

Curriculum Guide

**K-12 Business and
Computer Education**

Office of Education
North American Division
of Seventh-day Adventists

1999

The North American Division includes the United States, Canada, and the Islands of Bermuda, St. Pierre, and Miquelon. With such diversity of cultures, this curriculum guide is designed to ensure that uniform standards, as well as *Focus on Adventist Curriculum Trends for the 21st Century* (FACT 21) goals, are maintained. In those places within the Division where governmental academic requirements differ from those of this guide, appropriate adjustments may be made as long as Seventh-day Adventist philosophy is maintained.

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ACKNOWLEDGMENTS

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INTRODUCTION

The *North American Division of Seventh-day Adventists K-12 Business and Computer Education Curriculum Guide* is intended to assist elementary and secondary teachers who teach computer applications and business subjects. In those places within the Division where governmental academic requirements differ from this guide, appropriate adjustments may be made as long as Seventh-day Adventist philosophy is maintained. With the rapid development of new technology, this guide should only be thought a starting point.

This guide is based on Provincial, National, and State Standards for Business and Computer Education and the *Focus on Adventist Curriculum Trends for the 21st Century* (FACT 21). FACT 21 is a goal for the next century set by the North American Division of Seventh-day Adventists that provides teachers a unifying guide for education throughout the North American Division.

HOW TO USE

I. INTRODUCTION	Identifies components of this guide.
II. PHILOSOPHY	An abridged statement of the General Conference of Seventh-day Adventists' philosophy of education.
III. RATIONALE	A general understanding of why this guide has been prepared by the North American Division of Seventh-day Adventists.
IV. FACT 21 GOALS	Goals are indicated by Roman numerals to support the unique philosophy of SDA education.
V. SCOPE AND SEQUENCE	Brief visual representations of what is to be included in the curriculum and when it is to be introduced. Review frequently.
VI. STRANDS AND ESSENTIAL LEARNINGS	Strands are themes or concepts common across grade levels or courses of study within business and computer education. Essential learnings are the most critical aspects of the instructional program for each grade and each subject. These are to be incorporated into lesson plans and course outlines.
VII. K-8 COURSES	These pages are organized by grade levels with technology integrated into each subject. Strands and essential learnings are clearly identifiable.
VIII. 9-12 COURSES	These pages are organized by subject with strands, essential learnings, and a course overview. The course overview includes the suggested course length, a course description, student learnings, and course content. A prerequisite is indicated when appropriate.
IX. GLOSSARY	Terms defined to aid in the understanding of this guide.

PHILOSOPHY

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created, in His image, perfect humanity; perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.*

*This statement is an abridgement of the complete philosophy statement found in the *General Conference Working Policy*.

RATIONALE

Technology provides us with exciting challenges and opportunities as we enter the 21st century. Its continued diversity extends the ability to communicate information, operate systems, and process data rapidly. Its use expands our thinking capacity, challenges our daily learning environment, and is a natural part of our lifestyle. Knowing how to use the computer and other forms of technology is essential in the classroom, the workplace, and the home. Therefore, these skills should be the shared responsibility of teachers of all disciplines.

The *North American Division of Seventh-day Adventists K-12 Business and Computer Education Curriculum Guide* identifies the essential student learnings and the FACT 21* goals that are expected at each level of development. The stated competencies in this guide reflect the general Seventh-day Adventist philosophy of cultivating students for success in this world and preparing them for the world to come.

Individual worth, business ethics, and Christian values will be taught in conjunction with problem-solving and decision-making skills. Technological, mechanical, and data processing applications will be studied in relationship to their impact on business, education, and society, thus preparing students to become literate and productive citizens.

**Focus on Adventist Curriculum Trends for the 21st Century*

FACT 21 GOALS

I ACCEPTANCE OF GOD AND HIS WORD

- Accept the Bible as the basic guide through all areas of life and understand its practical Christian application in technology and business situations.

II COMMITMENT TO THE CHURCH

- Explore the use of technology in sharing the basic tenets of the Seventh-day Adventist Church.

III FAMILY AND INTERPERSONAL RELATIONSHIPS

- Enhance individual confidence through awareness and understanding of technology and business methods.
- Respond with sensitivity to the needs of others.

IV RESPONSIBLE CITIZENSHIP

- Affirm a belief in the dignity, multi-cultural diversity, historical heritage, and self-worth of others and an ethical responsibility for one's local, national, and global environments.

V HEALTHY BALANCED LIVING

- Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health in the use of technology.

VI INTELLECTUAL DEVELOPMENT

- Challenge the imagination through a systematic, logical approach to decision-making and problem-solving based on a body of knowledge and creative thinking, within the context of a biblical perspective.

VII COMMUNICATION SKILLS

- Acquire optimum competency in verbal and nonverbal communication in the use of information technology and in effective communication of one's faith.

VIII LIFE SKILLS

- Function responsibly in the everyday world using Christian principles of stewardship, economy, philanthropy, and personal management.

IX AESTHETIC APPRECIATION

- Develop an appreciation of the beauty and order in God's creation in the use and design of technology and business applications.

X CAREER AND SERVICE

- Foster a strong work ethic along with an awareness of career opportunities; provide essential skills for gainful employment, which include an appreciation of the dignity of service in relationship to one's personal involvement in the mission of the church.

Technology/Business Education Scope and Sequence not available in this web format.

STRANDS AND ESSENTIAL LEARNINGS

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
CAD	Electronic	Computation	Business Communications	Computer Abuse	Computer Electronics
Computer Care	Listening	Consumer Issues	Business Machines	Courtesy/ Netiquette	Embedded Computers
Database	Nonverbal	Entrepreneurship	Career Opportunities	Honesty/Integrity	History
Desktop Publishing	Reading	Societal Impact	Critical Thinking	Legal Issues	Input/Output Devices
File Management/ Utilities	Speaking		Job Search	Personal Responsibility	Logic Devices
Graphics/ Presentations	Terminology		Leadership		Repair/ Troubleshooting
Keyboarding	Writing		Personal Work Habits		Robotics
Programming Languages			Proofreading		
Spreadsheets			Teamwork		
Systems Management					
Telecommunications					
Word Processing					

K-8 COURSES

Integration Overview

KINDERGARTEN

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
CAD	Electronic	Computation	Business Machines	Computer Abuse	Embedded Computers
Computer Care	Listening	Consumer Issues	Career Opportunities	Courtesy/ Netiquette	History
Desktop Publishing	Nonverbal	Entrepreneurship	Critical Thinking	Honesty/Integrity	Input/Output Devices
Graphics/ Presentations	Reading	Societal Impact	Leadership	Legal Issues	Repair/ Troubleshooting
Keyboarding	Speaking		Personal Work Habits	Personal Responsibility	Robotics
Programming Languages	Writing		Teamwork		
Telecommunications					
Word Processing					

KINDERGARTEN

Integration Overview

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Art	Introduce drawing/paint, graphics, computer care IX	Introduce creation of greeting cards, videos I, VIII, IX	Introduce creation of posters VII	Introduce the use of colors, shapes, dimensions IX	Taking turns, sharing I	Introduce keyboard, mouse, joystick, microphone III
Bible	Animated Bible stories, Bible games I	Greeting cards, create videos I, II, VII, IX	Create posters II		Discuss right and wrong I	Introduce keyboard, mouse, joystick, microphone III
Computer	Home row, space bar, cursor, delete, escape, backspace, enter VIII	Animated CD-ROM VI	Play store VIII	Role playing, career week, dress-up days VIII	Taking turns, sharing, respecting others and their belongings I	Introduce care, handling disks, food/drink rules VIII
Foreign Language	Conversation simulations IV, VII	Vocabulary building & enhancement, create videos, videodisc VII	Electronic field trips (shopping) VIII	Role playing, missions X	Multi-cultural understanding IV	Recording & playback of simulations VIII
Language Arts	Reading/phonics programs, videos, student-dictated stories VII	Vocabulary building & enhancement VII		Appropriate use of language VII	Taking turns & sharing in conversation, appreciating regional differences in language IV, VII	Cassette players, videos, DVDs, etc., projection VII, VIII

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Math	Simulations, tutorials, drill & practice, animated programs VIII	Vocabulary, counting devices, word problems VII	Play store VI, VIII	Role playing jobs X	Handling equipment, sharing VIII	Handling disks, number keys VIII
Music	Sequencers, tone generators, CD-ROMs, notation programs VI, VIII	Create melodies & rhythms, assign voices, listening activities IX	Jingles, music industry IX	Music industry, ensembles X	Copying music, respecting other's creations I	Handling equipment VIII
PE/Health	Simulations V	Video & audio V	Chart/track height, media impact V	Teams, game rules III	Sportsmanship VIII	Handling equipment VIII
Science/Health	Simulations, lists, experiments V	Models, projects, video & audio, vocabulary VI	Impact of inventions, media impact VI, VII, VIII	Role playing, projects X	Golden Rule--don't take what isn't yours I	Keyboard, sensors, mouse, models (programmable) VIII
Social Studies	Simulations, maps, reference materials VI	Models, projects, video & audio, vocabulary VI, VII	Role playing, media impact VIII	Role playing, ways & places used (offices, schools, retail stores, airports, police, etc.) X	Electronic field trips to countries/neighborhoods IV	Handling disks VIII

