (CV12.4.3 & CV12.4.4).                                   |
| CV-CADI-1-5 | Identify and select the appropriate type of technical drawing required to provide and communicate the required information about a given object. CV12.5.1, CV12.5.2, & CV12.5.4). |

### **Outcome CADI-2:**

**Students will effectively identify and create the different types of line types and line weights.**

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| CV-CADI-2-1 | Identify the various types of lines. (CV12.4.2).                   |
| CV-CADI-2-2 | Demonstrate the use of various lines. CV12.3.3 & CV12.4.3).        |
| CV-CADI-2-3 | Demonstrate the effective use of line types. CV12.3.3 & CV12.4.3). |
| CV-CADI-2-4 | Demonstrate the use of line weights. CV12.3.3 & CV12.4.3).         |

### **Outcome CADI-3:**

**Student will create proper text and implement this text into technical drawings.**

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| CV-CADI-3-1 | Perform the proper use and application of text in a drawing. (CV12.2.1). |
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- CV-CADI-3-2 Demonstrate the proper use of text in title blocks, notes, and information used in a drawing. (CV12.2.1)
- CV-CADI-3-3 Demonstrate different styles of text used in a drawing. (CV12.4.1 & CV12.4.2)

**Outcome CADI-4:**

**Students will identify and use proper dimensioning techniques.**

- CV-CADI-4-1 Identify the major components used when dimensioning. (CV12.1.3 & CV12.3.3)
- CV-CADI-4-2 Demonstrate the proper dimensioning techniques and the role it plays within a drawing. (CV12.2.1 & CV12.2.4).
- CV-CADI-4-3 Execute proper dimensioning practices. (CV12.2.1 & CV12.3.3)
- CV-CADI-4-4 Utilize proper techniques for scaling drawings. (CV12.2.1 & CV12.3.1)

**Outcome CADI-5:**

**Student will apply mathematical principle when creating drawings.**

- CV-CADI-5-1 Perform basic arithmetic functions with real numbers. (CV12.5.1)
- CV-CADI-5-2 Convert fractions and decimals. (CV12.3.1 & CV12.5.1).
- CV-CADI-5-3 Convert metric and inch measurements. (CV12.3.1 & CV12.5.1).
- CV-CADI-5-4 Perform basic trigonometric and geometric functions for solving unknown angles and sides. (CV12.4.2)
- CV-CADI-5-5 Demonstrate measurement skills. (CV12.3.1)
- CV-CADI-5-6 Use calculation to add, subtract, multiply, and divide with whole numbers and fractions. (CV12.5.1)

**Outcome CADI-6:**

**Students will research careers associated with the computer aided drafting & design industry and produce a power point presentation on the career of their choice.**

- CV-CADI-6-1 Students will use a variety of research techniques to find data, information, or articles about their career choice. (CV12.1.1, CV12.1.2, CV12.3.1, & CV12.3.2). their career choice.
- CV-CADI-6-2 Students will compile the information about their career choice and create a power point presentation. (CV12.3.2, CV12.4.3, CV12.4.4, & CV12.5.4).
- CV-CADI-6-3 Students will present their presentation to the class and lead a group discussion about their career choice. (CV12.1.4 & CV12.2.3).

## Computer Assisted Drafting II

### **Outcome CADII- 1:**

**Identify and apply the information needed to create a set of plot plans.**

- CV-CADII-1-1 Demonstrate the ability to develop a plot plan from a designated plot of land. (CV12.3.4)
- CV-CADII-1-2 Develop, understand, and demonstrate how to read a plot plan. (CV12.4.2 & CV12.5.2)
- CV-CADII-1-3 Collect and compile data to produce a plot plan. (CV12.3.1, CV12.3.3, & CV12.4.3)
- CV-CADII-1-4 Create a working set of plot plans for a 1500 square foot home. (CV12.2.4, CV12.4.3, & CV12.4.4)

### **Outcome CADII-2:**

**Identify and apply the information needed to create a set of foundation plans.**

- CV-CADII-2-1 Create cross sections of the various segments involved in a foundation plan employing current residential codes. (CV12.2.1, CV12.3.1, & CV12.4.2).
- CV-CADII-2-2 Create a plan view of the foundation. (CV12.2.1, CV12.2.4, CV12.4.3, & CV12.5.4).
- CV-CADII-2-3 Estimate the cost of materials for the foundation. (CV12.3.1 & CV12.3.3)

### **Outcome CADII-3:**

**Identify and apply the information needed to create a set of floor plans.**

- CV-CADII-3-1 Demonstrate and apply the CAD system to create and dimension a set of floor plans. (CV12.2.1, CV12.4.3, & CV12.5.1)
- CV-CADII-3-2 Create a set of electrical plans that comply with current codes. (CV12.2.4, CV12.3.1, CV 12.3.3, & CV12.5.2)
- CV-CADII-3-3 Create a spreadsheet to create door and window schedule. (CV12.4.1, CV12.4.2, CV12.4.3, & CV12.4.4)

### **Outcome CADII-4:**

**Identify and apply the information needed to create a set of concept plans.**

- CV-CADII-4-1 Explain the different types of rooms and their relationship to each other in a simple residential home. (CV12.3.2, CV12.3.4, & CV12.4.3).
- CV-CADII-4-2 Identify and select the furniture, appliances, and fixtures to be used in each room. (CV12.3.2, CV12.3.4, & CV12.4.3).
- CV-CADII-4-3 Use the design center to insert the various furniture, appliances, and fixtures into your floor plan. (CV12.4.2, CV12.4.3, CV12.5.3, & CV12.5.4).

**Outcome CADII-5:**

**Identify and apply the information needed to create a set of structural plans.**

- CV-CADII-5-1 Create a set of plans for the typical truss and joist system for the home. (CV12.2.1, CV12.3.1, & CV12.4.2)
- CV-CADII-5-2 Create a plan for the wall framework. (CV12.3.3, CV12.5.1, & CV12.5.4)
- CV-CADII-5-3 Create cross sectional views for the foundation. (CV12.3.3, CV12.4.2, CV12.5.1, & CV12.5.4)

**Outcome CADII-6:**

**Identify and apply the information needed to create a set of roof plans.**

- CV-CADII-6-1 Accurately and effectively show several types of roof styles. (CV12.3.3 & CV12.4.2)
- CV-CADII-6-2 Demonstrate the different types of roof pitches used in residential home construction. (CV12.3.1 & CV12.5.3)
- CV-CADII-6-3 Select the roof type and pitch you will be using for your house. (CV12.3.1, CV12.3.2, CV12.3.3, & CV12.3.4)

