

**Business and Computer Scope and Sequence**  
**Louisburg USD #416**

<b>Topic</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Comp. App.</b>	<b>Data Processing</b>
<b>Keyboarding</b>	Demonstrate touch-typing skills.	Demonstrate touch-typing skills at 25 wpm with 3 or fewer errors.	Demonstrate touch-typing skills, including number keys, at 35 wpm with 3 or fewer errors.		Demonstrate touch-typing skills, including number keys, at 35 wpm with no more than 1 error.
	Use correct fingering for keys.	Use correct fingering for keys.	Use correct fingering for keys.		
	Demonstrate accuracy in keyed material.	Demonstrate accuracy in keyed material.	Demonstrate accuracy in keyed material.		
	Proofread material for errors.	Proofread material for errors.	Proofread material for errors.	Proofread material for errors.	Proofread material for errors.
<b>Word Processing</b>	Produce and print simple documents on the word processor.  Save documents in the appropriate location	Format Word documents using the following: <ul style="list-style-type: none"> <li>• Justification</li> <li>• Appropriate fonts</li> <li>• Page set up, including margins</li> <li>• Special features of bullets, tabs, columns</li> </ul> Edit documents by moving and/or copying text.  Insert graphics into Word documents.  Demonstrate use of both menus and toolbars.	Demonstrate knowledge of a variety of formatting options in Word documents.          Demonstrate use of both menus and toolbars.	Demonstrate proficiency in creating and editing documents using the following: <ul style="list-style-type: none"> <li>• Formatting options</li> <li>• Inserting material from another source</li> <li>• Moving and copying text.</li> </ul> Demonstrate use of both menus and toolbars.	Demonstrate proficiency in creating and editing documents using the following: <ul style="list-style-type: none"> <li>• Formatting options</li> <li>• Inserting material from another source</li> <li>• Moving and copying text.</li> </ul> Demonstrate use of both menus and toolbars.
		Produce tables within documents.		Manipulate data in tables by applying calculations or by sorting.	Manipulate data in tables by applying calculations or by sorting.

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		Produce letters in the proper format for personal-business and business styles, with attention to letter parts and their placement.	Produce letters and memos in the proper format.	Demonstrate proficiency in producing letters and memos.  Use Wizards to facilitate setup of documents.	Demonstrate proficiency in producing letters and memos.  Use Wizards to facilitate setup of documents.
				Demonstrate mail-merge techniques with form documents, labels, and envelopes.	
			Produce reports that include page numbers, headers, footers, and bibliographies.		
<b>Spreadsheet (Excel)</b>			Plan and create a spreadsheet.	Demonstrate proficiency in creating a spreadsheet.	Plan and create a spreadsheet.
			Enter data into a spreadsheet.	Enter data into a spreadsheet.	Enter data into a spreadsheet.
			Set cell attributes.	Set cell attributes.	Set cell attributes.
			Perform calculations within the spreadsheet.	Perform calculations within the spreadsheet using both built-in functions and created formulas.	Perform calculations within the spreadsheet using both built-in functions and created formulas.
			Create simple graphs and charts from spreadsheet data.	Create charts from spreadsheet data.  Embed Excel charts in other Office applications.	Create charts from spreadsheet data.  Embed Excel charts in other Office applications.
			Save and print spreadsheet data.	Save and print spreadsheet data.	Save and print spreadsheet data.

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<b>Database (Access)</b>				Plan and create a database.	Plan and create a database.
				Enter data into a database.	Enter data into a database.
				Create reports from a database.	
				Create queries and filters to extract specific data.	
<b>Powerpoint</b>				Create a Powerpoint presentation for a specific purpose.	Create a Powerpoint presentation for a specific purpose.
				Develop a layout that is easy to read and pleasing to the eye.	Develop a layout that is easy to read and pleasing to the eye.
				Insert graphics appropriate to the presentation.	Insert graphics appropriate to the presentation.
<b>Internet Research Skills</b>			Use search engines to locate internet sites.		
			Refine internet searches with appropriate Boolean terms (such as and, or).		
			Evaluate websites for purpose and relevancy.		
			Use information obtained from the internet to create reports.		