Note: Roman numerals = FACT 21 goals, page x

Notes

Grade One

Strands & Essential Learnings

Applications

Communication

Economic Awareness

Employability

Ethics

Technology/ Solutions

CAD
Computer Care
Desktop Publishing
Graphics/
Presentations
Keyboarding
Programming
Languages
Telecommunications
Word Processing

Electronic
Listening
Nonverbal
Reading
Speaking
Writing

Computation
Consumer Issues
Entrepreneurship
Societal Impact

Business Machines
Career
Opportunities
Critical Thinking
Leadership
Personal Work
Habits
Proofreading
Teamwork

Computer Abuse
Courtesy/
Netiquette
Honesty/Integrity
Legal Issues
Personal
Responsibility

Embedded
Computers
History
Input/Output
Devices
Repair/
Troubleshooting
Robotics

Grade One

Integration Overview

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Art	Introduce drawing/paint, graphics, computer care IX	Introduce creation of greeting cards, videos I, VIII, IX	Introduce creation of posters VII	Introduce the use of colors, shapes, dimensions IX	Taking turns, sharing I	Introduce keyboard, mouse, joystick, microphone III
Bible	Animated Bible stories, Bible games I	Greeting cards, create videos I, II, VII, IX	Create posters II		Discuss right and wrong I	Introduce keyboard, mouse, joystick, microphone III
Computer	Home row, space bar, cursor, delete, escape, backspace, enter VIII	Animated CD-ROM VI	Play store VIII	Role playing, career week, dress-up days VIII	Taking turns, sharing, respecting others and their belongings I	Introduce care, handling disks, food/drink rules VIII
Foreign Language	Conversation simulations IV, VII	Vocabulary building & enhancement, create videos, videodisc VII	Electronic field trips (shopping) VIII	Role playing, missions X	Multi-cultural understanding IV	Recording & playback of simulations VIII
Language Arts	Reading/phonics programs, videos, student-dictated stories VII	Vocabulary building & enhancement VII		Appropriate use of language VII	Taking turns & sharing in conversation, appreciating regional differences in language IV, VII	Cassette players, videos, DVDs, etc., projection VII, VIII

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Math	Simulations, tutorials, drill & practice, animated programs VIII	Vocabulary, counting devices, word problems VII	Play store VI, VIII	Role playing jobs X	Handling equipment, sharing VIII	Handling disks, number keys VIII
Music	Sequencers, tone generators, CD-ROMs, notation programs VI, VIII	Create melodies & rhythms, assign voices, listening activities IX	Jingles, music industry IX	Music industry, ensembles X	Copying music, respecting other's creations I	Handling equipment VIII
PE/Health	Simulations V	Video & audio V	Chart/track height, media impact V	Teams, game rules III	Sportsmanship VIII	Handling equipment VIII
Science/Health	Simulations, lists, experiments V	Models, projects, video & audio, vocabulary VI	Impact of inventions, media impact VI, VII, VIII	Role playing, projects X	Golden Rule I	Keyboard, sensors, mouse, models (programmable) VIII
Social Studies	Simulations, maps, reference materials VI	Models, projects, video & audio, vocabulary VI, VII	Role playing, media impact VIII	Role playing, ways & places used (offices, schools, retail stores, airports, police, etc.) X	Electronic field trips to countries/neighborhoods IV	Handling disks VIII

Note: Roman numerals = FACT 21 goals, page x

Notes

Grade Two

Strands & Essential Learnings

Applications

Communication

Economic Awareness

Employability

Ethics

Technology/ Solutions

CAD	Electronic	Computation	Business Machines	Computer Abuse	Computer Electronics
Computer Care	Listening	Consumer Issues	Career Opportunities	Courtesy/ Netiquette	Embedded Computers
Desktop Publishing	Nonverbal	Entrepreneurship	Critical Thinking	Honesty/Integrity	History
File Management/ Utilities	Reading	Societal Impact	Leadership	Legal Issues	Input/Output Devices
Graphics/ Presentations	Speaking		Personal Work Habits	Personal Responsibility	Logic Devices
Keyboarding	Writing		Proofreading		Repair/ Troubleshooting
Programming Languages			Teamwork		Robotics
Telecommunications					
Word Processing					

Grade Two

Integration Overview

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Art	Introduce drawing/paint, graphics, computer care VII, IX	Introduce creation of greeting cards, videos I, VII, IX	Introduce creation of posters VIII	Introduce the use of colors, shapes, dimensions IX	Taking turns, sharing I	Reinforce keyboard, mouse, joystick, microphone III
Bible	Animated Bible stories, Bible games I	Greeting cards, create videos I, II, VII, IX	Create posters II		Discuss right and wrong I	Keyboard, mouse, joystick, microphone III
Computer	Introduce top/bottom row reaches, insert, delete, backspace, control, alternate, saving/loading VI, VIII	Animated CD-ROM, graphics, introduce e-mail, terminology I, VI, VII, IX	Play store II, VI, VIII	Role playing, career week, dress-up days VIII	Taking turns, sharing, respecting others and their belongings I	Introduce care, handling disks, food/drink rules, introduce chips, motherboards, CPU (show & tell) VIII
Foreign Language	Conversation simulations IV, VII	Vocabulary building & enhancement, create videos, videodisc VII	Electronic field trips (shopping) VIII	Role playing, missions IV, X	Multi-cultural understanding IV	Recording & playback of simulations VIII

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Language Arts	Reading/phonics programs, videos, student-dictated stories VII	Vocabulary building & enhancement VII		Appropriate use of language VII	Taking turns and sharing in conversation, appreciating regional differences in language IV, VII	Cassette players, videos, DVDs, etc., projection VII, VIII
Math	Simulations, tutorials, drill & practice, animated programs VIII	Vocabulary, counting devices, word problems VI, VII	Play store VIII	Role playing jobs X	Handling equipment, sharing VIII, X	Disk handling, number keys VIII
Music	Sequencers, tone generators, CD-ROMs, notation programs VI, VIII	Create melodies & rhythms, assign voices, listening activities VIII, IX	Jingles, music industry IX	Music industry, ensembles X	Copying music, respecting other's creations I	Handling equipment VIII
PE/Health	Simulations V	Video & audio V	Chart/track height, media impact V	Teams, game rules III	Sportsmanship VIII	Handling equipment VIII
Science/Health	Simulations, lists, experiments V	Models, projects, video & audio, vocabulary VI	Impact of inventions, media impact VI, VII, VIII	Role playing, projects X	Golden Rule I	Keyboard, sensors, mouse, models (programmable) VIII
Social Studies	Simulations, maps, reference materials VI, IX	Models, projects, video & audio, vocabulary VI, VII	Role playing, media impact VIII	Role playing, ways & places used (offices, schools, retail stores, airports, police, etc.) X	Electronic field trips to neighborhoods/countries IV	Handling disks VIII

Note: Roman numerals = FACT 21 goals, page x

Notes

Grade Three

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
CAD	Electronic	Computation	Business Machines	Computer Abuse	Computer Electronics
Computer Care	Listening	Consumer Issues	Career Opportunities	Courtesy/ Netiquette	Embedded Computers
Database	Nonverbal	Entrepreneurship	Critical Thinking	Honesty/Integrity	History
Desktop Publishing	Reading	Societal Impact	Leadership	Legal Issues	Input/Output Devices
File Management/ Utilities	Speaking		Personal Work Habits	Personal Responsibility	Logic Devices
Graphics/ Presentations	Writing		Proofreading		Repair/ Troubleshooting
Keyboarding			Teamwork		Robotics
Programming Languages					
Spreadsheets					
Telecommunications					
Word Processing					

Grade Three

Integration Overview

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Art	Drawing/paint, graphics, computer care IX	Creation of greeting cards, videos, posters, banners I, VII, IX	Creation of posters VIII	Introduce the use of colors, shapes, dimensions IX	Taking turns, sharing I	Reinforce keyboard, mouse, joystick, microphone III
Bible	Animated Bible stories, Bible games I	Greeting cards, create videos I, II, VII, IX	Create posters II		Discuss right and wrong I	Keyboard, mouse, joystick, microphone III
Computer	Add shift & function keys Introduce desktop publishing, word processing, file management VIII	Animated CD-ROM, graphics, introduce e-mail, terminology I, VII, IX	Play store VIII	Role playing, career week, dress-up days, cash registers VIII	Taking turns, sharing, respecting others and their belongings I	Care, handling disks, food/drink rules LSIC chips, motherboards, CPU (show & tell), dust control Intro. computer history, VCRs, microwaves VIII
Foreign Language	Conversation simulations IV, VII	Vocabulary building & enhancement, create videos, videodisc VII	Electronic field trips (shopping) VIII	Role playing, missions IV, X	Multi-cultural understanding IV	Recording & playback of simulations VIII