**Outcome CADII-7:**

**Identify and apply the information needed to create a set of elevation plans.**

- CV-CADII-7-1 Effectively produce and label the four elevation views for the home. (CV12.2.1, CV12.2.4, & CV12.3.1)
- CV-CADII-7-2 List and describe the materials needed for the exterior of the home. (CV12.4.3, CV12.5.2, & CV12.5.3)
- CV-CADII-7-3 Estimate a cost for the exterior materials required. (CV12.4.4, CV12.5.2, & CV12.5.3)

## Computer Assisted Drafting III

### **Outcome CADIII-1:**

**Students will utilize the computer aided drafting system to produce and print advanced technical drawings.**

- CV-CADIII-1-1 Demonstrate the ability to create working drawings of objects quickly and accurately. (CV12.2.1, CV12.2.4, & CV12.3.3)
- CV-CADIII-1-2 Effectively utilize technology to successfully complete and enhance a drawing's features. (CV12.2.4 & CV 12.5.4)
- CV-CADIII-1-3 Utilize the technology to create and understand geometric shapes. (CV12.2.4, CV12.4.2, & CV12.5.4)

### **Outcome CADIII-2:**

**Students will employ advanced dimensioning techniques.**

- CV-CADIII-2-1 Identify and utilize advanced dimensioning components. (CV12.3.1, CV12.4.2, & CV12.5.3)
- CV-CADIII-2-2 Demonstrate the roles dimensioning has in drafting problems. (CV12.5.3 & CV12.5.4)
- CV-CADIII-2-3 Execute advanced dimensioning techniques and practices. (CV12.2.1, CV12.2.4, & CV 12.4.3)

### **Outcome CADIII-3:**

**Employ hatching techniques in the working drawings.**

- CV-CADIII-3-1 Identify the proper hatching required and utilize it within the drawing. (CV12.3.1 & CV12.5.4)
- CV-CADIII-3-2 Identify proper scaling for hatching and create hatching within their drawings. (CV12.4.2 & CV12.5.4)
- CV-CADIII-3-3 Create advanced drawings with correct hatching symbols. (CV12.3.3, CV12.4.4, CV12.5.1, & CV12.5.4)

**Outcome CADIII-4:**

**Students will research and identify an appropriate title block for their drawings.**

- CV-CADIII-4-1 Students will utilize technology to research different title blocks. (CV12.3.3, CV12.5.3, & CV12.5.4)
- CV-CADIII-4-2 Students will choose and modify a title block fitting their individual needs. (CV12.2.4, CV12.3.3, CV12.3.4, CV12.4.3, & CV12.5.4)
- CV-CADIII-4-3 Students will create a personalized title block, utilizing personalized text and graphics. (CV12.3.4, CV12.4.2, CV12.5.1, CV12.5.2, CV12.5.3, & CV12.5.4)

**Outcome CADIII-5:**

**Students will employ mathematical principles to complete advanced drawings.**

- CV-CADIII-5-1 Identify and employ a coordinate system to create drawings via keyboard entries. (CV12.3.1, CV12.3.3, CV12.4.2, CV12.4.3, CV12.4.4, & CV12.5.4).
- CV-CADIII-5-2 Identify and create different geometric figures. (CV12.3.3, CV12.4.2, CV12.5.1, & CV12.5.4).
- CV-CADIII-5-3 Identify and utilize the purpose of a “z” axis in the coordinate system to produce 3 dimensional perspectives. (CV12.3.1, CV12.3.3, CV12.4.4, CV12.5.1, & CV12.5.4).

## Computer Assisted Drafting IV

### **Outcome CADIV-1:**

**Demonstrate proper use of the revolution tool to produce vertical and horizontal resolutions of 3 dimensional objects.**

- CV-CADIV-1-1 Students will create a 2 dimensional drawing and transform it to a 3 dimensional object using the horizontal revolution technique. (CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.4).
- CV-CADIV-1-2 Students will create a 2 dimensional drawing and transform it to a 3 dimensional object using the vertical revolution technique. (CV12.4.3, CV12.4.4, CV12.5.4, & CV12.5.4).
- CV-CADIV-1-3 Students will employ the view menu to observe the drawing from different perspectives. (CV12.2.1, CV12.4.3, & CV12.5.1).

### **Outcome CADIV-2:**

**Demonstrate proper use of the extrusion tool to produce an extruded object.**

- CV-CADIV-2-1 Create a 2 dimensional object for extruding. (CV12.2.1 & CV12.3.3)
- CV-CADIV-2-2 Identify and utilize the extrusion tool to create a 3 dimensional view. (CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.4)
- CV-CADIV-2-3 Identify and utilize the fill function to enclose exposed planes. (CV12.5.2, CV12.5.3, & CV12.5.4)

### **Outcome CADIV-3:**

**Students will identify different geometric shapes and utilize these shapes to create different 3 dimensional objects.**

- CV-CADIV-3-1 Identify the different geometric shapes available and create them. (CV12.3.1, CV12.4.2, CV12.4.3, CV12.5.1, & CV12.5.4).
- CV-CADIV-3-2 Demonstrate the correct usage of the union and subtraction functions. (CV12.3.1, CV12.3.3, CV12.5.1, & CV12.5.4).
- CV-CADIV-3-3 Create a 3 dimensional object by using the union and subtraction method to modify geometric shapes. (CV12.2.1, CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.2, & CV12.5.3).

**Outcome CADIV-4:**

**Students will identify and demonstrate the usage of viewport to observe drawings.**

- CV-CADIV-4-1 Identify and describe the purpose in viewing the drawing from different perspectives. (CV12.3.1, CV12.3.2, CV12.3.3, & CV12.3.4).
- CV-CADIV-4-2 Demonstrate the different array of viewports available. (CV12.4.3, CV12.5.1, & CV12.5.4).
- CV-CADIV-4-3 Display the objects in 4 different viewports with each being from a different perspective. (I.e. SW, SE, NW, and NE.) (CV12.4.3, CV12.4.4, & CV12.5.3).
- CV-CADIV-4-4 Identify and demonstrate the use of the properties manager to add color to the drawing. (CV12.3.3, CV12.4.3, CV12.4.4, CV12.5.1, & CV12.5.2).

**Outcome CADIV-5:**

**Students will identify and demonstrate the proper usage of the CAD 3 dimensional drawings to create a variety of 3 dimensional objects.**

- CV-CADIV-5-1 Identify and demonstrate the proper skills to create assigned drawings. (CV12.3.1, CV12.3.4, CV12.4.3, CV12.5.1, & CV12.5.4).
- CV-CADIV-5-2 Demonstrate skills to produce the drawings in a selected viewport(s) as assigned. (CV12.3.1, CV12.3.3, CV12.4.4, CV12.5.1, CV12.5.2, & CV12.5.4).
- CV-CADIV-5-3 Apply the principles required to add color to the drawing. (CV12.4.4, CV12.5.1, & CV12.5.4).
- CV-CADIV-5-4 Produce a drawing of the student's choice utilizing the skills and techniques required as a final project. (CV12.2.2, CV12.3.1, CV12.3.3, CV12.3.4, CV12.4.3, CV12.4.4, CV12.5.1, CV12.5.2, CV12.5.3, & CV12.5.4)



## **CAREERS**

### **Career Exploration – junior high counseling program**

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Explore post-high school career clusters.
- Create a four-year high school plan of courses aligned to their career choices, addressing post-secondary education requirements and Hathaway requirements.

