CONTENT	STANDARD INDICATORS	SKILLS	ASSESSMENT	VOCAB	PRIORITY
COMPUTER TECHNOLOGY – *CONCEPTS AND OPERATIONS*					
Technology concepts, systems, and their interactivity (1) • File Management • Files • Folders	**MLB-1.5** Apply concepts of file management to organize and manage files and folders; including backing up files.	• Store documents on the school network & Canvas • Save & access files using class folders • Access (download) and save (upload) files via the internet (Web Files Access)	Submitting assignments & accessing class resources	• Personal folder • Class Folder • Network Folder	Critical
COMPUTER TECHNOLOGY –					
Use of hardware and software and input & output devices (2) • Hardware Devices • Software Applications	**MLB-2.1** Use hardware devices and software applications to enhance learning	• Utilize various hardware devices to enhance learning • Utilize various types of software devices to develop more advanced skills	• Article quizzes (Canvas) • Typing lessons • Microsoft Word activities		Critical
• Devices — Input — Output — Storage	**MLB-2.2** Evaluate and select appropriate input/output devices and storage devices	• Use Canvas as platform to upload (output) and download (input) various types of files	• Microsoft activities	• Upload • Download	Important
• Keyboarding — Techniques — Proficiency	**MLB-2.3** Demonstrate effective keyboarding techniques to improve proficiency and apply these skills on multiple devices	• Demonstrate improvement in keyboarding skills based on prior level of proficiency	• Typing lessons		Additional

COMPUTER TECHNOLOGY (cont.)					
• Problems — Hardware — Software	**MLB-2.4** Diagnose problems that may arise with hardware and software and identify solutions for common issues	• Identify and solve more problems that may arise with hardware & software	• Classroom expectations	• Network	Additional
COMPUTER TECHNOLOGY – ***TOOL FOR CREATIVITY, INNOVATION & PRODUCTIVITY***					
Technology as a tool to enhance learning and creativity (3) • Operations — Software	**MLB-3.1** Demonstrate operations common to software applications	• Display proficiency in operations common to software applications	• Classroom expectations		Important
• Word processing	**MLB-3.2** Use word processing software to compose, design, edit, and print	• Compose, design, edit, and print complex documents with Microsoft Word	• Microsoft Word activities		Critical
• Spreadsheets	**MLB-3.3** Use spreadsheet software to calculate, graph, organize, and present data	• Calculate, graph, organize, and present data in complex spreadsheets with Microsoft Excel	• Microsoft Excel activities		Critical
• Presentations — Text — Sounds — Images — Video — Animations	**MLB-3.4** Design presentations and projects using text, sounds, images, video, and animation	• Design and use projects to deliver presentations containing text, sounds, images, video, and animations.	• Microsoft PP activities		Critical
• Coding	**MLB-3.5** Explore coding and its function in creating software applications	• Use coding to create more advanced software applications	• Coding activity	• Coding	Additional

COMPUTER TECHNOLOGY (cont.)					
• Word Processing • Spreadsheets • Presentations • Internet	**MLB-3.6** Integrate data between word processing, spreadsheet, presentation, and internet applications	• Create multiple documents that require integrating data between word processing, spreadsheet, presentation, and internet applications	• PowerPoint, Word, Excel activities		Additional
COMPUTER TECHNOLOGY *INFORMATION RESEARCH TOOL*					

Information from tech sources (4)
• Technology
  — Sources
  — Purposes
	MLB-4.3 Use technology to investigate a variety of sources and media for research purposes	• Use technology to investigate a variety of sources and media for multiple research purposes	• Classroom expectations		Additional

• Techniques — Outcomes	**MLB-4.5** Use various search techniques to refine outcomes for research	• Use various search techniques to refine outcomes for more advanced research	• Classroom expectations		Additional
• Format	**MLB-4.6** Cite sources of information used in a proper format	• Cite sources of information used in a proper format within the creation of personal and business correspondence	• Classroom expectations		Additional
COMPUTER TECHNOLOGY – *DIGITAL CITIZENSHIP*					