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Language Arts	Reading/phonics programs, videos, student-dictated stories, word processing & graphics, book reports VII	Vocabulary building & enhancement VII	Impact of computers on writers and publishing X	Appropriate use of language, inferences, directions, recipes VII	Taking turns, sharing in conversation, appreciating regional differences in language IV, VII	Cassette players, videos, DVDs, projection devices, etc. VII, VIII
Math	Simulations, tutorials, drill & practice, animated programs, graphics VI, VIII	Vocabulary, counting devices, word problems VI, VII	Manage & play store, calculators VI, VII, X	Role playing, math games VI, X	Handling equipment, sharing VIII	Handling disks, number keys VIII, X
Music	Sequencers, tone generators, CD-ROMs, notation programs VI, VIII	Create melodies & rhythms, assign voices, listening activities VIII, IX	Jingles, music industry IX	Music industry, ensembles X	Copying music, respecting other's creations I	Handling equipment VIII
PE/Health	Simulations V	Video & audio V	Chart/track height, media impact V	Teams, game rules III	Sportsmanship VIII	Handling equipment VIII
Science/Health	Simulations, lists, experiments V	Models, projects, video & audio, vocabulary VI	Impact of inventions, media impact VI, VII, VIII	Role playing, projects X	Golden Rule I	Keyboard, sensors, mouse, models (programmable) VIII
Social Studies	Simulations, maps, reference materials VI	Models, projects, video & audio, vocabulary VI, VII	Role playing, media impact VIII	Role playing, ways & places used (offices, schools, retail stores, airports, police, etc.) X	Electronic field trips to neighborhoods/countries IV	Handling disks VIII

Note: Roman numerals = FACT 21 goals, page X

Notes

Grade Four

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
CAD	Electronic	Computation	Business	Computer Abuse	Computer
Computer Care	Listening	Consumer Issues	Communications	Courtesy/ Netiquette	Electronics
Database	Nonverbal	Entrepreneurship	Business Machines	Honesty/Integrity	Embedded Computers
Desktop Publishing	Reading	Societal Impact	Career Opportunities	Legal Issues	History
File Management/ Utilities	Speaking		Critical Thinking	Personal Responsibility	Input/Output Devices
Graphics/ Presentations	Writing		Leadership		Logic Devices
Keyboarding			Personal Work Habits		Repair/ Troubleshooting
Programming Languages			Proofreading		Robotics
Spreadsheets			Teamwork		
Telecommunications					
Word Processing					

Grade Four

Integration Overview

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Art	Drawing/paint, graphics, computer care IX	Creation of greeting cards, videos, posters, banners I, VIII, IX	Creation of posters VII	Introduce the use of colors, shapes, dimensions IX	Taking turns, sharing I	Reinforce keyboard, mouse, joystick, microphone III
Bible	Animated Bible stories, Bible games I	Greeting cards, create videos I, II, VII, IX	Create posters II		Discuss right and wrong I	Keyboard, mouse, joystick, microphone III
Computer	All keys using correct hand position, desktop publishing, word processing Introduce database (address book, card collections), file management VIII	Animated CD-ROM, graphics, e-mail Introduce Internet, terminology I, VII, IX	Play store, on-line shopping VIII	Discuss computer and computer-related fields, career week, dress-up days, cash registers, business letters VIII	Taking turns, sharing, copyrights, licensing Introduce Fair Use I	Care, handling disks, food/drink rules LSIC chips, CPU, motherboards, cleaning Intro. computer history, VCRs, microwaves VIII
Foreign Language	Conversation simulations IV, VII	Vocabulary building & enhancement, create videos, videodisc VII	Electronic field trips (interactions), e-mail pen pals VIII	Role playing, mission emphasis IV, X	Multi-cultural understanding, menus IV	Recording & playback of simulations VIII

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Language Arts	Reading programs, text-based games & videos, word processing & graphics, book reports, newsletters, stories, poems VII	Vocabulary building & enhancement, spelling & word games, e-mail VII	Impact of computers on writers and publishing X	Appropriate use of language, inferences, directions, recipes VII	Taking turns and sharing in conversation, appreciating regional differences in language IV, VII	Cassette players, videos, DVDs, etc., projection devices VII, VIII
Math	Simulations, tutorials, drill & practice, animated programs, graphics, LOGO VI, VIII	Vocabulary, counting devices, word problems VII	Calculators Introduce stock markets & graphing VI, VIII, X	Role playing, math games & word problems, group solutions VI, X	Handling equipment, sharing & respect VIII	Handling disks, number keys VIII, X
Music	Sequencers, tone generators, CD-ROMs, notation programs VI, VIII	Create melodies & rhythms, assign voices, listening activities VIII, IX	Jingles, music industry IX	Music industry, ensembles X	Copying music, respecting other's creations I	Handling equipment VIII
PE/Health	Simulations V	Video & audio V	Chart/track height, media impact V	Teams, game rules III	Sportsmanship VIII	Handling equipment VIII
Science/Health	Simulations, lists, experiments V	Models, projects, video & audio, vocabulary VI	Impact of inventions, media impact VI, VII, VIII	Role playing, projects X	Golden Rule, respect for the body I	Keyboard, sensors, mouse, models (programmable) VIII
Social Studies	Simulations, map, reference materials VI	Models, projects, video & audio, vocabulary VI, VII	Role playing, media impact VIII	Role playing, ways & places used (offices, schools, retail stores, airports, police, etc.) X	Electronic field trips to neighborhoods/ states/countries IV	Handling disks VIII

Note: Roman numerals = FACT 21 goals, page x

Notes

Grade Five

Strands & Essential Learnings

Applications

Communication

Economic Awareness

Employability

Ethics

Technology/ Solutions

CAD
 Computer Care
 Database
 Desktop Publishing
 File Management/
 Utilities
 Graphics/
 Presentations
 Keyboarding
 Programming
 Languages
 Spreadsheets
 Systems
 Management
 Telecommunications
 Word Processing

Electronic
 Listening
 Nonverbal
 Reading
 Speaking
 Writing

Computation
 Consumer Issues
 Entrepreneurship
 Societal Impact

Business
 Communications
 Business Machines
 Career
 Opportunities
 Critical Thinking
 Leadership
 Personal Work
 Habits
 Proofreading
 Teamwork

Computer Abuse
 Courtesy/
 Netiquette
 Honesty/Integrity
 Legal Issues
 Personal
 Responsibility

Computer
 Electronics
 Embedded
 Computers
 History
 Input/Output
 Devices
 Logic Devices
 Repair/
 Troubleshooting
 Robotics

Grade Five

Integration Overview

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Art	Drawing/paint, graphics, computer care, clip art IX	Creation of greeting cards, videos, posters, banners I, VIII, IX	Creation of posters VII		Taking turns, sharing I	Reinforce keyboard, mouse, joystick, microphone III
Bible	Bible stories, Bible games, Bible on computer, maps I	Bible study, Bible chat, trivia quizzes I, II, VII	Create posters, presentations II, VII	Ministry issues (preaching, teaching, medical, service) X	Moral issues in software choices IX	Handling disks, keyboard, mouse III, X
Computer	Keyboard accuracy & speed building, desktop publishing, word processing, database (update lists), file management, programming VIII	CD-ROM reference, graphics, e-mail, Internet, search engines, terminology I, VII, IX	Retailing, on-line shopping, table of prices VIII	Discuss computers and related fields, career week, dress-up days, business letters VIII	Taking turns, sharing, copyrights, licensing, Fair Use I	Care, handling disks, food/drink rules Introduce technical troubleshooting VIII
Foreign Language	Conversation simulations VII, IV	Vocabulary building & enhancement, create videos, DVDs VII	Electronic field trips (interactions), e-mail pen pals VIII	Role playing, mission emphasis IV, X	Multi-cultural understanding, menus IV	Recording & playback of simulations VIII

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Language Arts	Reading programs, word processing & graphics, text-based games & videos, book reports, newsletters, stories, poems VII	Vocabulary building & enhancement, spelling & word games, e-mail VII	Impact of computers on writers and publishing X	Appropriate use of language, inferences, directions, recipes Introduce resumes VII	Taking turns and sharing in conversation, appreciating regional differences in language IV, VII	Cassette players, videos, DVDs, etc., projection devices VII, VIII
Math	Simulations, tutorials, drill & practice, animated programs, graphics, programming Intro. spreadsheets VI, VIII	Vocabulary, counting devices, word problems Introduce other counting systems (binary) VI, VII	Calculators, stock markets & graphing, profit & loss, ratio/percentage VI, VIII, X	Math games & word problems, group solutions VI, X	Handling equipment, sharing & respect VIII	Number keys VIII
Music	Sequencers, tone generators, CD-ROMs, notation programs VI, VIII	Create melodies & rhythms, assign voices, listening activities, print creations VIII, IX	Jingles, music industry IX	Ensembles, studio production X	Copying music, respecting other's creations, Fair Use I	Manipulating equipment VIII
PE/Health	Simulations V	Video & audio V	Chart/track height, media impact X	Teams, game rules III	Sportsmanship VIII	Handling equipment VIII
Science/Health	Simulations, lists, experiments V	Models, projects, video & audio, vocabulary VI	Impact of inventions, media impact VI, VII, VIII	Projects X	Golden Rule, respect for the body I	Keyboard, sensors, mouse, models (programmable) VIII
Social Studies	Simulations, maps, reference materials, geographical & history games VI	Models, projects, video & audio, vocabulary VI, VII	Role playing, media impact VIII	Role playing, ways & places used (offices, schools, retail stores, airports, police, etc.), visit sites of different career opportunities X	Electronic field trips to neighborhoods/states/countries IV	Handling disks VIII

Note: Roman numerals = FACT 21 goals, page x

Notes

Grade Six

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
CAD	Electronic	Computation	Business	Computer Abuse	Computer
Computer Care	Listening	Consumer Issues	Communications	Courtesy/ Netiquette	Electronics
Database	Nonverbal	Entrepreneurship	Business Machines	Honesty/Integrity	Embedded Computers
Desktop Publishing	Reading	Societal Impact	Career Opportunities	Legal Issues	History
File Management/ Utilities	Speaking		Critical Thinking	Personal Responsibility	Input/output Devices
Graphics/ Presentations	Writing		Leadership		Logic Devices
Keyboarding			Personal Work Habits		Repair/ Troubleshooting
Programming Languages			Proofreading		Robotics
Spreadsheets			Teamwork		
Systems Management					
Telecommunications					
Word Processing					