#### **Outcome CE-1:**

**Students will explore post-high school career clusters.**

CV-CE-1-1	Identify career clusters of interest. (CV8.1.1)
CV-CE-1-2	Inventory skills and interests and analyze results. (CV8.1.2)
CV-CE-1-3	Match career pathways with identified skills and interests. (CV8.1.2)
CV-CE-1-4	Identify earnings, locations, training, duties, lifestyle, and educational requirements of desired careers. (CV8.1.1)

#### **Outcome CE-2:**

**Students will create a four-year high school plan of courses aligned to their career choices, addressing post-secondary education requirements and Hathaway requirements.**

CV-CE-2-1	Identify high school requirements for graduation and courses aligned to career path. (CV8.1.3)
CV-CE-2-2	Identify the different levels of the Hathaway scholarship and the requirements of each. (CV8.1.3)
CV-CE-2-3	Identify other factors that affect scholarship eligibility (i.e., GPA, standardized test scores). (CV8.1.3)
CV-CE-2-4	Create a four-year high school plan, including personal educational goals. (CV8.1.3)

## Career Counseling –high school counseling program

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Re-evaluate post-high school career interests.
- Create an educational and career plan to enable them to gain desired knowledge and experiences.

### **Outcome CC-1:**

**Students will reevaluate post-high school career interests.**

- |           |   |
|-----------|---|
| CV-CC-1-1 | Inventory skills and interests and analyze results. (CV12.1.1)  |
| CV-CC-1-2 | Match specific careers with identified skills and interests. (CV12.1.1)   |
| CV-CC-1-3 | Identify earnings, locations, training, duties, lifestyle, and educational requirements of desired careers. (CV12.1.2)    |
| CV-CC-1-4 | Utilize available resources, including mentors and industry experts, to better understand career expectations. (CV12.1.2) |

### **Outcome CC-2:**

**Students will create an educational and career plan to enable them to gain desired knowledge and experiences.**

- |           |   |
|-----------|---|
| CV-CC-2-1 | Reevaluate high school plan for graduation and courses aligned to career choices. (CV12.1.3)  |
| CV-CC-2-2 | Monitor progress toward the eligibility of the Hathaway scholarship. (CV12.1.3)               |
| CV-CC-2-3 | Identify other post-secondary financial aid opportunities aligned to career goals. (CV12.1.3) |
| CV-CC-2-4 | Identify resources available to facilitate achievement of post-secondary goals. (CV12.1.3)    |

## **FAMILY & CONSUMER SCIENCE**

### **Family & Consumer Science Exploration - 1 quarter, required in grade 7 or 8**

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

1. Learn basic sewing skills
2. Learn how to prepare healthy food.
3. Knowledge and care of a child.

#### **Outcome FCEX-1:**

**Students will construct a sewing project.**

- |             |   |
|-------------|---|
| CV-FCEX-1-1 | Model sewing safety.                                    |
| CV-FCEX-1-2 | Identify and explain the use of small sewing equipment. |
| CV-FCEX-1-3 | Interpret pattern marking and layout.                   |
| CV-FCEX-1-4 | Demonstrate hand and machine sewing skills.             |

#### **Outcome FCEX-2:**

**Students will plan and prepare healthy food.**

- |             |   |
|-------------|---|
| CV-FCEX-2-1 | Demonstrate safety and sanitation procedures for working with food.             |
| CV-FCEX-2-2 | Identify basic utensils and cookware and describe their uses.                   |
| CV-FCEX-2-3 | Diagram and explain purposes of setting a table correctly.                      |
| CV-FCEX-2-4 | Organize workspace and plan time schedule for efficiency in the kitchen.        |
| CV-FCEX-2-5 | Apply guidelines for appropriate manner when eating at home or in a restaurant. |
| CV-FCEX-2-6 | Identify and name the components of My Plate.                                   |

#### **Outcome FCEX-3:**

**Students will demonstrate positive communication and relationships.**

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|-------------|--|
| CV-FCEX-3-1 | Explain the listening process.                               |
| CV-FCEX-3-2 | Distinguish between verbal and non-verbal communication.     |
| CV-FCEX-3-3 | Examine how good communication helps to build relationships. |
| CV-FCEX-3-4 | Discuss the characteristics of a good relationship.          |
| CV-FCEX-3-5 | Evaluate the qualities that strengthen relationships.        |
| CV-FCEX-3-6 | Compare and contrast ways to make and keep friends.          |
| CV-FCEX-3-7 | Analyze feelings to appropriately express them.              |
| CV-FCEX-3-8 | Explain why stereotypes, cliques, and prejudice are harmful. |

**Outcome FCEX-4:**

**Students will illustrate how personal awareness and values affect decisions.**

- CV-FCEX-4-1 Discuss the importance of personal awareness.
- CV-FCEX-4-2 Explain how values are learned.
- CV-FCEX-4-3 Identify strategies for resolving conflict.
- CV-FCEX-4-4 Evaluate the decision making process.
- CV-FCEX-4-5 Investigate how decisions affect others.

## Early Childhood I

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Know the dynamics of the growing child.
- Evaluate the role of the family in child development
- How pregnancy can be prevented
- Consequences of teen parenthood
- Stages of pregnancy, delivery, evaluate problems, pre- and post- pregnancy care.
- Proper care of infants
- Development of growth of children 1-3
- Physical, intellectual, social, and emotional development to age 3.
- Create nutritious snacks for children.
- Needs of children with disabilities,
- Family dynamics, misbehavior, and child abuse.