Social, legal, ethical, and safe manner (5)
• Technology Use
  — School
  — Home
  — Work
	MLB-5.1 Differentiate between appropriate technology uses in various environments such as school, home, and work	• Separate technology usage into categories such as school, home, and work	• Classroom expectations		Important

PERSONAL FINANCIAL RESPONSIBILITY					
FINANCIAL RESPONSIBILITY & DECISION MAKING					

Management of Individual & family Finances (10)
• Benefits
  — Responsibility
• Costs
  — Irresponsibility
	MLB-10.1 Describe the benefits of financial responsibility and the costs of financial irresponsibility	• Use examples to describe and illustrate the benefits of financial responsibility
		• Use examples to describe and illustrate the costs of financial irresponsibility
			• Class discussion		Critical

BASIC BUSINESS					
BUSINESS COMMUNICATIONS		•	•		

Interpersonal relationships, documents and correspondence (16)
• Correspondence
  — Personal
  — Business
	MLB-16.1 Identify and create personal/business correspondence which displays: clarity, relevancy, professionalism, and confidentiality	• Create personal and business correspondence which displays advanced levels of: clarity, relevancy, professionalism, and confidentiality	• Classroom procedures		Additional

• Communications
  — Internal
  — External
	MLB-16.3 Differentiate between types of internal & external communications and how they should be designed and distributed	• Design advanced internal/ external communications and describe how they should be distributed	• Professional correspondence project		Additional

• Communication • Collaboration — Peers	**MLB-16.4** Demonstrate the concepts of collaboration with peers as they relate to successful communication both personally and professionally	• Use multiple sources to demonstrate the concepts of collaboration with peers as they relate to successful communication both personally and professionally	• Classroom procedures		Additional

BASIC BUSINESS (cont.)					
• Techniques — Speaking — Written — Nonverbal	**MLB-16.5** Display appropriate & professional techniques in public speaking as well as in written and nonverbal communications	• Display refined and professional techniques in public speaking as well as in written and nonverbal communications	• Classroom procedures		Additional
• Documents — Audience — Purpose — Situation	**MLB-16.6** Create, format, edit, store, and distribute academic, professional, and personal documents for the appropriate audience, purpose, and situation	• Create, format, edit, store, and distribute complex academic, professional, and personal documents for the various audiences, purposes, and situations	• Classroom procedures		Additional
BASIC BUSINESS					
MARKETING					
Marketing functions, plans and strategies (17) • Marketplace	**MLB-17.4** Explain how businesses compete in the marketplace	• Provide multiple examples of competition in the marketplace within the context of various topics of study	• Class discussion	• Marketplace	Critical
BASIC BUSINESS					
ENTREPRENEURSHIP					
Economic conditions, market competition, financing strategies, innovation & opportunity (18) • Entrepreneur — Traits • Behaviors	**MLB-18.2** Identify the personal traits/behaviors of a successful entrepreneur	• Utilize successful entrepreneurs as tool for distinguishing successful entrepreneurs from unsuccessful entrepreneurs	• Entrepreneurship activity		Additional
• Ventures — Traditional — Online	**MLB-18.3** Identify the types of entrepreneurial ventures, traditional as well as those online	• Show examples of traditional and online entrepreneurial ventures	• Entrepreneurship activity		Additional

BASIC BUSINESS (cont.)					
• Business Plan	**MLB-18.4** Define the role of a business plan	• Reference the role of a business plan within the context of various topics of study	• Class discussion		Additional
• Entrepreneurial ventures — Demographics — Economy	**MLB-18.6** Recognize the influence of demographics and the economy on entrepreneurial ventures	• Examine different demographic influences of demographics on entrepreneurial ventures	• Class discussion		Additional
• Goals — Revenue — Expenses — Profit	**MLB-18.7** Identify revenue, expenses, and profit as they relate to a business's financial goals	• Identify revenue, expenses, and profit as they relate to the financial goals of various forms of business ownership	• Class discussion	• Revenue • Expenses • Profit	Additional