Grade Six

Integration Overview

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Art	CAD, graphics, presentation software VIII	Greeting cards, posters, banners, etc., video I, VIII, IX	Advertising II, VIII	Electronic murals & mosaics, animation (3D, cartoon) VIII	Copyright, intellectual property I	On-line galleries VIII
Bible	Bible stories, Bible games, Bible on computer, maps I	Bible study, Bible chat, trivia quizzes I, II, VII	Posters, presentations, Christian bookstore (role play) II, VII	Computer use in ministry (preaching, teaching, service) I, II	Moral issues in software choices IX	Handling disks, keyboard, mouse III, X
Computer	Keyboard accuracy & speed building, desktop publishing, word processing, database, file management, programming, graphics & presentation programs Introduce networking VIII	CD-ROM reference, graphics, e-mail, Internet, search engines, terminology Introduce web sites I, VII, IX	Retailing, on-line shopping, table of prices, ad creation VIII	Discuss computers and related fields, career week, dress-up days, business letters Introduce electronic portfolios VIII	Copyrights, licensing, Fair Use, viruses & vandalism, netiquette I	Care, handling disks, food/drink rules Introduce technical troubleshooting, disassemble & assemble old computers VIII
Foreign Language	Conversation simulations IV, VII	Vocabulary building & enhancement, create videos VII	Electronic field trips (interactions), e-mail, e-mail pals VIII	Role playing, mission emphasis, pocket translators IV, X	Multi-cultural understanding, menus, conflict resolution IV	Recording & playback of simulations, pocket translators VIII

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Language Arts	Reading programs, text-based games & videos, word processing & graphics, book reports, newsletters, stories, poems VII	Vocabulary building & enhancement, spelling & word games, e-mail VII	Impact of computers on writers and publishing, electronic dictionaries, thesauruses X	Appropriate use of language, inferences, directions, recipes, resumes, portfolios VII	Conversational skills, regional differences in language IV, VII	History of writing, fonts, scanners III, VIII
Math	Simulations, tutorials, drill & practice, animated programs, graphics, programming, spreadsheets VI, VIII	Vocabulary, counting devices, word problems, counting systems (binary), Internet projects VI, VII	Calculators, stock markets & graphing, profit & loss, ratio/percentage VI, VIII, X	Math games, word problems, group solutions, conversions VI, X	Probability & random number generation VI	Number keys Introduce barcoding VIII
Music	Sequencers, tone generators, CD-ROMs, notation programs VI, VIII	Create melodies & rhythms, assign voices, listening activities, print creations VIII, IX	Jingles, music industry IX	Ensembles, studio production X	Copying music, Fair Use, respecting other's creations I	Manipulating equipment VIII
PE/Health	Simulations, exercise machines V	Video & audio V	Chart/track height & weight, media impact V	Teams, game rules III	Sportsmanship VIII	Handling equipment VIII
Science/Health	Simulations, lists, experiments V	Models, projects, video & audio, vocabulary VI	Impact of inventions, media impact VI, VII, VIII	Projects, portfolios X	Golden Rule, respect for the body & environment I	Keyboard, sensors, mouse, models (programmable) VIII
Social Studies	Simulations, maps, reference materials, geographical & history games VI	Models, projects, video & audio, vocabulary VI, VII	Role playing, media impact, barcoding VIII	Role playing, ways & places used (offices, schools, retail stores, airports, police, etc.), visit sites of different career opportunities X	Electronic field trips to neighborhoods/states/countries IV	Handling disks VIII

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Notes

Grade Seven

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/Solutions
CAD	Electronic	Computation	Business Communications	Computer Abuse	Computer Electronics
Computer Care	Listening	Consumer Issues	Business Machines	Courtesy/Netiquette	Embedded Computers
Database	Nonverbal	Entrepreneurship	Career Opportunities	Honesty/Integrity	History
Desktop Publishing	Reading	Societal Impact	Critical Thinking	Legal Issues	Input/Output Devices
File Management/Utilities	Speaking		Leadership	Personal Responsibility	Logic Devices
Graphics/Presentations	Writing		Personal Work Habits		Repair/Troubleshooting
Keyboarding			Proofreading		Robotics
Programming Languages			Teamwork		
Spreadsheets					
Systems Management					
Telecommunications					
Word Processing					

Grade Seven

Integration Overview

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Art	CAD, graphics, presentation software VIII	Greeting cards, posters, banners etc., videos I, VIII, IX	Advertising II, VIII	Electronic murals & mosaics, animation (3D, cartoon) VIII	Copyright, intellectual property I	On-line galleries VIII
Bible	Bible stories, Bible games, Bible on computer, maps I	Bible study, Bible chat, trivia quizzes I, II, VII	Posters, presentations, Christian bookstore (role play) II, VII	Computer use in ministry (preaching, teaching, service) I, II	Moral issues in software choices IX	Handling disks, keyboard, mouse III, X
Computer	Keyboard accuracy & speed building, desktop publishing, word processing, database, file management, programming, graphics & presentation programs, networking VIII	CD-ROM reference, graphics, e-mail, Internet, search engines, terminology, web sites I, VII, IX	Retailing, on-line shopping, table of prices, ad creation VIII	Discuss computers and related fields, career week, dress-up days, business letters, electronic portfolios VIII	Copyrights, licensing, Fair Use, viruses & vandalism, netiquette I	Care, handling disks, food/drink rules, technical troubleshooting, disassemble & assemble old computers, troubleshoot minor problems created by instructor VIII
Foreign Language	Conversation simulations IV, VII	Vocabulary building & enhancement, create videos VII	Electronic field trips (interactions), e-mail, e-mail pals VIII	Role playing, mission emphasis, pocket translators IV, X	Multi-cultural understanding, menus, conflict resolution IV	Recording & playback of simulations, pocket translators VIII

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Language Arts	Reading programs, text-based games and videos, word processing & graphics, book reports, newsletters, stories, poems VII	Vocabulary building & enhancement, spelling & word games, e-mail VII	Impact of computers on writers and publishing, electronic dictionaries, thesauruses X	Appropriate use of language, inferences, directions, recipes, resumes, portfolios VII	Conversation skills, regional differences in language IV, VII	History of writing, fonts, scanners III, VIII
Math	Simulations, tutorials, drill & practice, animated programs, graphics, programming, spreadsheets VI, VIII	Vocabulary, counting devices, word problems, counting systems (binary), Internet projects VI, VII	Calculators, stock markets & graphing, profit & loss, ratio/percentage VI, VIII, X	Math games, word problems, group solutions, conversions VI, X	Probability & random number generation VI	Number keys, barcoding VIII
Music	Sequencers, tone generators, CD-ROMs, notation programs VI, VIII	Create melodies & rhythms, assign voices, listening activities, print creations VIII, IX	Jingles, music industry IX	Ensembles, studio production X	Copying music, Fair Use, respecting other's creations I	Manipulating equipment VIII
PE/Health	Simulations, exercise machines V	Video & audio V	Chart/track height & weight, media impact V	Teams, game rules III	Sportsmanship VIII	Handling equipment VIII
Science/Health	Simulations, lists, experiments V	Models, projects, video & audio, vocabulary VI	Impact of inventions, media impact VI, VII, VIII	Projects, portfolios X	Golden Rule, respect for the body and environment I	Keyboard, sensors, mouse, models (programmable) VIII
Social Studies	Simulations, maps & reference materials, geographical & history games VI	Models, projects, video & audio, vocabulary VI, VII	Role playing, media impact, barcoding VIII	Role playing, ways & places used (offices, schools, retail stores, airports, police, etc.), visit sites of different career opportunities X	Electronic field trips to neighborhoods/states/countries IV	Handling disks VIII

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Notes

Grade Eight

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
CAD	Electronic	Computation	Business Communications	Computer Abuse	Computer Electronics
Computer Care	Listening	Consumer Issues	Business Machines	Courtesy/ Netiquette	Embedded Computers
Database	Nonverbal	Entrepreneurship	Career Opportunities	Honesty/Integrity	History
Desktop Publishing	Reading	Societal Impact	Critical Thinking	Legal Issues	Input/Output Devices
File Management/ Utilities	Speaking		Job Search	Personal Responsibility	Logic Devices
Graphics/ Presentations	Writing		Leadership		Repair/ Troubleshooting
Keyboarding			Personal Work Habits		Robotics
Programming Languages			Proofreading		
Spreadsheets			Teamwork		
Systems Management					
Telecom- munications					
Word Processing					