### **Outcome EC1-1:**

**Students will describe the scope of child development and demonstrate an understanding of the dynamics of the growing child.**

- |            |   |
|------------|---|
| CV-EC1-1-1 | Identify and evaluate your attitudes towards children.            |
| CV-EC1-1-2 | Discuss and assess the basic guideline of caring for children.    |
| CV-EC1-1-3 | List and describe the merits of a quality childcare provider.     |
| CV-EC1-1-4 | Give examples of how children can learn from everyday activities. |
| CV-EC1-1-5 | List techniques for communicating positively with children.       |
| CV-EC1-1-6 | Describe the types of substitute care available.                  |

### **Outcome EC1-2:**

**Students will evaluate the role of family in child development.**

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|------------|--|
| CV-EC1-2-1 | Explain the importance of family.                            |
| CV-EC1-2-2 | Illustrate the various types of families.                    |
| CV-EC1-2-3 | Identify the family life cycle.                              |
| CV-EC1-2-4 | Summarize a variety of ways to how to strengthen the family. |

### **Outcome EC1-3:**

**Students will analyze the relationship between values and decisions about sexual activities and describe the consequences of teen parenthood.**

- |            |   |
|------------|---|
| CV-EC1-3-1 | Discuss how teens can approach decisions about sexual activity. |
| CV-EC1-3-2 | Explain the relationship between values and sexual activity.    |

- CV-EC1-3-3 Clarify how pregnancy can be prevented.
- CV-EC1-3-4 Describe the consequences of teen parenthood.
- CV-EC1-3-5 Compare childbirth choices available.
- CV-EC1-3-6 Identify possible sources of support available for pregnant teens that aid in the preparation for childbirth.

**Outcome EC1-4:**

**Students will identify the stages of pregnancy and delivery, evaluate problems that may occur in both, and describe good pre- and post-natal care.**

- CV-EC1-4-1 Name the stages of pregnancy and delivery.
- CV-EC1-4-2 Discuss the purchases and other preparations parents to be should make.
- CV-EC1-4-3 Research the hazards that alcohol and drugs pose to prenatal development.
- CV-EC1-4-4 Explain the importance of early and regular medical care during pregnancy.
- CV-EC1-4-5 Evaluate the importance of nutrition, activities and personal care during pregnancy.
- CV-EC1-4-6 Explain how multiple births occur.
- CV-EC1-4-7 Discuss possible solutions for infertility.
- CV-EC1-4-8 Recognize the ways in which labor may begin.
- CV-EC1-4-9 Identify the stages of birth.
- CV-EC1-4-10 Give recommendations for the postnatal care of the mother.

**Outcome EC1-5:**

**Students will demonstrate proper care of infants and describe growth and development through infancy.**

- CV-EC1-5-1 Explain the special needs of a premature baby.
- CV-EC1-5-2 Demonstrate how to bathe, dress, and diaper a baby.
- CV-EC1-5-3 Identify nutritional needs through infancy.
- CV-EC1-5-4 Outline how a baby learns.
- CV-EC1-5-5 Describe how emotions change through infancy.
- CV-EC1-5-6 Describe physical growth through the first year.
- CV-EC1-5-7 Gives examples of signs of intellectual growth in infants.
- CV-EC1-5-8 Explain how babies develop communications skills.
- CV-EC1-5-9 Describe how personality is learned.

**Outcome EC1-6:**

**Students will describe developmental growth of children ages 1-3.**

- CV-EC1-6-1 Describe changes in an average child's height, weight, proportion, and posture from 1-3.
- CV-EC1-6-2 Describe general patterns of social development in children ages 1-3.
- CV-EC1-6-3 Discuss the process of toilet training.

**Outcome EC1-7:**

**Students will describe physical development from ages 3 through adulthood and explain ways to promote healthy development.**

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|------------|---|
| CV-EC1-7-1 | Explain how children learn and practice personal hygiene habits.                          |
| CV-EC1-7-2 | Discuss effective techniques for encouraging appropriate behavior.                        |
| CV-EC1-7-3 | Discuss how children develop speech patterns.   |
| CV-EC1-7-4 | Identify habits that influence tooth development and tooth care.                          |
| CV-EC1-7-5 | Describe motor development in children 4-6.   |
| CV-EC1-7-6 | Explain how to help children develop good self-care habits.                               |
| CV-EC1-7-7 | Discuss how to encourage children to feed and dress themselves.                           |
| CV-EC1-7-8 | Describe changes in an average child's height, weight, proportion, posture from ages 4-6. |
| CV-EC1-7-9 | Distinguish between large and small motor skills and give examples of each.               |

**Outcome EC1-8:**

**Students will identify ways to prevent medical issues in childhood and demonstrate CPR and first aid skills.**

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|------------|--|
| CV-EC1-8-1 | Explain how immunizations play in the prevention of childhood illnesses.   |
| CV-EC1-8-2 | Discuss what allergies are and how they can be treated.                    |
| CV-EC1-8-3 | Demonstrate basic CPR techniques.  |
| CV-EC1-8-4 | Recognize emergency situations and plan appropriate responses (First Aid). |

**Outcome EC1-9:**

**Students will describe intellectual development from ages 3 through adulthood and ways to help children with intellectual development.**

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|------------|--|
| CV-EC1-9-1 | Describe how behavior is learned.  |
| CV-EC1-9-2 | Describe various methods of learning.  |
| CV-EC1-9-3 | Describe the characteristics of intellectual development in children ages 4-6.     |
| CV-EC1-9-4 | Discuss ways parents and caregivers can help children in intellectual development. |
| CV-EC1-9-5 | Explain the 7 elements of intellectual activity.                                   |
| CV-EC1-9-6 | Identify common speech problems.   |
| CV-EC1-9-7 | Identify examples of Piaget's stages of learning.                                  |

**Outcome EC1-10:**

**Students will plan and create nutritious snacks and meals for children.**

- CV-EC1-10-1 Explain the importance of good nutrition for children.
- CV-EC1-10-2 Plan snack and meals appropriate for young children.
- CV-EC1-10-3 Create a snack for young children.

**Outcome EC1-11:**

**Students will explain various disabilities and adaptations for successful learning.**

- CV-EC1-11-1 Describe needs of children with physical, mental, and emotional disabilities.
- CV-EC1-11-2 Explain how caregivers can encourage disabled children.
- CV-EC1-11-3 Explain what learning disabilities are.
- CV-EC1-11-4 Discuss the effects of LD and giftedness on school experiences.

**Outcomes EC1-12:**

**Students will describe emotional development from ages 3 through adulthood.**

- CV-EC1-12-1 Give examples of the causes of and responses to anger, fear, jealousy.
- CV-EC1-12-2 Describe the general patterns of emotional development in children ages 3 through adulthood.
- CV-EC1-12-3 Identify common emotions of young children and changes in how emotions are expressed.
- CV-EC1-12-4 Explain how a baby's care affects emotional development.

**Outcome EC1-13:**

**Students will describe social development from ages 3 through adulthood.**

- CV-EC1-13-1 Describe general patterns of social development ages 4, 5, 6.
- CV-EC1-13-2 Explain the importance of attachment to social development.
- CV-EC1-13-3 Discuss the positive and negative effects of competition.



**Outcome EC1-14:**

**Students will explain the importance of toys in a child's learning and identify safe, appropriate toys for children of different ages.**

- CV-EC1-14-1 Identify toys for children.
- CV-EC1-14-2 Describe how young children learn to play with each other.
- CV-EC1-14-3 Select safe, appropriate toys that promote learning as well as physical and social skills.
- CV-EC1-14-4 Identify safety for children of different ages.
- CV-EC1-14-5 List safety guidelines that are especially important for child care providers.

