



School District of Marshfield Course Syllabus

Course Name: Biz Tigers
Length of Course: Quarter
Credit: 1/4 Credit

Program Goal:

Empower learners to be college and career ready through standards-based experiences in the classroom and career-based learning experiences with business and industry partners. Design and implement educational experiences for creating a skilled, knowledgeable, and productive workforce. Learners will engage in competencies that enable them to stay up-to-date with evolving skills as they pursue careers directly out of high school, as technical school degree earners, or as university graduates. Our goal is to develop critical thinkers and collaborative problem solvers, providing connections to the issues and challenges facing our local, regional, and global economies.

Course Description:

The Biz Tiger course standards outline offers a detailed framework to equip students with vital financial literacy and technology proficiency skills needed to progress to 8th grade business course learning objectives. It highlights the importance of cooperation, understanding media, mathematical functions, digital communication, and ethical decision-making. Through hands-on learning and real-world applications, students cultivate essential digital literacy, communication,

and financial management abilities, empowering them to thrive in our digital and interconnected world.

Wisconsin Standards for Business & Information Technology (BIT)	
Business Calculations (BCA)	
BCA1: Students will analyze and use appropriate operations to solve business and personal mathematical problems.	
Perform financial calculations BCA1.a	1.a.3.m: Calculate checkbook balance and bank reconciliation.
BCA3: Students will analyze and explain statistical data in charts, tables and graphs.	
Create and analyze spreadsheets. BCA3.a	3.a.3.m: Calculate data using formulas and functions.
Business Communications (BC)	
BC2: Students will apply basic social communication in both personal and professional settings.	
Formulate a positive self-image by exhibiting professional and ethical behavior in the work. BC2.a	2.a.4.m: Develop a responsible social media image.
BC3: Students will use current technology to enhance the effectiveness of communication.	
Use digital messaging technologies to send and receive basic messages. BC3.a	3.a.3.m: Submit work via email, digital drop box, etc.
Demonstrate appropriate etiquette when using a two-way communication device. BC3.b	3.b.5.m: Use mobile technology by sending digital pictures, videos and text messages, etc.
Comprehend the rules of safe and appropriate conduct while communicating digitally. BC3.c	3.c.2.m: Discuss dangers of Internet predators.
Use asynchronous (different time, different place) and synchronous (same time, different place) collaboration tools to facilitate group work. BC3.d	3.d.3.m: Compose, deliver and publish documents digitally.
BC5: Students will plan and write documents that are appropriate for the situation, purpose and audience.	
Develop and use a writing process appropriate to the situation. BC5.b	5.b.11.m: Compose a personal business letter.

Personal Finance (PF)	
PF1: Students will apply reliable information and systematic decision-making when buying goods and services.	
Apply proper decision-making practices for wise shopping. PF1.a	1.a.3.m: Compare the quality and prices for store and name brand products/services.
PF2: Students will manage money effectively by developing financial goals and budgets.	
Evaluate financial institutions in order to meet individual needs. PF2.a	2.a.3.m: Explain how financial institutions operate and how they benefit consumers. 2.a.4.m: Research and define financial institution terminology.
PF3: Students will evaluate savings and investment options and implement a diversified investing strategy that is compatible with personal goals.	
Apply strategies and evaluate financial information when creating wealth/building assets. PF3.a	3.a.7.m: Apply the principle of “pay yourself first.” 3.a.9.m: Cite examples of how saving money can improve financial well-being. 3.a.10.m: Identify ways to be a financially responsible young adult.
PF4: Students will examine factors that affect incurring debt, cost of credit and legal aspects of credit in order to remain both creditworthy and financially secure.	
Identify the costs and benefits of various types of credit. PF4.a	4.a.2.m: Compare and contrast the total cost of repaying a loan.
Digital and Graphic Communication (DGC)	
DGC1: Students will create print-quality publications w/ advanced layout, design and graphics production software and hardware.	
Use desktop publishing software to produce a variety of publications (i.e., flyers, newsletters, brochures, instructional manuals). DGC1.a	1.a.3.m: Create a document or publication incorporating text, columns, graphics, borders and shading.
Apply elements of design (contrast, repetition, alignment, proximity) when creating publications. DGC1.b	1.b.4.m: Apply typography concepts using a variety of fonts appropriately to differentiate text.
DGC4: Students will create digital images for use in publications, websites, digital slide shows and videos.	
Capture images using a digital device. DGC4.b	4.b.8.m: Insert captured digital images in print or media projects.
IT Foundations (IT)	
IT1: Students will use an appropriate digital tool to meet personal and business needs.	

Develop and refine proper use of input technologies. IT1.a	1.a.4.m: Demonstrate the touch method of keyboarding on an alphanumeric keyboard at acceptable speed and accuracy levels. (Recommended minimum: 5 wpm x grade level). 1.a.5.m: Demonstrate the touch method of keyboarding on a numeric keypad.
Select and use appropriate features of a word processor to organize and effectively communicate information. IT1.b	1.b.5.m: Produce functional letters, memos and reports. 1.b.7.m: Customize documents using formatting such as alignment, spacing, themes, borders and ordered and unordered lists.
Select and use appropriate features of a spreadsheet program to organize and effectively communicate information. IT1.c	1.c.3.m: Enhance a spreadsheet visually using fonts, colors and graphics.
Select and use appropriate features of presentation tools to communicate effectively. IT1.d	1.d.2.m: Enhance a presentation visually using graphics, sounds, diagrams, animation and transitions. 1.d.3.m: Create linear and non-linear presentations using hyperlinks. 1.d.4.m: Customize a presentation for a given situation by modifying design templates with color schemes and custom backgrounds.
Discuss and demonstrate use of emerging technologies as appropriate to a given task. IT1.e	1.e.3.m: Compare and contrast acceptable and unacceptable uses of emerging technology. 1.e.4.m: Apply an emerging technology tool appropriately to a given situation.
Wisconsin Common Career Technical Standards (WCCTS)	
Career Development (CD)	
CD1: Students will consider, analyze and apply an awareness of self, identity and culture to identify skills and talents.	
Demonstrate effective decision-making, problem solving and goal setting. CD1.b	1.b.4.m: Identify long and short-term goals.
Information, Media and Technology (IMT)	
IMT2: Students will apply information literacy skills to access and evaluate media to design and produce media products.	
Analyze media messages to determine biases and objectivity. IMT2.a	2.a.5.m: Explain how media content is portrayed differently by groups with varying purposes and perspectives.
Networking (NT)	
NT3: Students will perform various methods of technical support to maintain and monitor a network.	
Perform technical support duties and monitor network performance. NT3.c	3.c.4.m: Troubleshoot individual workstation hardware issues.

Key Vocabulary:			
Accuracy	Competition	Formatting	Insurance
Word Wrap	Pie Chart	Application Program	Credit
Header & Footer	Simple Interest	Compound Interest	Print PDF
CAPS Lock	Knowledge Management	Home row	Line Space
Paragraph Spacing	Profit	Cell	Depreciate
Microsoft Excel	Liquidity	Shortcut Keys	Savings Account
File Management	Double Space	Needs vs. Wants	Marketing
Single Space	Supply & Demand	Operating System OS	

Topics/Content Outline- Units and Themes:

Topics:

- IT Fundamentals
- Digital Citizenship
- Economics
- Personal Finance
- Microsoft Publishing