Grade Eight

Integration Overview

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Art	CAD, graphics, presentation software VIII	Greeting cards, posters, banners, etc., videos I, VIII, IX	Advertising II, VIII	Electronic murals & mosaics, animation (3D, cartoon) VIII	Copyright, intellectual property I	On-line galleries VIII
Bible	Bible stories, Bible games, Bible on computer, maps I	Bible study, Bible chat, trivia quizzes I, II, VII	Posters, presentations, Christian bookstore (role play) II, VII	Computer use in ministry (preaching, teaching, service) I, II	Moral issues in software choices IX	Handling disks, keyboard, mouse III, X
Computer	Keyboard accuracy & speed building, desktop publishing, word processing, database, file management, programming, graphics & presentation programs, networking VIII	CD-ROM reference, graphics, e-mail, Internet, search engines, terminology, web sites I, VII, IX	Retailing, on-line shopping, table of prices, ad creation VIII	Discuss computers and related fields, career week, dress-up days, business letters, electronic portfolios VIII	Copyrights, licensing, Fair Use, viruses & vandalism, netiquette I	Care, handling disks, food/drink rules, technical troubleshooting, disassemble & assemble old computers, troubleshoot minor problems created by instructor VIII
Foreign Language	Conversation simulations IV, VII	Vocabulary building & enhancement, create videos VII	Electronic field trips (interactions), e-mail, e-mail pals VIII	Role playing, mission emphasis, pocket translators IV, X	Multi-cultural understanding, menus, conflict resolution IV	Recording & playback of simulations, pocket translators VIII

	Applications	Communication	Economic Awareness	Employability	Ethics	Technology Solutions
Language Arts	Reading programs, text-based games & videos, word processing & graphics, book reports, newsletters, stories, poems VII	Vocabulary building & enhancement, spelling & word games, e-mail VII	Impact of computers on writers and publishing, electronic dictionaries, thesauruses X	Appropriate use of language, inferences, directions, recipes, resumes, portfolios VII	Conversation skills, regional differences in language IV, VII	History of writing, fonts, scanners III, VIII
Math	Simulations, tutorials, drill & practice, animated programs, graphics, programming, spreadsheets VI, VIII	Vocabulary, counting devices, word problems, counting systems (binary), Internet projects VI, VII	Calculators, stock markets & graphing, profit & loss, ratio/percentage VI, VIII, X	Math games, word problems, group solutions, conversions VI, X	Probability & random number generation VI	Number keys, barcoding VIII
Music	Sequencers, tone generators, CD-ROMs, notation programs VI, VIII	Create melodies & rhythms, assign voices, listening activities, print creations VIII, IX	Jingles, music industry IX	Ensembles, studio production X	Copying music, Fair Use, respecting other's creations I	Manipulating equipment VIII
PE/Health	Simulations, exercise machines V	Video & audio V	Chart/track height & weight, media impact V	Teams, game rules III	Sportsmanship VIII	Handling equipment VIII
Science/Health	Simulations, lists, experiments V	Models, projects, video & audio, vocabulary VI	Impact of inventions, media impact VI, VII, VIII	Projects, portfolios X	Golden Rule, respect for the body and environment. I	Keyboard, sensors, mouse, models (programmable) VIII
Social Studies	Simulations, maps, reference materials, geographical & history games VI	Models, projects, video & audio, vocabulary VI, VII	Role playing, media impact, barcoding VIII	Role playing, ways & places used (offices, schools, retail stores, airports, police, etc.), visit sites of different career opportunities X	Electronic field trips to neighborhoods/states/countries IV	Handling disks VIII

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Notes

9-12 COURSES

Course Overview

ACCOUNTING

Strands & Essential Learnings

Applications

Communication

**Economic
Awareness**

Employability

Ethics

**Technology/
Solutions**

Keyboarding

Listening

Computation

Business

Courtesy/

Spreadsheets

Reading

Consumer Issues

Machines

Netiquette

Speaking

Career

Honesty/ Integrity

Terminology

Opportunities

Legal Issues

Writing

Critical Thinking

Personal

Personal Work

Responsibility

Habits

Proofreading

Teamwork

ACCOUNTING

Course Overview

Length of Course: One Semester - One Year

Course Description:

Accounting provides students with an understanding of the principles and processes involved in manual double-entry accounting systems. In addition to the manual accounting processes, it may include the use of calculators and computers to process financial information and produce reports. This course will provide students with an awareness of how accounting relates to various careers.

This course will enable the student to:

1. Display an understanding of terminology and the career opportunities available related to accounting. (I, VII, X)
2. Demonstrate an understanding of basic accounting terminology, concepts, and procedures for a proprietorship, partnership, and corporation. (I, VIII)
3. Analyze transactions and determine appropriate debit and credit entries. (VI, VIII)
4. Exhibit proficiency in all phases of the accounting cycle. (VI, VIII)
5. Prepare deposit slips, checks, and bank reconciliations. (IV, VIII)
6. Demonstrate basic payroll procedures. (VI)

Course Content:

Accounting Cycle

- Analyzing Transactions
- Journalizing
- Posting
- Adjusting and Closing Entries
- Worksheets

- Financial Statements

Accounting Principles and Concepts

- Accounting Terminology
- Banking
- Careers

Legal Issues

- Payroll Accounting
- Petty Cash

The following learnings may be used to enrich this course:

Calculator Operation

BUSINESS TECHNOLOGY

Examples of class units or courses of study in this area:

Business Communications	Entrepreneurship	Presentations
Business Law	General Business	Records Management
Business Machines	Marketing	Speedwriting/Shorthand
Career Preparation	Office Procedures	Telecommunications

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
Computer Care	Electronic	Computation	Business Communications	Computer Abuse	Repair/ Troubleshooting
Database	Listening	Consumer Issues	Business Machines	Courtesy/ Netiquette	
Desktop Publishing	Nonverbal	Entrepreneurship	Career Opportunities	Honesty/ Integrity	
Graphics/ Presentations	Reading	Societal Impact	Critical Thinking	Legal Issues	
Keyboarding	Speaking		Job Search	Personal Responsibility	
Telecommunications	Terminology		Leadership		
Word Processing	Writing		Personal Work Habits		
			Proofreading		
			Teamwork		

BUSINESS TECHNOLOGY

Course Overview

Length of Course: One Semester - One Year

Prerequisite: Keyboarding

Course Description:

These class units or courses of study will provide students with a better understanding of career opportunities and current technology being used in the field of business. Problem-solving and critical-thinking skills will be developed and applied to business situations.

This course will enable the student to:

1. Develop a plan for improving quality, time management, and productivity in business. (I, II, III, IV, V, VI, VII, VIII, IX, X)
2. Establish skills to accomplish tasks with appropriate tools and resources. (V, VII, VIII, X)
3. Develop marketable skills in the context of productive procedures and current technology. (I, II, IV, V, VI, VII, VIII, X)
4. Identify opportunities for employment and professional growth in business careers. (X)
5. Determine how to adapt to the ever-changing business society. (I, II, III, IV, V, VII, VIII)
6. Develop an awareness of the issues and procedures necessary to design business processes. (VI, VII, VIII)
7. Demonstrate problem-solving and critical-thinking skills. (VI)

Course Content:

Business Ethics **T**

Business Documents

Business Presentations

Business Etiquette

Business Law Case Studies

Business Theories and
Concepts **T**

Career Exploration

Corporate Relations

- Customer Relations
- Sales

Cultural Awareness

Decision Making **T**

Economic Concepts

English Skills Reinforcement

Financial Documents

Human Relations **T**

Job Search Skills

Keyboarding Skills

Reinforcement

Leadership Skills **T**

Mail Processing

Management of Human

Resources

Marketing

- Research
- Promotion
- Distribution

Organize and Verify Data **T**

Public Relations

Records Management

Reference Resources **T**

Reprographics

Telecommunication Skills

Telephone Skills

Ten-key Skill _____

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T Integrate through all class units of study

CAD

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
CAD	Electronic	Computation	Career Opportunities	Courtesy/ Netiquette	Input/Output Devices
Computer Care	Listening		Critical Thinking	Honesty/Integrity	Repair/ Troubleshooting
Graphics/ Presentations	Reading		Personal Work Habits	Legal Issues	
Keyboarding	Speaking		Proofreading	Personal Responsibility	
Word Processing	Terminology		Teamwork		
	Writing				

CAD

(Computer - Aided Design)

Course Overview

Length of Course: One Semester - One Year

Prerequisite: Computer Literacy, Drafting recommended

Course Description:

This is a course in which students develop skills in drafting and design using a computer with specialized graphics software. It is designed for individuals who are preparing for engineering, architecture, or other fields of technical design. The concepts of the course would be best understood if it succeeded a drafting course.

This course will enable the student to:

1. Develop a deeper appreciation for the Master Designer of the universe. (I, IX)
2. Exhibit technical graphic skills. (VII, VIII)
3. Interpret the field of technical drawing and engineering. (VI, VIII)
4. Apply basic computer-controlled commands and drafting techniques. (VI, VIII)
5. Demonstrate the ability to work as a team on complex graphics problems and projects. (III, IV, V, VII, VIII, X)
6. Identify Christian values and ethics when utilizing CAD. (I, II, IV, X)
7. Acquire an awareness of career opportunities and avocations when using CAD. (X)

Course Content:

CAD Basics

- Drawing Basics
- Editing
- Menu Options
- Plotting the Drawing
- Saving the Drawing
- Viewing the Drawing

CAD Computer Basics

- Brief History of CAD
- Employment Opportunities
- Hardware
- Manual vs Computer Drafting
- Operating Systems Societal Impact
- Terminology

Customizing the CAD Environment

- Command Aliases & Script Drawing
- Creating Symbol Library
- Dimensioning
- Drawing Environment
- Editing Text
- Entering Text

Editing

- Changing Drawings Entities
- Creating & Editing Polylines
- Working with Layers

Three-Dimensional Drawings

- Editing 3-D Drawings
- Plotting 3-D Drawings
- Using 3D Tools
- Using Coordinate Systems

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COMPUTER LITERACY

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/Solutions
CAD	Electronic	Computation	Business Communications	Computer Abuse	Computer Electronics
Computer Care	Listening	Consumer Issues	Business Machines	Courtesy/Netiquette	Embedded Computers
Database	Reading	Societal Impact	Career Opportunities	Honesty/Integrity	History
Desktop Publishing	Speaking		Critical Thinking	Legal Issues	Input/Output Devices
File Management/Utilities	Terminology		Personal Work Habits	Personal Responsibility	Logic Devices
Graphics/Presentations	Writing		Proofreading		Repair/Troubleshooting
Keyboarding			Teamwork		Robotics
Programming Languages					
Spreadsheets					
Systems Management					
Telecommunications					
Word Processing					

COMPUTER LITERACY

Course Overview

Length of Course: One Semester

Prerequisite: Keyboarding

Course Description:

This survey course provides the student with a basic foundation in computer terminology and software applications. The instructional activities will provide an understanding of computer usage and the responsibilities of the Christian user. The student will have hands-on experience using various software programs.