**Outcome EC1-15:**

**Students will describe family dynamics in relation to misbehavior, discipline and child abuse.**

- CV-EC1-15-1 Discuss effective ways to deal with misbehavior.
- CV-EC1-15-2 Explain how and why to set limits.
- CV-EC1-15-3 Explain the importance of giving children love and support.
- CV-EC1-15-4 Describe effective discipline techniques.
- CV-EC1-15-5 Describe the emotional effects on children of stressful family situations such as divorce and death.
- CV-EC1-15-6 Explain what child abuse is and why it happens.
- CV-EC1-15-7 Discuss what can be done to prevent child abuse.

## Early Childhood II

### **Outcomes EC2-1:**

**Students will explain developmental theories.**

- CV-EC2-1-1 Describe the theories of development.
- CV-EC2-1-2 Present a project on one of the theorists.
- CV-EC2-1-3 Apply theories to situations involving young children.

### **Outcome EC2-2:**

**Students will evaluate teachers and children at play.**

- CV-EC2-2-1 Identify learning styles of young children.
- CV-EC2-2-2 Evaluate teaching styles of instruction.
- CV-EC2-2-3 Complete an evaluation form after observations.

### **Outcome EC2-3:**

**Students will develop units and lesson plans for young children.**

- CV-EC2-3-1 Create a theme for a preschool unit.
- CV-EC2-3-2 Create lessons for Math, Social Studies, Language Arts, Physical Education, and a healthy snack.
- CV-EC2-3-3 Plan and prepare healthy snacks.
- CV-EC2-3-4 Plan and prepare crafts.

### **Outcome EC2-4:**

**Students will implement lesson plans in a preschool setting with real children.**

- CV-EC2-4-1 Create flyers, use social media, and community resources to advertise the preschool.
- CV-EC2-4-2 Create criteria for desired qualities for children for the preschool.
- CV-EC2-4-3 Establish a schedule for presenting the preschool.
- CV-EC2-4-4 Evaluate effectiveness of lesson and make changes.
- CV-EC2-4-5 Communicate with parents on the students learning.

## Early Childhood III

### **Outcomes EC3-1:**

**Students will apply theories of child development to situations involving young children.**

- CV-EC3-1-1 Describe the theories of development.
- CV-EC3-1-2 Present a project on one of the theorists.
- CV-EC3-1-3 Apply theories to situations involving young children.

### **Outcome EC3-2:**

**Students will develop units and lesson plans for young children.**

- CV-EC3-2-1 Create a theme for a preschool unit.
- CV-EC3-2-2 Create lessons for Math, Social Studies, Language Arts, Physical Education, and a healthy snack.
- CV-EC3-2-3 Plan and prepare healthy snacks.
- CV-EC3-2-4 Plan and prepare crafts.

### **Outcome EC3-3:**

**Students will implement lesson plans in a preschool setting with real children.**

- CV-EC3-3-1 Create flyers, use social media, and community resources to advertise the preschool.
- CV-EC3-3-2 Create criteria for desired qualities for children for the preschool.
- CV-EC3-3-3 Establish a schedule for presenting the preschool.
- CV-EC3-3-4 Evaluate effectiveness of lesson and make changes.
- CV-EC3-3-5 Communicate with parents on the students learning.

## Early Childhood IV

### **Outcome EC4-1:**

**Students will create a mock preschool.**

- CV-EC4-1-1     Research types of preschools.
- CV-EC4-1-2     Design a preschool.
- CV-EC4-1-3     Design sign in sheets, schedule of activities, permission slips for parents.

### **Outcome EC4-2:**

**Students will plan and prepare lesson plans for preschool age children.**

- CV-EC4-2-1     Research and identify a theme for preschool lessons.
- CV-EC4-2-2     Plan lesson for preschooler for Math, Language Arts, Physical Education, Science, Art, and healthy snack.
- CV-EC4-2-3     Create activities for each lesson plan.
- CV-EC4-2-4     Research and create healthy snack.

### **Outcome EC4-3:**

**Students will present lesson plans to a preschool.**

- CV-EC4-3-1     Students will present the prepared lessons.
- CV-EC4-3-2     Students will evaluate the prepared lessons.

## Culinary Arts I

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- Know food safety techniques.
- Prepare and serve eggs using a variety of methods.
- Identify the difference between yeast and quick bread
- Create an assortment of cookies and pies.
- Demonstrate cake baking and decorating skills
- Identify and demonstrate the preparation of different types of fruits and vegetables/
- Identify and prepare proteins.
- Prepare a variety of grains and pasta.
- Research a career in the food industry.
- Research a foreign country and its foods.

### **Outcome CA1-1:**

**Students will analyze scenarios to identify appropriate food safety techniques.**

- |             |   |
|-------------|---|
| CV-CA1-1-1  | Describe and model good personal hygiene for food safety.   |
| CV-CA1-1-2  | List the steps for proper handwashing.  |
| CV-CA1-1-3  | Define temperature danger zone and time/temperature abuse.  |
| CV-CA1-1-4  | List reasons why it is important to keep food safe.   |
| CV-CA1-1-5  | Identify and compare chemical and physical contaminants.  |
| CV-CA1-1-6  | Distinguish between situations involving contamination and cross contamination.                       |
| CV-CA1-1-7  | Give examples of potentially hazardous foods.   |
| CV-CA1-1-8  | List conditions under which bacteria multiply and identify FATTOM and its importance for food safety. |
| CV-CA1-1-9  | Categorize and describe microorganisms that cause food borne illnesses.                               |
| CV-CA1-1-10 | Research and present a microbial illness.   |

### **Outcome CA1-2:**

**Students will create an entrée using proper knife skills**

- |            |   |
|------------|---|
| CV-CA1-2-1 | Identify the parts of a knife                 |
| CV-CA1-2-2 | Practice knife grip, control, and claw        |
| CV-CA1-2-3 | Demonstrate competency in specific knife cuts |

### **Outcome CA1-3:**

**Students will plan, prepare, and evaluate a variety of foods**

- |            |                                   |
|------------|-----------------------------------|
| CV-CA1-3-1 | Prepare breakfast foods.          |
| CV-CA1-3-2 | List the characteristics of eggs. |

- CV-CA1-3-3 Prepare and serve eggs using a variety of methods.
- CV-CA1-3-4 Identify differences between yeast and quick breads.
- CV-CA1-3-5 Create an assortment of cookies and pies.
- CV-CA1-3-6 Demonstrate cake baking and decorating skills.
- CV-CA1-3-7 Identify and demonstrate the preparation of different types of fruits and vegetables- including salads.
- CV-CA1-3-8 Identify and prepare proteins: meats and poultry.
- CV-CA1-3-9 Differentiate between herbs and spices and how they flavor or enhance foods.
- CV-CA1-3-10 Examine types of grains and pastas to prepare dishes.