GRADE LEVEL: 7-8   SUBJECT: Adv Business Tech   DATE: 1/16/19

GRADING PERIOD: Q2/Q4

CONTENT	STANDARD INDICATORS	SKILLS	ASSESSMENT	VOCAB	PRIORITY
COMPUTER TECHNOLOGY – *CONCEPTS AND OPERATIONS*					
Technology concepts, systems, and their interactivity (1) • File Management • Files • Folders	**MLB-1.5** Apply concepts of file management to organize and manage files and folders; including backing up files.	• Utilize multiple storage locations • Save and access files using class folders • Access (download) and save (upload) files via the internet (Web Files Access)	Submitting assignments & accessing class resources	• Personal folder • Class Folder • Network Folder	Critical
COMPUTER TECHNOLOGY –					
Use of hardware and software and input & output devices (2) • Hardware Devices • Software Applications	**MLB-2.1** Use hardware devices and software applications to enhance learning	• Demonstrate advanced use of hardware devices to enhance learning • Demonstrate advanced use of software devices to enhance learning	• Article quizzes (Canvas) • Typing lessons • Microsoft Word activities		Critical
• Devices — Input — Output — Storage	**MLB-2.2** Evaluate and select appropriate input/output devices and storage devices	• Upload (output) and download (input) various types of files to/from multiple locations	• Microsoft activities	• Upload • Download	Important

COMPUTER TECHNOLOGY (cont.)					

• Keyboarding
  — Techniques
  — Proficiency
	MLB-2.3 Demonstrate effective keyboarding techniques to improve proficiency and apply these skills on multiple devices	• Demonstrate improvement in keyboarding skills based on prior level of proficiency	• Typing lessons		Additional

• Problems
  — Hardware
  — Software
	MLB-2.4 Diagnose problems that may arise with hardware and software and identify	• Diagnose complex problems that may arise with hardware and software
		• Identify and practice solutions for common and less common issues with hardware and software
			• Classroom expectations	• Network	Additional

COMPUTER TECHNOLOGY – ***TOOL FOR CREATIVITY, INNOVATION & PRODUCTIVITY***					
Technology as a tool to enhance learning and creativity (3) • Operations — Software	**MLB-3.1** Demonstrate operations common to software applications	• Demonstrate advanced operations to software applications	• Classroom expectations		Important
• Word processing	**MLB-3.2** Use word processing software to compose, design, edit, and print	• Compose, design, edit, and print challenging content using Microsoft Word	• Microsoft Word activities		Critical
• Spreadsheets	**MLB-3.3** Use spreadsheet software to calculate, graph, organize, and present data	• Calculate, graph, organize, and present challenging data using Microsoft Excel	• Microsoft Excel activities		Critical

COMPUTER TECHNOLOGY (cont.)					
• Presentations — Text — Sounds — Images — Video — Animations	**MLB-3.4** Design presentations and projects using text, sounds, images, video, and animation	• Design complex presentations and projects containing text, sounds, images, video, and animation using Microsoft PowerPoint	• Microsoft PP activities		Critical
• Coding	**MLB-3.5** Explore coding and its function in creating software applications	• Use coding to create software applications	• Coding activity	• Coding	Additional
• Word Processing • Spreadsheets • Presentations • Internet	**MLB-3.6** Integrate data between word processing, spreadsheet, presentation, and internet applications	• Create higher level documents that require integrating data between word processing, spreadsheet, presentation, and internet applications	• PowerPoint, Word, Excel activities		Additional
COMPUTER TECHNOLOGY – *INFORMATION RESEARCH TOOL*					
Information from tech sources (4) • Technology — Sources — Purposes	**MLB-4.3** Use technology to investigate a variety of sources and media for research purposes	• Use multiple forms of technology to investigate a variety of sources and media for research purposes	• Classroom expectations		Additional
• Techniques — Outcomes	**MLB-4.5** Use various search techniques to refine outcomes for research	• Use various search techniques to refine outcomes for research	• Classroom expectations		Additional
• Format	**MLB-4.6** Cite sources of information used in a proper format	• Cite sources of information used in a proper format	• Classroom expectations		Additional