This course will enable the student to:

1. Demonstrate a knowledge of the history of computers and their impact on society. (IV, VIII, IX)
2. Display an understanding of computer terminology. (VII, VIII)
3. Identify hardware components and types of software. (VIII)
4. Demonstrate an understanding of computer ethics and licensure regulations. (I, IV, VIII)
5. Exhibit skills in basic computer applications. (VIII, X)
6. Acquire an awareness of new developments and career opportunities involving the use of computers. (X)

Course Content:

Computer Hardware

Computer History

Computer Terminology

Database Management

- Design Record/File
- Input and Edit Data
- Sort Records
- Create Reports

Desktop Publishing

Electronic Communications

File Management

- Operating Systems
- Windows

Graphics

Program Design Overview

Societal Impact

Spreadsheets

- Create Spreadsheet
- Create Graphs

Word Processing

- Create Documents
- Edit Documents
- Format Documents
- Print Documents
- Retrieve Documents
- Save Documents

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COMPUTER TECHNOLOGY

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
Computer Care	Electronic	Computation	Career Opportunities	Computer Abuse	Computer Electronics
File Management/ Utilities	Listening Nonverbal	Consumer Issues	Critical Thinking	Courtesy/ Netiquette	Embedded Computers
Programming Languages	Reading		Personal Work Habits	Honesty/ Integrity	History
Systems Management	Speaking Terminology		Proofreading	Legal Issues	Input/Output Devices
Telecommunications	Writing		Teamwork	Personal Responsibility	Logic Devices Repair/ Troubleshooting Robotics

COMPUTER TECHNOLOGY

Course Overview

Length of Course: One Semester - One Year

Prerequisite: Computer Literacy

Course Description:

Computer Technology is the study of how computers work. Computer system design and electronic/logic design are studied with the aim of providing a mental picture of how data is treated by a computer. Computer maintenance and repair are integral parts of this course.

This course will enable the student to:

1. Identify computer technology as an analysis and utilization of God's physical laws. (I, V)
2. Explain the analogy between a computer memory system and the human memory. (VI, VII, IX)
3. Configure a computer system to effectively and economically perform a specific list of tasks. (VI, VIII)
4. Analyze the effectiveness and economy of a computer system. (VI, VIII)
5. Design simple logic circuits. (VI, VIII, IX)
6. Identify the functions and malfunctions of the electronic components of a computer processing system. (VI, VIII)
7. Construct interfaces for external devices; i.e. robots, timing devices. (VI, VIII, IX)
8. Analyze the construction of embedded computers. (VI, VIII, IX)
9. Acquire an awareness of career, service, and leisure opportunities. (X)

Course Content:

Data Storage

- CD Drives
- Floppy Disk Drives
- RAM
- ROM
- Tape Drives

Electronic/Logic Design

- Integrated Circuits
- Interfaces
- Logic Devices
- Processor Design
- Registers
- Stacks

Peripherals

- Input Devices
- Printers, Plotters
- Screen Displays
- Sound Devices

Relation to Society

- Job Opportunities
- Leisure Opportunities
- Service Opportunities

System Design

- Analysis
- Configuration
- Maintenance
- Physical Construction
- Power Supply
- Wiring

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CONSUMER MATH/PERSONAL FINANCE

Strands & Essential Learnings

Applications

Communication

**Economic
Awareness**

Employability

Ethics

**Technology/
Solutions**

Spreadsheets

Electronic

Computation

Business Machines

Courtesy/
Netiquette

Listening

Consumer Issues

Career

Opportunities

Honesty/Integrity

Reading

Critical Thinking

Legal Issues

Speaking

Personal Work

Personal

Terminology

Habits

Responsibility

Writing

Proofreading

Teamwork

CONSUMER MATH/PERSONAL FINANCE

Course Overview

Length of Course: One Semester - One Year

Course Description:

This course will review and improve proficiency of computation skills and apply those skills in solving financial problems and maintaining business records on a personal level.

This course will enable the student to:

1. Solve math problems dealing with whole numbers, decimals, and fractions. (VI, VIII)
2. Measure and compute areas and volume. (VI, VIII, IX)
3. Count coins and currency. (II, IV, VI, VIII)
4. Locate and apply information from published business tables such as income taxes, payroll taxes, sales taxes, and postage rates. (I, IV, VI, VIII)
5. Use a calculator for computations involving consumer applications such as bank reconciliations, check registers, commissions, expense reports, income taxes, payroll, and sales invoices. (VI, VIII)
7. Demonstrate an understanding of business graphs and charts. (VI, VII, VIII)
8. Apply math skills to develop a budget for personal finances. (I, II, III, IV, VIII)

Course Content:

Business Math Review

- Addition
- Subtraction
- Multiplication
- Division

Check Registers and Bank Reconciliations

Computation with Dollar Amounts and Percentages

Computation with Decimals and Fractions
Consumer/Personal Finance Applications **T**
Electronic Calculator Operation **T**

Income Tax Preparation

Measurement: Area and Volume

Preparation of a Personal Budget

Use of Published Financial Charts, Graphs, and
— Tables for Business Records —

T Integrate throughout course

Note: Roman numerals = FACT 21 goals, page x

DATABASE

Strands & Essential Learnings

Applications

Communication

**Economic
Awareness**

Employability

Ethics

**Technology/
Solutions**

Computer Care
Database
Keyboarding
Systems
Management
Telecommunications

Electronic
Terminology

Computation

Business
Communications
Career
Opportunities
Critical Thinking
Personal Work
Habits
Proofreading
Teamwork

Computer Abuse
Courtesy/
Netiquette
Honesty/Integrity
Legal Issues
Personal
Responsibility

Repair/
Troubleshooting

DATABASE

Course Overview

Length of Course: One Quarter - One Semester

Prerequisite: Computer Literacy

Course Description:

This course will help the student understand the differences between fields, records, and files. The student will create a database, use a database to extract information in useful formats, and create functional printouts of information. Practical applications of database will be discussed, such as inventory, phone list, etc.

This course will enable the student to:

1. Identify Christian ethics when using a database. (I, IV, X)
2. Demonstrate the ability to create, modify, query, and retrieve a database. (VI, VIII)
3. Perform calculations associated with a database. (VI, VIII)
4. Execute import/export operations. (VI, VIII)
5. Demonstrate the ability to create reports. (VI, VIII, IX)
6. Acquire an awareness of career opportunities when using databases. (X)

Course Content:

Basics

- Basic Functions
- Terminology

Creating and Displaying a Database

- Calculations
- Creating a File
- Displaying a File
- Entering a File
- Planning a File

Displaying Records in a Database

- All Records
- Selected Records
- Single Records

Modifying Records and Files

- Adding/Deleting Fields
- Adding/Deleting Records
- Indexes
- Modifying Fields/Records

Sorting and Report Preparation

- Report Format
- Report Printing
- Sorting

Note: Roman numerals = FACT 21 goals, page x

DESKTOP PUBLISHING

Strands & Essential Learnings

Applications

Communication

Economic Awareness

Employability

Ethics

Technology/ Solutions

Desktop Publishing

Electronic

Computation

Business

Computer Abuse

Computer
Electronics

Graphics/
Presentations

Listening

Consumer Issues

Communications

Courtesy/
Netiquette

Input/Output
Devices

Keyboarding

Reading

Societal Impact

Career
Opportunities

Honesty/ Integrity

Telecommunications

Speaking

Critical Thinking

Legal Issues

Repair/
Troubleshooting

Word Processing

Terminology

Personal Work
Habits

Personal
Responsibility

Writing

Proofreading

Teamwork

DESKTOP PUBLISHING

Course Overview

Length of Course: One Quarter - One Semester

Prerequisite: Keyboarding and/or Computer Literacy

Course Description:

Using current publishing standards, this course develops the principles of proper layout techniques when combining text with graphics.