**Outcome CA1-4:**

**Students will demonstrate various careers in the foodservice industry by creating a project.**

- CV-CA1-4-1 State the importance of service to success in the hospitality industry.
- CV-CA1-4-2 Give examples of opportunities in the foodservice industry.
- CV-CA1-4-3 Create a project about careers in the foodservice industry.

## Culinary Arts II

### **Outcome CA2-1:**

**Students will analyze scenarios to identify appropriate food safety techniques.**

- CV-CA2-1-1 Describe and model good personal hygiene for food safety.
- CV-CA2-1-2 List the steps for proper handwashing.
- CV-CA2-1-3 Define temperature danger zone and time/temperature abuse.
- CV-CA2-1-4 List reasons why it is important to keep food safe.
- CV-CA2-1-5 Identify and compare chemical and physical contaminants.
- CV-CA2-1-6 Distinguish between situations involving contamination and cross contamination.
- CV-CA2-1-7 Give examples of potentially hazardous foods.
- CV-CA2-1-8 List conditions under which bacteria multiply and identify FATTOM and its importance for food safety.
- CV-CA2-1-9 Categorize and describe microorganisms that cause food borne illnesses.

### **Outcome CA2-2:**

**Students will bake and decorate a cake.**

- CV-CA2-2-1 Describe the five types of cakes and their mixing methods.
- CV-CA2-2-2 Bake chosen cakes.
- CV-CA2-2-3 Assemble simple layered cakes.
- CV-CA2-2-4 Prepare chosen icing.
- CV-CA2-2-5 Use pastry bag and various decorating equipment to decorate a cake.

### **Outcome CA2-3:**

**Students will prepare baked products.**

- CV-CA2-3-1 Identify the functions of ingredients in baked products.
- CV-CA2-2-2 Describe how to select and store baked products.
- CV-CA2-2-3 Prepare quick breads and yeast breads.

### **Outcome CA2-4:**

**Students will prepare fruits and vegetables.**

- CV-CA2-4-1 Identify the different fruits and vegetables and how they can be prepared.
- CV-CA2-4-2 Demonstrate cooking techniques using fruits and vegetables.
- CV-CA2-4-3 Prepare dishes using fruits and vegetables including salads.

**Outcome CA2-5:****Students will prepare a soup.**

- CV-CA2-5-1 Identify various classes of soup.
- CV-CA2-5-2 Identify mother sauces Prepare a broth, mirepoix, and roux.
- CV-CA2-5-3 Create a soup.

**Outcome CA2-6:****Students will investigate careers in the foodservice industry.**

- CV-CA2-6-1 Make a list of qualities of successful food service employees.
- CV-CA2-6-2 Research trade school and/or college requirements.
- CV-CA2-6-3 Create a resume that lists skills.
- CV-CA2-6-4 Complete a job application.
- CV-CA2-6-5 Practice good job interview skills.

**Outcome CA2-7:****Students will prepare a variety of meats.**

- CV-CA2-7-1 Explain how cooking affects meat.
- CV-CA2-7-2 Demonstrate dry cooking techniques.
- CV-CA2-7-3 Demonstrate moist cooking techniques.
- CV-CA2-7-4 Determine meat doneness.
- CV-CA2-7-5 Identify different kinds and classes of poultry.
- CV-CA2-7-6 Identify and prepare poultry using a variety of methods.

**Outcome CA2-8:****Students will prepare rice, pasta, and other grains.**

- CV-CA2-8-1 Identify rice, pasta, and grain varieties.
- CV-CA2-8-2 Examine nutritional qualities in a meal.
- CV-CA2-8-3 Prepare a dish using rice, pasta, or other grains.

**Outcome CA2-9:****Students will prepare a variety of appetizers.**

- CV-CA2-9-1 Identify types of appetizers.
- CV-CA2-9-2 Research appropriate uses for specific appetizers.
- CV-CA2-9-3 Prepare an appetizer.



**Outcome CA2-10:**

**Students will research, prepare, and present, a foreign food.**

- CV-CA2-10-1 Research foods from a foreign country.
- CV-CA2-10-2 Present a multimedia project about a country.
- CV-CA2-10-3 Use a recipe to prepare foods that are native to a different country.

## Culinary Arts III

### **Outcome CA3-1:**

**Students will analyze scenarios to identify appropriate food safety techniques.**

- |            |   |
|------------|---|
| CV-CA3-1-1 | Describe and model good personal hygiene for food safety.   |
| CV-CA3-1-2 | List the steps for proper handwashing.  |
| CV-CA3-1-3 | Define temperature danger zone and time/temperature abuse.  |
| CV-CA3-1-4 | List reasons why it is important to keep food safe.   |
| CV-CA3-1-5 | Identify and compare chemical and physical contaminants.  |
| CV-CA3-1-6 | Distinguish between situations involving contamination and cross contamination.                       |
| CV-CA3-1-7 | Give examples of potentially hazardous foods.   |
| CV-CA3-1-8 | List conditions under which bacteria multiply and identify FATTOM and its importance for food safety. |
| CV-CA3-1-9 | Categorize and describe microorganisms that cause foodborne illnesses.                                |

### **Outcome CA3-2:**

**Students will create and serve in a professional catering capacity.**

- |            |  |
|------------|--|
| CV-CA3-2-1 | Create and prepare meals for community events to meet customers' expectations. |
|------------|--|

### **Outcome CA3-3:**

**Students will practice garnishing a plate and proper service.**

- |            |   |
|------------|---|
| CV-CA3-3-1 | Explain an example of a types of garnish. |
| CV-CA3-3-2 | Demonstrate garnishing plates.            |
| CV-CA3-3-3 | Demonstrate proper serving techniques.    |

### **Outcome CA3-4:**

**Students will investigate careers in the foodservice industry.**

- |            |  |
|------------|--|
| CV-CA3-4-1 | Make a list of qualities of successful food service employees. |
| CV-CA3-4-2 | Research Trade School and/or college requirements.             |
| CV-CA3-4-3 | Create a resume that lists skills.                             |
| CV-CA3-4-4 | Complete a job application.                                    |
| CV-CA3-4-5 | Practice good job interview skills.                            |

**Outcome CA3-5:**

**Students will research, prepare, and present, a foreign food.**

- CV-CA3-5-1    Research foods from a foreign country.
- CV-CA3-5-2    Present a multimedia project about a country.
- CV-CA3-5-3    Use a recipe to prepare foods that are native to a different country.