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<b>Ethics</b>	Demonstrate an understanding of the district's Acceptable Use Policy.	Demonstrate an understanding of the district's Acceptable Use Policy.	Demonstrate an understanding of the district's Acceptable Use Policy.	Demonstrate an understanding of the district's Acceptable Use Policy.	Demonstrate an understanding of the district's Acceptable Use Policy.
			Demonstrate knowledge of and adherence to copyright laws and fair use policies.		
<b>Computer and network components</b>	Sign on to the district network using district-provided user IDs.	Sign on to the district network using district-provided user IDs.			
	Name computer and network components and describe their general uses.	Describe computer and network components and their general uses.			
<b>Programming</b>			Demonstrate knowledge of simple Q-Basic commands.		
			Create and execute a simple program using Q-Basic.		

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<b>Business Concepts</b>
Examine the role of banks in business and personal activities
Demonstrate proper methods to record payments and deposits in a check register.
Demonstrate proper methods to reconcile a bank statement.
Explain the need for savings and investing in personal and business activities.
List various types of investments and their applications.
Research a company's financial information.
Create a balanced portfolio on an electronic site and track investments.
Evaluate career opportunities.
Research a career and create a report for class information.
Prepare a cover letter and data sheet.
Complete an interview with an outside business person.

<b>Accounting I</b>
Demonstrate understanding of double-entry framework.
Demonstrate the ability to balance the accounting equation.
Analyze accounting transactions.
Journalize accounting transactions.
Post journals to ledgers.
Create worksheets with adjusting entries.
Prepare formal financial statements (income statement, statement of owner's equity, and balance sheet).
Create closing entries.
Distinguish between and use the following journals: general, cash payments, cash receipts, sales, and purchase.
Demonstrate record keeping for a merchandising business, including the ability to do the following: <ul style="list-style-type: none"> <li>• Journalize transactions in a purchasing journal.</li> <li>• Post purchases journal to accounts payable ledger.</li> <li>• Journalize transactions in a sales journal.</li> <li>• Post sales journal to accounts receivable ledger.</li> </ul>
Create spreadsheets that apply accounting processes.

<b>Marketing</b>
Identify the nine functions of marketing.
Define economic utility.
Distinguish between customers and consumers.
Define what constitutes a market
Describe ways a market can be segmented.
Explain the four P's of the marketing mix.
Define selling and explain feature-benefit selling.
<b>Describe buying decisions.</b>
Distinguish different types of sales positions and their characteristics.
List the eight steps of a sale.
Compare the different methods of pre-approach.

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<b>Business Concepts</b>
Distinguish between W-2 and W-4 forms and explain their applications.
Complete a 1040Ez, 1040, and state short form for taxes.
Explain the fundamental concepts of insurance.
Demonstrate understanding of insurance for vehicles, property, and health.
Define need and degree of coverage for life insurance.
Demonstrate knowledge of techniques for sound money management.
Distinguish between gross and net income.
Create a budget to allocate take-home pay for monthly needs.

<b>Accounting I</b>
Analyze payroll for employee earnings and deductions.
Journalize employee payroll earnings and deductions.
Analyze payroll for employer taxes and reports.
Journalize employer payroll taxes.

<b>Marketing</b>
List and describe the three approach methods of sales people.
Describe three methods used for determining needs before making a product presentation.
Describe what to do and say during a product presentation.
Distinguish between objections and questions.
<b>Identify the five buying decisions. (Does this repeat the 8<sup>th</sup> objective, also bold-faced?)</b>
Identify the methods of handling objections.
List rules for closing a sale.
Demonstrate special methods of closing a sale.
List rules for effective suggestion selling.
Explain concepts of relationship marketing.
Develop a sales promotion.
Describe the types of media used in advertising.
Demonstrate knowledge of the types of broadcast media.
Identify the different media costs.
Develop a print advertisement.
Describe visual merchandising.

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<b>Marketing</b>
Create a store using the elements of visual merchandising.
Design the four types of interior displays.
Describe how public relations work with employees. <b>(You might want to reword this. I don't think the meaning is clear.)</b>
Develop a news release.