This course will enable the student to:

1. Develop an awareness of the God-given talents used in designing and producing creative, professional-looking documents. (I, II, IX)
2. Develop and refine skills using an input device. (VI, VIII)
3. Demonstrate knowledge of desktop publishing concepts. (VI, VII, VIII, IX)
4. Demonstrate knowledge of legal and ethical aspects associated with using a desktop publishing program. (I, II, IV, V, X)
5. Design, layout, and produce attractive desktop-published documents. (VI, VIII, IX)
6. Exhibit ability to import/create text and graphics. (VI, VIII)
7. Acquire an awareness of careers that use desktop publishing. (X)

Course Content:

Employment Opportunities
Font Terminology and Selection
Manipulation of Display
Manipulation of Graphics

Manipulation of Text
Page Design
• Style Sheets
Page Layout

Pointing Device Skills
Preparing Output
Publishing Terminology
Special Effects

Advanced Features

- E-mail
- Enhanced Graphics (i.e. Animation)
- HTML Editing
- Link Options

Note: Roman numerals = FACT 21 goals, page x

ECONOMICS

Strands & Essential Learnings

Applications

Communication

**Economic
Awareness**

Employability

Ethics

**Technology/
Solutions**

Electronic

Listening

Reading

Speaking

Terminology

Writing

Computation

Consumer Issues

Entrepreneurship

Societal Impact

Career

Opportunities

Critical Thinking

Job Search

Personal Work

Habits

Teamwork

Courtesy/
Netiquette

Honesty/
Integrity

Legal Issues

Personal
Responsibility

History

ECONOMICS

Course Overview

Length of Course: One Semester

Course Description:

The primary purpose of this course is to provide students with a realistic view of business within a free enterprise system. Study will also be given to international trade and finance in the global society.

This course will enable the student to:

1. Understand economic theory, terminology, and applications. (IV, V, VI, VII, VIII)
2. Compare global economic systems. (II, VI, VII)
3. Interpret economic information. (III, IV, VI, VII, VIII)
4. Understand microeconomics versus macroeconomics. (III, IV, V, VI, VIII)
5. Apply economic principles to personal life situations. (III, IV, V, VII, X)

Course Content:

Career Opportunities
Consumer Buying
Consumer Information
Credit Industry

Economic Theory
Economic Terminology
Economic Systems

Ethical and Legal Issues
Investments
Taxes

Note: Roman numerals = FACT 21 goals, page x

GRAPHICS/PRESENTATIONS

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
CAD	Electronic	Computation	Business Communications	Computer Abuse	Input/Output Devices
Desktop Publishing	Listening	Consumer Issues	Career Opportunities	Courtesy/ Netiquette	Repair/ Troubleshooting
File Management/ Utilities	Nonverbal Reading	Entrepreneurship Societal Impact	Critical Thinking	Honesty/ Integrity	
Graphics/ Presentations	Speaking		Leadership	Legal Issues	
Keyboarding	Terminology		Personal Work Habits	Personal Responsibility	
Spreadsheets	Writing		Proofreading		
Telecommunications			Teamwork		
Word Processing					

GRAPHICS/PRESENTATIONS

Course Overview

Length of Course: One Quarter - One Semester

Prerequisite: Computer Literacy

Course Description:

This course explores all areas of graphics. Graphics are an integral part of spreadsheets, CAD, presentations, and desktop publishing. The student will learn simple line drawings, graphs, graphic screen displays, and simple animation. The student will also learn to create and modify graphics using various software packages.

This course will enable the student to:

4. Demonstrate an ability to create, modify, and print graphs/graphics. (VI, VII, VIII, IX)
5. Generate animation/slide show presentations. (VI, VII, VIII, IX)
6. Exhibit artistic creativity in designing shapes and forms. (VI, VII, VIII, IX)
7. Acquire an awareness of career opportunities when using graphics/presentations. (X)

Course Content:

Basic Processes

- Colors
- Freehand
- Interactive Inputs
- Lines
- Outputs
- Shapes
- Textures

Modification

- 3-D Transformation
- Bit/Byte
- Hidden Components
- Pixel

Output

- Animation
- Hard Copy
- Slides
- Video Display

Survey of Computer Graphics

- Animation
- Art
- Commercial Use
- Home Use
- Image Processes

Systems

- Hard Copy
- Interactive Inputs
- Screen Display
- Software

Note: Roman numerals = FACT 21 goals, page x

INTERNET

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
Computer Care	Electronic	Computation	Business	Computer Abuse	Computer
Database	Listening	Consumer Issues	Communications	Courtesy/ Netiquette	Electronics
Desktop Publishing	Reading	Entrepreneurship	Career Opportunities	Honesty/ Integrity	History
File Management/ Utilities	Speaking	Societal Impact	Critical Thinking	Legal Issues	Input/Output Devices
Graphics/ Presentations	Terminology		Job Search	Personal Responsibility	Repair/ Troubleshooting
Keyboarding	Writing		Leadership		
Programming Languages			Personal Work Habits		
Systems Management			Proofreading		
Telecommunications			Teamwork		
Word Processing					

INTERNET

Course Overview

Length of Course: One Quarter - One Semester

Prerequisite: Computer Literacy

Course Description:

This course is an introduction to the use of the Internet. Students will create Web pages using Hypertext Markup Language (HTML). Enhancing the Web page with links, graphics, tables, and frames will be taught. The programming language Java will be utilized to develop Applets to further enhance Web pages.

This course will enable the student to:

1. Demonstrate knowledge of legal and ethical aspects associated with using the Internet. (I, II, IV, V, X)
2. Demonstrate the ability to open a browser and navigate the Web. (VI, VII, VIII)
3. Perform a search using a search engine. (VI, VIII)
4. Exhibit an understanding of Hypertext and HTML. (VI, VIII)
5. Create an HTML document utilizing enhanced features such as links, color, graphics, tables, and frames. (VI, VIII, IX)
6. Demonstrate an understanding of Java. (VI, VIII)
7. Design an Applet using the programming language Java. (VI, VIII, IX)
8. Construct a Web page with Java Applets. (VI, VIII, IX)
9. Acquire an awareness of the career opportunities available when using the Internet. (X)

Course Content:

Internet Overview

- Navigating the Net
- Opening a Browser
- Performing a Search
- Understanding Hypertext
- Understanding HTML
- Understanding the Internet

Java Programming

- Build a Web Page with Java Applets
- Create, Compile, & View a Java Project
- Define Object-oriented Programming
- Define Classes
- Discover What Java Is
- Overview of Java Language
- Surf the Web for Java Applets

Webtop Publishing

- Creating and Saving Documents
- Creating HTML Documents
- Creating Frames
- Creating Links
- Creating Tables
- Enhancing with Color & Graphics
- Formatting Text and Page
- Utilizing a Text Editor

Note: Roman numerals = FACT 21 goals, page x

KEYBOARDING

Strands & Essential Learnings

Applications

Communication

Economic Awareness

Employability

Ethics

Technology/ Solutions

Computer Care

File Management/
Utilities

Keyboarding

Word Processing

Electronic

Listening

Reading

Terminology

Writing

Computation

Consumer Issues

Societal Impact

Business

Communications

Career

Opportunities

Critical Thinking

Job Search

Personal Work
Habits

Proofreading

Computer Abuse

Courtesy/
Netiquette

Honesty/ Integrity

Legal Issues

Personal
Responsibility

History

Input/Output
Devices

Repair/
Troubleshooting

KEYBOARDING

Course Overview

Length of Course: One Semester - One Year

Course Description:

This introductory course is designed to develop and use keyboarding skills. Students acquire techniques basic to “touch” keyboarding operation. Opportunities will be given to develop speed and accuracy and learn basic document formatting.

This course will enable the student to:

1. Demonstrate correct keyboarding techniques. (II, V, VII, VIII, X)
2. Demonstrate mastery of alphabetic, numeric, symbol, and function keys. (II, VII, VIII, X)
3. Achieve acceptable levels of keyboarding skills such as speed and accuracy. (VIII, X)
4. Apply keyboarding skills to create basic business documents. (VI, VII, VIII, X)
5. Proofread and edit copy. (VI, VII, VIII, X)
6. Compose simple documents. (II, III, IV, VI, VII, VIII, X)

Course Content:

Alphabetic Keys
Equipment Operation
Formatting

- Centering (horizontal/vertical)
- Letters
- Memos
- Reports
- Tables

Function Keys
Keyboarding Technique
Number Keys

Proofreading
Speed and Accuracy Development
Symbol Keys
Ten-key Pad

Note: Roman numerals = FACT 21 goals, page x

PROGRAMMING

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
Computer Care	Electronic	Computation	Business Machines	Computer Abuse	Computer Electronics
Database	Listening	Consumer Issues	Career Opportunities	Courtesy/ Netiquette	Embedded Computers
Desktop Publishing	Reading	Entrepreneurship	Critical Thinking	Honesty/ Integrity	History
File Management/ Utilities	Speaking Terminology	Societal Impact	Leadership	Legal Issues	Input/Output Devices
Graphics/ Presentations	Writing		Personal Work Habits	Personal Responsibility	Logic Devices
Keyboarding			Proofreading		Repair/ Troubleshooting
Programming Languages			Teamwork		Robotics
Systems Management					
Telecommunications					
Word Processing					

PROGRAMMING

Course Overview

Length of Course: One Semester - One Year

Prerequisite: Computer Literacy

Course Description:

Programming is the art of creating a set of commands in a computer language to do a specific task. Students will design and develop a program with an algorithm using logic constructs and program design tools. Coding, testing, documenting, and implementing programs will be taught. Computer languages such as BASIC, COBOL, PASCAL, C++, and JAVA are the common languages taught in separate courses.