## Culinary Arts IV

### **Outcome CA4-1:**

**Students will analyze scenarios to identify appropriate food safety techniques.**

- CV-CA4-1-1 Describe and model good personal hygiene for food safety.
- CV-CA4-1-2 List the steps for proper handwashing.
- CV-CA4-1-3 Define temperature danger zone and time/temperature abuse.
- CV-CA4-1-4 List reasons why it is important to keep food safe.
- CV-CA4-1-5 Identify and compare chemical and physical contaminants.
- CV-CA4-1-6 Distinguish between situations involving contamination and cross contamination.
- CV-CA4-1-7 Give examples of potentially hazardous foods.
- CV-CA4-1-8 List conditions under which bacteria multiply and identify FATTOM and its importance for food safety.
- CV-CA4-1-9 Categorize and describe microorganisms that cause foodborne illnesses.

### **Outcome CA4-2:**

**Students will plan and carry out professional catering.**

- CV-CA4-2-1 Solicit and plan catering events.
- CV-CA4-2-2 Create and prepare meals for community events.

### **Outcome CA4-3:**

**Students will practice garnishing a plate and proper service**

- CV-CA4-3-1 Explain an example of a types of garnish.
- CV-CA4-3-2 Demonstrate garnishing plates.
- CV-CA4-3-3 Demonstrate proper serving techniques.

### **Outcome CA4-4:**

**Students will investigate careers in the food service industry.**

- CV-CA4-4-1 Make a list of qualities of successful food service employees.
- CV-CA4-4-2 Research trade school and/or college requirements.
- CV-CA4-4-3 Create a resume that lists skills.
- CV-CA4-4-4 Complete a job application.
- CV-CA4-4-5 Practice good job interview skills.

**Outcome CA4-5:**

**Students will research, prepare, and present, a foreign food.**

- CV-CA4-5-1    Research foods from a foreign country.
- CV-CA4-5-2    Present a multimedia project about a country.
- CV-CA4-5-3    Use a recipe to prepare foods that are native to a different country.

## **TECHNOLOGY EDUCATION**

### **Technology Education Exploration - 1 quarter, required in grade 7 or 8**

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- measure to 1/16th of an inch
- safety
- must use drafting tools
- design and produce a CO2 car

#### **Outcome TE-1:**

**Students will apply drafting skills to create a set of top and side view patterns of a CO2 racecar.**

CV-TE-1-1	Identify and construct an inch model labeling all breakdowns to 1/16th. (CV8.4.3)
CV-TE-1-2	Identify and correctly use a Scale, T-square, 30° - 60° - 90° Triangle, 45° - 90° Triangle, Compass, 6H Pencil, B Pencil. (CV8.5.3)
CV-TE-1-3	Identify and apply layout, object, and hidden lines on a drafting drawing. (CV8.5.4)
CV-TE-1-4	Identify and produce lettering in block style. (CV8.5.4)
CV-TE-1-5	Produce straight lines and sharp corners on a drafting drawing. (CV8.5.4)
CV-TE-1-6	Produce circles and arcs on a drafting drawing. (CV8.5.4)
CV-TE-1-8	Identify and produce the top, front, and side views of an object on a drafting drawing. (CV8.5.4)

#### **Outcome TE-2:**

**Students will apply woodworking skills to construct a CO2 racecar.**

CV-TE-2-1	Design and produce patterns that comply to pre-established guidelines. (CV8.2.4, CV8.3.4, CV8.5.3)
CV-TE-2-2	Machine a block of wood to rough shape, modify the rough shape using rasps and files, and refine the rough shape using sandpaper. (CV8.2.4, CV8.3.4, CV8.5.3)
CV-TE-2-3	Formulate and apply a creative paint scheme to the car. (CV8.2.4, CV8.3.4, CV8.5.3)
CV-TE-2-4	Construct the car in the correct order with the supplied parts. (CV8.2.4, CV8.3.4, CV8.5.3)

## Construction

### Outcome CO-1:

**Students will identify and use hand and power construction tools.**

CV-CO-1-1	Describe, justify, and demonstrate safe construction practices and the use of PPE. (CV12.1.1, CV12.1.4, CV12.4.2)
CV-CO-1-2	Describe and demonstrate use of the circular saw. (CV12.1.4, CV12.5.3)
CV-CO-1-3	Describe and demonstrate use of the reciprocating saw. (CV12.1.4, CV12.5.3)
CV-CO-1-4	Describe and demonstrate use of the power miter box. (CV12.1.4, CV12.5.3)
CV-CO-1-5	Describe and demonstrate use of the portable and stationary drilling machines. (CV12.1.4, CV12.5.3)
CV-CO-1-6	Describe and demonstrate use of finishing and framing hammers. (CV12.1.4, CV12.5.3)
CV-CO-1-7	Describe and demonstrate use of framing and speed squares. (CV12.1.4, CV12.5.3)
CV-CO-1-8	Describe and demonstrate use of levels. (CV12.1.4, CV12.5.3)
CV-CO-1-9	Describe and demonstrate use of ladders. (CV12.1.4, CV12.5.3)

### Outcome CO-2:

**Students will identify, explain, and construct basic framing systems.**

CV-CO-2-1	Describe, justify, and demonstrate safe construction practices and the use of PPE. (CV12.1.1, CV12.1.4, CV12.4.2)
CV-CO-2-2	Identify, explain, and demonstrate floor framing and sheeting. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)
CV-CO-2-3	Identify, explain, and demonstrate wall framing and sheeting. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)
CV-CO-2-4	Identify, explain, and demonstrate roof framing, trusses, and sheeting. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)

### Outcome CO-3:

**Students will identify, explain, and construct basic electrical systems.**

CV-CO-3-1	Describe, justify, and demonstrate safe construction practices and the use of PPE. (CV12.1.1, CV12.1.4, CV12.4.2)
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- CV-CO-3-2 Identify, explain, and demonstrate wiring a receptacle. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-CO-3-3 Identify, explain, and demonstrate wiring a single pole switch and light. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-CO-3-4 Identify, explain, and demonstrate wiring a three-way switch and light. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-CO-3-5 Identify, explain, and demonstrate wiring a GFI receptacle. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)

#### **Outcome CO-4:**

**Students will identify, explain, and construct basic plumbing systems.**

- CV-CO-4-1 Describe, justify, and demonstrate safe construction practices and the use of PPE. (CV12.1.1, CV12.1.4, CV12.4.2)
- CV-CO-4-2 Identify, explain, and demonstrate assembly of a copper plumbing system. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-CO-4-3 Identify, explain, and demonstrate assembly of a PVC plumbing system. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)