COMPUTER TECHNOLOGY –					
DIGITAL CITIZENSHIP					
Social, legal, ethical, and safe manner (5) • Technology Use — School — Home — Work	**MLB-5.1** Differentiate between appropriate technology uses in various environments such as school, home, and work	• Match appropriate technologies with various environments such as school, home, and work	• Classroom expectations		Important
• Use — Safe — Legal — Ethical — Responsible	**MLB-5.5** Investigate the risks and practice safe, legal, ethical, and responsible use of technology and the Internet	• Synthesize the potential consequences of safe, legal, ethical, and responsible use of technology and the Internet	• Notes quiz		Important
• Passwords • Scams & Schemes • Privacy policies	**MLB-5.6** Create strong passwords, learn strategies to avoid scams and schemes, and analyze privacy policies	• Create strong passwords, learn strategies to avoid scams and schemes, and analyze privacy policies	• Digital citizenship activity	• Pyramid scheme • Ponzi scheme • Predatory lending • Online auctions • Advance fee scheme • Bogus charities	Critical
• Digital footprint — Protect — Preserve	**MLB-5.7** Recognize and explain the need for protecting privacy in order to preserve an online digital footprint	• Provide multiple examples of protecting privacy in order to preserve an online digital footprint	• Notes quiz	• Digital footprint	Important

CAREER EXPLORATION –					
EXPLORING SELF					
Characteristics to create a personal profile (6) • Assessments — Aptitudes — Interests — Skills	**MLB-6.2** Explore and describe personal aptitudes, interests, and skills through the use of personal assessments	• Deeply explore and describe personal aptitudes, interests, and skills through the use of personal assessments	• Career research activity		Important
• Learning styles — School — Work	**MLB-6.4** Examine learning style preferences and determine their application to school and work	• Examine and explain various learning style preferences and determine their application to school and work	• Career research activity		Important
CAREER EXPLORATION –					
EXPLORING COLLEGE & CAREERS					
Career clusters & pathways (7) • Education • Training — Technical programs — Military — Apprenticeships — 2/4 yr colleges	**MLB-7.4** Describe post-secondary educational options such as technical programs, military, apprenticeships, two-year and four-year colleges, and resources for obtaining postsecondary education and training	• List & describe post-secondary a range of educational options • Identify resources for obtaining postsecondary education and training	• Career research activity	• Apprenticeship • Associate degree • Certification • Licensure	Important

PERSONAL FINANCIAL RESPONSIBILITY					
FINANCIAL RESPONSIBILITY & DECISION MAKING					

Management of Individual & family Finances (10)
• Benefits
  — Responsibility
• Costs
  — Irresponsibility
	MLB-10.1 Describe the benefits of financial responsibility and the costs of financial irresponsibility	• List and describe various benefits of financial responsibility
		• List and describe various costs of financial irresponsibility
			• Class discussion		Critical

• Information — Personal	**MLB-10.9** Describe the possible consequences of disclosing particular types of personal information to others	• Explain various potential consequences of disclosing particular types of personal information to others	• Notes quiz	• Identity theft • Phishing • Skimming • Hacking • Pretexting	Critical
PERSONAL FINANCIAL RESPONSIBILITY					
FINANCIAL RESPONSIBILITY & DECISION MAKING					
Manage credit & debt to remain financially secure (13) • Problems • Consequences	**MLB-13.5** Identify possible credit and debt problems, their consequences, and ways to avoid them	• Provide and explain several examples of potential actions to avoid credit and debt problems	• Class discussion		Important
• Laws • Buyers • Sellers	**MLB-13.6** Discuss the rights, responsibilities, and protections of buyers and sellers under consumer credit laws	• List and explain multiple protections for buyers & sellers under consumer credit laws	• Notes Quiz	• Schumer Box • Consumer Bill of Rights	Important