This course will enable the student to:

1. Determine and code algorithms and flowcharts. (VI, VIII, IX)
2. Create efficient/elegant structures using proper syntax. (VI, VIII, IX)
3. Utilize modular designs such as procedures, functions, and objects (OOP). (VI, VIII, IX)
4. Write proper documentation. (VI, VII, VIII, IX, X)
5. Demonstrate the ability to debug programs. (VI, VIII)
6. Acquire an awareness of career opportunities when using programming languages. (X)

Course Content:

Introducing Program Design

- Algorithms
- Flow Charts
- Modular Design
- Structure
- Style

Program Coding

- Conditional Statements
- Counters
- Data Entry
- Error Checking
- Graphics

Program Coding (Continued)

- Loops
- Matrix
- Nesting
- Objects
- Prompts
- Reserve Words
- Searching
- Sorting
- Syntax
- Variables/Constants/Types

Program Management

- Complete/Link
 - Debugging
 - Documentation
 - Input/Output
- #### Relation to Society
- History
 - Job Opportunities

Note: Roman numerals = FACT 21 goals, page x

SPREADSHEET

Strands & Essential Learnings

Applications	Communication	Economic Awareness	Employability	Ethics	Technology/ Solutions
Computer Care	Electronic	Computation	Business	Computer Abuse	History
Database	Listening	Consumer Issues	Communications	Courtesy/ Netiquette	Input/Output Devices
Desktop Publishing	Reading	Societal Impact	Career Opportunities	Honesty/Integrity	Repair/ Troubleshooting
File Management/ Utilities	Speaking		Critical Thinking	Legal Issues	
Graphics/ Presentations	Terminology		Personal Work Habits	Personal Responsibility	
Keyboarding	Writing		Proofreading		
Spreadsheets			Teamwork		
Telecommunications					

SPREADSHEET

Course Overview

Length of Course: One Quarter - One Semester

Prerequisite: Computer Literacy

Course Description:

The purpose of this course is to introduce the student to the electronic spreadsheet. The student will develop the idea of placing text, numbers, and formulas in row/column format. Graphing data for presentations will also be presented. Students will create spreadsheets for procedures such as payroll, grades, and inventory.

This course will enable the student to:

1. Develop a deeper appreciation of the role of God as a Master Designer. (I, II, IX)
2. Identify the structure and characteristics of a spreadsheet. (VI, VIII, IX)
3. Utilize mathematics as a tool to understand and enter formulas into spreadsheets. (VI, VIII)
4. Demonstrate the ability to collect, enter, format, and print data with respect to a spreadsheet. (VI, VIII, X)
5. Interpret statistical inferences derived from a worksheet. (VI, VII, VIII, X)
6. Acquire an awareness of career opportunities when using spreadsheets. (X)

Course Content:

Building a Worksheet

- Creating
- Entering
- Formulas
- Labels
- Numbers
- Printing a Worksheet
- Saving a Worksheet

Enhancing a Worksheet

- Absolute Addressing
- Display Date/Time
- Displaying Formulas
- Freezing Titles
- Global Format
- Insert/Delete
- Relative Addressing
- Rows/Columns
- What "IF" Questions

Formatting and Printing

- Copying Cells
- Expanding Columns
- Formatting Cells
- Partial/Complete Worksheet
- Printing Formulas
- Retrieving a Worksheet
- Using Formulas

Functions and Macros

- Designing, Naming, and Invoking a Macro
- Naming Cells
- Statistical Functions
- The IF Function

Graphs

- Designing
- Modifying Graphics
- Printing
- Types

Note: Roman numerals = FACT 21 goals, page x

WORD PROCESSING

Strands & Essential Learnings

Applications

Communication

Economic Awareness

Employability

Ethics

Technology/ Solutions

Computer Care

Electronic

Computation

Business

Computer Abuse

History

Database

Listening

Consumer Issues

Communications

Courtesy/
Netiquette

Input/Output
Devices

Desktop Publishing

Reading

Societal Impact

Career
Opportunities

Honesty/ Integrity

Repair/
Troubleshooting

File Management/
Utilities

Terminology

Writing

Critical Thinking

Legal Issues

Graphics/
Presentations

Job Search

Personal
Responsibility

Keyboarding

Personal Work
Habits

Telecommunications

Proofreading

Word Processing

WORD PROCESSING

Course Overview

Length of Course: One Quarter - One Semester

Prerequisite: Keyboarding

Course Description:

Using commercial word processing software, the course will further develop the skills of students who have taken keyboarding. Word processing concepts and applications learned will be useful on a personal and occupational level.

This course will enable the student to:

1. Define word processing terminology and concepts. (VI, VII, VIII)
2. Produce common business documents. (VI, VII, VIII, IX, X)
3. Combine data and documents using software features. (VI, VIII)
4. Prepare mailable copy from rough drafts. (VI, VII, VIII, IX, X)
5. Solve common word processing problems. (VI, VIII)
6. Demonstrate an understanding of print controls. (VI, VIII)
7. Demonstrate knowledge of legal and ethical aspects. (I, II, IV, X)
8. Acquire an awareness of career, service, and leisure opportunities. (X)

Course Content:

Document Processing

- Forms
- Letters
- Newsletters
- Reports
- Tables

E-mail

Keyboarding Skills Reinforcement

Language Arts

- Abbreviations
- Capitalization
- Number Rules
- Punctuation
- Spelling
- Word Division
- Word Usage

Proofreading

Societal Impact

- Career Opportunities
- Leisure Opportunities
- Licensure/Copyright

Word Processing Concepts/Techniques

- Fonts
- Macros
- Mail Merge

Note: Roman numerals = FACT 21 goals, page x

Glossary

Accounting Cycle The series of accounting activities included in recording financial information for a fiscal period.

Business Communications Exchange of information in the world of business (i.e. newsletters, posters, etc.)

Business Documents Letters, memos, written reports, financial reports, and statements are examples of business documents developed and used to facilitate the accurate communication of data between and within business.

Business Education A course of study designed to help the student function effectively as an intelligent member of the business world and in everyday activities that are business related.

Business Machines Copiers, calculators, cash registers, scanners, ten-key adders, etc.

Business Technology Use of knowledge and tools in an effort to make businesses more productive, profitable, competitive, and responsive to customer's wants and needs.

CAD Computer-aided design software that makes two-and three-dimensional drawings and blueprints.

Career Opportunities Current or future jobs in technology and/or business related fields.

Computer Abuse Unethical and/or unlawful use of a computer to access, alter, or copy data and software.

Computer Care An all inclusive care, cleaning, and maintenance of computers, software, and related hardware.

Computer Electronics The study of electronics as it applies to the computer.

Computer Literacy Sufficient computer knowledge to prepare an individual for working and living in a computerized society.

Computer Technology The study and design of a computer and peripheral devices.

Computation Ways and means of dealing with basic mathematics operations.

Consumer Issues Identification of factors which affect consumer choices.

Copyright Protection of the ownership of published material against unauthorized copying, electronic transmittal, publication, or sale.

CPU Central Processing Unit: The main control chip of the computer.

Critical Thinking Use of creative and/or logical thinking to solve problems.

Cultural Awareness Sensitivity to the diversity between peoples of different cultural backgrounds.

Database An electronic filing system that manages lists.

Desktop Publishing The combination of graphics and text in the preparation of professional-looking documents.

Economic Awareness An understanding of how individuals and nations make choices about ways to use their resources to fill their needs and wants.

Electronic Communication The use of technology such as networks, modems, and fax machines to send and receive data.

Embedded Computers Programmed microcomputer chips that perform specific tasks when integrated into automated machines (vehicles, phone systems, and appliances such as microwaves, VCR's, etc.).

Employability Possession of skills required to successfully secure and establish a job/career.

Entrepreneurship The factor of production that assumes the risks and responsibilities of creating and managing a business.

Essential Learnings Specific areas within a strand that require emphasis.

Ethics Moral principles or values that define individual or group behavior.

File Management/Utilities Organization and manipulation of files for efficient use and retrieval.

Financial Statements Reports prepared to summarize changes resulting from business transactions that have occurred during the fiscal period.

Free Enterprise System Freedom of individuals to use their resources in any legal enterprise or undertaking of their choice.

Graphics/Presentations Information in pictorial form; clipart.

Honesty/Integrity The proper and fair use of information.

HTML HyperText Markup Language: a language used to format webpages on the Internet.

Input/Output Devices Devices used to feed and retrieve information into or out of a computer (i.e. keyboard, mouse, scanner, monitor, printer, etc.).

Internet A system of linked computers.

Keyboarding The art of keying information into a computer.

Legal Issues Identification of the impact of laws.

Licensing The granting of permission to use computer software and/or hardware.

Logic Devices Devices capable of processing electrical impulses.

Netiquette A set of unwritten rules governing the use of the Internet.

Non-Verbal Audio and visual stimuli; body language.

Operating System A group of programs that help a computer function smoothly.

Programming Language An artificial language composed of a vocabulary and a set of rules used to create instructions for a computer.

Repair/Troubleshooting Solving computer malfunctions.

Robotics The study, design, and use of computerized machines that perform repetitive movements.

Search Engine Software that gives you the ability to locate resources.

Sequencers Software program used for electronic recording and playback of music.

Societal Impact The effect of computers on society.

Spreadsheets A computer program that provides a multi-columned work space used to process and analyze large quantities of numerical data.

Strands Major themes identified throughout the *K-12 Business and Computer Education Curriculum Guide*.

Systems Management Overseeing activities related to the operations of the computer, including networking, Internet, and Intranet.

Telecommunications Electronic transmission of data.

Tone Generator-Synthesizer An electronic device that produces instrumental sound.

Word Processing The use of a computer to create, edit, format, and/or print text.

Notes