#### **Outcome CO-5:**

**Students will identify, explain, and construct basic interior finishing systems.**

- CV-CO-5-1 Describe, justify, and demonstrate safe construction practices and the use of PPE. (CV12.1.1, CV12.1.4, CV12.4.2)
- CV-CO-5-2 Identify, explain, and demonstrate sheetrock installation and finishing. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)
- CV-CO-5-3 Identify, explain, and demonstrate door, window, and trim installation. (CV12.1.1, CV12.1.2, CV12.1.4, CV12.2.1, CV12.2.2, CV12.2.3, CV12.3.2, CV12.4.2, CV12.4.4, CV12.5.2, CV12.5.3)



## Woods I

**ESSENTIAL STANDARDS: Please see details about each in the curriculum that follows.**

- measure to 1/16th of an inch
- safety
- identify softwoods, hardwoods, and man-made woods
- identify defects in woods
- construct a skills board
- must use hand tools
- construct wood joints
- must use power tools
- construct a small wooden cabinet

### **Outcome BW-1:**

**Students will construct a skills board using hand woodworking tools.**

CV-BW-1-1	Identify and construct an inch model labeling all breakdowns to 1/16th. (CV12.4.2)
CV-BW-1-2	Identify and classify Hardwoods, Softwoods, or Man-made wood products. (CV12.4.3)
CV-BW-1-3	Identify and classify Natural and Milling defects in wood. (CV12.4.3)
CV-BW-1-4	Describe, justify, and demonstrate safe woodworking practices. (CV12.5.3)
CV-BW-1-5	Construct a skills board using a tape measure, jack plane, smooth plane, block plane, try square, combination square, dovetail saw, back saw, rip saw, keyhole saw, marking gauge, compass, rasp, file, sliding-t-bevel, and a brace and auger bits. (CV12.4.4, CV12.5.2, CV12.5.3)

### **Outcome BW-2:**

**Students will identify and construct 5 different wood joints using hand woodworking tools.**

CV-BW-2-1	Describe, justify, and demonstrate safe woodworking practices. (CV12.5.3)
CV-BW-2-2	Describe and demonstrate use of previously described hand tools and well as new tools including a mallet, chisel, dado plane, coping saw, bar clamp, hand screw clamp, and miter clamp. (CV12.5.3)
CV-BW-2-3	Describe and construct a rabbet joint. (CV12.4.4, CV12.5.2, CV12.5.3)
CV-BW-2-4	Describe and construct a dado joint. (CV12.4.4, CV12.5.2, CV12.5.3)
CV-BW-2-5	Describe and construct a half lap joint. (CV12.4.4, CV12.5.2, CV12.5.3)
CV-BW-2-6	Describe and construct a miter joint. (CV12.4.4, CV12.5.2, CV12.5.3)
CV-BW-2-7	Describe and construct a mortise and tenon joint. (CV12.4.4, CV12.5.2, CV12.5.3)

**Outcome BW-3:****Students will identify and use power woodworking tools.**

- CV-BW-3-1 Describe, justify, and demonstrate safe woodworking practices. (CV12.5.3)
- CV-BW-3-2 Describe and demonstrate use of the jointer. (CV12.1.4, CV12.5.3)
- CV-BW-3-3 Describe and demonstrate use of the table saw. (CV12.1.4, CV12.5.3)
- CV-BW-3-4 Describe and demonstrate use of the radial arm saw and power miter box. (CV12.1.4, CV12.5.3)
- CV-BW-3-5 Describe and demonstrate use of the band saw and scroll saw. (CV12.1.4, CV12.5.3)
- CV-BW-3-6 Describe and demonstrate use of the planer. (CV12.1.4, CV12.5.3)
- CV-BW-3-7 Describe and demonstrate use of portable and stationary sanding machines. (CV12.1.4, CV12.5.3)
- CV-BW-3-8 Describe and demonstrate use of portable and stationary drilling machines. (CV12.1.4, CV12.5.3)
- CV-BW-3-9 Describe and demonstrate use of portable and stationary routers. (CV12.1.4, CV12.5.3)

**Outcome BW-4:****Students will build a woodworking project.**

- CV-BW-4-1 Describe, justify, and demonstrate safe woodworking practices. (CV12.5.3)
- CV-BW-4-2 Using the previously described power tools, construct a woodworking project. (CV12.2.3, CV12.2.4, CV12.4.4, CV12.5.2, CV12.5.3)

## Woods II, III, IV

### Prerequisite Woods I

**NOTE:** Woods II, III, and IV are advanced woodworking courses. Each year, students choose projects that increase in difficulty.

#### Outcome AW-1:

**Students will identify and use power woodworking tools.**

- |           |   |
|-----------|---|
| CV-AW-1-1 | Describe, justify, and demonstrate safe woodworking practices. (CV12.5.3)                       |
| CV-AW-1-2 | Describe and demonstrate use of the jointer. (CV12.1.4, CV12.5.3)                               |
| CV-AW-1-3 | Describe and demonstrate use of the table saw. (CV12.1.4, CV12.5.3)                             |
| CV-AW-1-4 | Describe and demonstrate use of the radial arm saw and power miter box. (CV12.1.4, CV12.5.3)    |
| CV-AW-1-5 | Describe and demonstrate use of the band saw and scroll saw. (CV12.1.4, CV12.5.3)               |
| CV-AW-1-6 | Describe and demonstrate use of the planer. (CV12.1.4, CV12.5.3)                                |
| CV-AW-1-7 | Describe and demonstrate use of portable and stationary sanding machines. (CV12.1.4, CV12.5.3)  |
| CV-AW-1-8 | Describe and demonstrate use of portable and stationary drilling machines. (CV12.1.4, CV12.5.3) |
| CV-AW-1-9 | Describe and demonstrate use of portable and stationary routers. (CV12.1.4, CV12.5.3)           |

#### Outcome AW-2:

**Students will construct three required projects using power woodworking tools.**

- |           |   |
|-----------|---|
| CV-AW-2-1 | Describe, justify, and demonstrate safe woodworking practices. (CV12.5.3)   |
| CV-AW-2-2 | Using the previously described power tools, construct a push stick project. (CV12.2.3, CV12.2.4, CV12.4.4, CV12.5.2, CV12.5.3)    |
| CV-AW-2-3 | Using the previously described power tools, construct a picture frame project. (CV12.2.3, CV12.2.4, CV12.4.4, CV12.5.2, CV12.5.3) |
| CV-AW-2-4 | Using the previously described power tools, construct a cutting board project. (CV12.2.3, CV12.2.4, CV12.4.4, CV12.5.2, CV12.5.3) |

#### Outcome AW-3:

**Students will design and construct a project of their choice using power woodworking tools.**

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| CV-AW-3-1 | Describe, justify, and demonstrate safe woodworking practices. (CV12.5.3) |
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CV-AW-3-2 Using the previously described power tools, construct a woodworking project of the student's choice. (CV12.2.3, CV12.2.4, CV12.4.4, CV12.5.2, CV12.5.3)