PERSONAL FINANCIAL RESPONSIBILITY					
SAVING & INVESTING					
Building long-term financial security and wealth (15)	**MLB-15.4** Research and track publicly traded stock, record daily market values, and indicate the gains or losses between two specified dates	• Use daily market values and the gains or losses between two specified dates to effectively trade public stock	• Stock market activity		Additional
BASIC BUSINESS					
BUSINESS COMMUNICATIONS					
Interpersonal relationships, documents and correspondence (16) • Correspondence — Personal — Business	**MLB-16.1** Identify and create personal and business correspondence which displays: clarity, relevancy, professionalism and confidentiality	• Create advanced personal and business correspondence which displays: clarity, relevancy, confidentiality and professionalism	• Classroom procedures		Additional
• Communications — Internal — External	**MLB-16.3** Differentiate between types of internal & external communications and how they should be designed and distributed	• Examine internal and external communications and how they should be designed and distributed	• Professional correspondence project		Additional
• Communication • Collaboration — Peers	**MLB-16.4** Demonstrate the concepts of collaboration with peers as they relate to successful communication both personally and professionally	• Demonstrate the concepts of collaboration with peers as they relate to successful communication both personally and professionally	• Classroom procedures		Additional
• Techniques — Speaking — Written — Nonverbal	**MLB-16.5** Display appropriate and professional techniques in public speaking as well as in written & nonverbal communications	• Display refined professional techniques in public speaking as well as in written and nonverbal communications	• Classroom procedures		Additional

BASIC BUSINESS					
BUSINESS COMMUNICATIONS					
• Documents — Audience — Purpose — Situation	**MLB-16.6** Create, format, edit, store, and distribute academic, professional, and personal documents for the appropriate audience, purpose, and situation	• Create, format, edit, store, and distribute academic, professional, and personal documents for the appropriate audience, purpose, and situation	• Classroom procedures		Additional
BASIC BUSINESS					
MARKETING					
Marketing functions, plans and strategies (17) • Marketing mix	**MLB-17.3** Identify the four P's of the marketing mix	• Identify and explain the four P's of the marketing mix	• Notes quiz	• Product • Place • Price • Promotion	Additional
• Marketplace	**MLB-17.4** Explain how businesses compete in the marketplace	• Explain multiple examples of competition in the marketplace	• Class discussion	• Marketplace	Critical
• Promotional materials	**MLB-17.6** Create promotional materials for a new or existing product or service	• Create promotional materials for several new or existing products or services	• Marketing activity		Additional
• Target markets	**MLB-17.7** Define potential target markets for a specific product or service	• Define potential target markets for a several specific products or services	• Marketing activity	• Target market	Additional
• Product • Service	**MLB-17.8** Design a new product or service, or find a way to improve an existing product or service, to meet customer wants	• Formulate multiple ideas for new products or services, and find ways to improve existing products or services, to meet customer wants	• Marketing activity		Additional
• Community	**MLB-17.9** Discuss the importance of businesses giving back to the community	• Explain how businesses benefit from giving back to the community	• Class discussion	• Philanthropy	Additional

BASIC BUSINESS

ENTREPRENEURSHIP

Economic conditions, market competitions, financing strategies, innovation and opportunity recognition (18) • Entrepreneur — Traits • Behaviors	**MLB-18.2** Identify the personal traits/behaviors of a successful entrepreneur	• Identify, describe and provide examples of the personal traits/behaviors common to successful entrepreneurs	• Entrepreneurship activity		Additional
• Ventures — Traditional — Online	**MLB-18.3** Identify the types of entrepreneurial ventures, traditional as well as those online	• Provide multiple examples of traditional and online entrepreneurial ventures	• Entrepreneurship activity		Additional
• Business Plan	**MLB-18.4** Define the role of a business plan	• Define the role of a business plan	• Class discussion		Additional
• Types — Advantages — Disadvantages	**MLB-18.5** Identify the three main types of business ownership and the advantages and disadvantages of each	• Explain various types of business ownership and describe the advantages and disadvantages of each	• Notes quiz	• Liability • Dividends • Long/Short position • Diversified portfolio • Stocks/Bonds • Sole proprietor	Important
• Entrepreneurial ventures — Demographics — Economy	**MLB-18.6** Recognize the influence of demographics and the economy on entrepreneurial ventures	• Utilize examples to explain the influence of demographics and the economy on entrepreneurial ventures	• Class discussion		Additional
• Goals — Revenue — Expenses — Profit	**MLB-18.7** Identify revenue, expenses, and profit as they relate to a business's financial goals	• Identify revenue, expenses, and profit as they relate to a business's financial goals	• Class discussion	• Revenue • Expenses • Profit	Additional