

Wyoming Department of Education Required Virtual Education Course Syllabus

Niobrara County School District # 1

Program Name	Wyoming Virtual Academy	Content Area	VE
Course ID	D-BUS-050V1-K	Grade Level	9-12
Course Name	Entrepreneurship II	# of Credits	0.5
SCED Code	12053G0.5022	Curriculum Type	K12 Inc

COURSE DESCRIPTION

Typically a 9-week course. Students build on the business concepts they learned in Introduction to Entrepreneurship I. They learn about sales methods, financing and credit, accounting, pricing, and government regulations. They refine their technology and communication skills in speaking, writing, networking, negotiating, and listening. They enhance their employability skills by preparing job-related documents, developing interviewing skills, and learning about hiring, firing, and managing employees. Students develop a complete business plan and a presentation for potential investors.

WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK (Standard/Indicator) Use the Standards and Benchmarks as Spreadsheets
CV12.1.2	College and career-ready students explore careers including outlook, salary, needed training, duties and lifestyle utilizing all available resources including mentors and industry experts.
CV12.1.3	College and career-ready students prepare an educational and career plan to enable them to gain desired knowledge and experience.
CV12.1.4	College and career-ready students demonstrate employability skills that enable them to be responsible and contributing citizens and employees.
CV12.2.1	College and career-ready students communicate clearly, effectively, and with reason.
CV12.2.2	College and career-ready students identify and model integrity, ethical leadership and effective management skills.
CV12.2.4	College and career-ready students apply safe, legal, and responsible use of information and technology as appropriate to the task.
CV12.3.1	College and career-ready students identify and define authentic problems and significant questions for investigation.
CV12.3.2	College and career-ready students identify trends, forecast possibilities, and explore complex systems and issues.
CV12.3.4	College and career-ready students demonstrate creativity and innovation while considering the environmental, social, and economic impacts of decisions.
CV12.4.4	College and career-ready students precisely follow a complex multistep procedure when performing technical tasks. (*Adapted from CCSS RL.9.3)
CV12.5.1	College and career-ready students manage resources to develop, analyze, and implement systems and applications.

SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES OBJECTIVES/STUDENT CENTERED GOALS
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Unit 1: Course Overview 1.01 Start the Course		0	Identify computer requirements. Recognize different operating systems. Demonstrate how to switch between windows.
Unit 1: Course Overview 1.02 Set Up Your Computer		0	Organize files and folders on a computer. Set up a computer to show the List folder view and filename extensions. Make a course folder.
Unit 1: Course Overview 1.03 Set Up a Browser		0	Demonstrate how to set up a Web browser. Recognize reasons for zipping and unzipping files and folders.
Unit 1: Course Overview 1.04 Find and Complete Coursework		0	Demonstrate how to download, unzip, and install course resources.
Unit 2: Sales 2.01 Principles of Selling 2.06 Study Questions: Sales	CV12.1.2, CV12.1.3, 3.2,3.4, 5.1		Describe the concept of marketing and sales. Describe the principles of selling.
Unit 2: Sales 2.02 Stages of Selling		0	Explain the sales process. Identify the customer's stages involved in marketing and sales process. Identify the steps involved in completing a sale. Explain the concept of customer retention.
Unit 2: Sales 2.03 Selling Opportunities		0	Describe telemarketing as a sales tool. Describe the features and benefits of selling via internet. Identify sales opportunities at flea markets and fairs. Identify the purpose of trade shows. Identify various sales strategies for different types of products and services.
Unit 2: Sales 2.04 Sales Strategies 2.05 Unit Review		0	Describe sales quota. Explain the concept of sales commision. Identify different types of marketing and sales structure.
Unit 2: Sales 2.07 Sales Quiz	2CV12.1.3, 3.2,3.4, 5.1		Describe sales quota. Explain the concept of sales commision.

		Identify different types of marketing and sales structure.
Unit 2: Sales 2.08 Sales Graded Assignment	2CV12.1.2, 1.3, 2.1, 2.2, 2.4 3.1, 3.2,3.4, 5.1	Describe sales quota. Explain the concept of sales commision. Identify different types of marketing and sales structure.
Unit 2: Sales 2.08 Sales Graded Assignment (cont.)	2CV12.1.2, 1.3, 2.1, 2.2, 2.4 3.1, 3.2,3.4, 5.1	Describe sales quota. Explain the concept of sales commision. Identify different types of marketing and sales structure.
Unit 2: Sales 2.08 Sales Graded Assignment (cont.)	2CV12.1.2, 1.3, 2.1, 2.2, 2.4 3.1, 3.2,3.4, 5.1	Describe sales quota. Explain the concept of sales commision. Identify different types of marketing and sales structure.
Unit 2: Sales 2.08 Sales Graded Assignment (cont.)	2CV12.1.2, 1.3, 2.1, 2.2, 2.4 3.1, 3.2,3.4, 5.1	Describe sales quota. Explain the concept of sales commision. Identify different types of marketing and sales structure.
Unit 2: Sales 2.08 Sales Graded Assignment (cont.)	2CV12.1.2, 1.3, 2.1, 2.2, 2.4 3.1, 3.2,3.4, 5.1	Describe sales quota. Explain the concept of sales commision. Identify different types of marketing and sales structure.
Unit 3: Pricing 3.01 Variable and Fixed Costs 3.06 Study Questions: Pricing	CV12.1.2, 1.3, 3.2,3.4, 5.1	Identify the factors to be considered while setting a selling price. Define and identify variable costs. Define and identify fixed costs.
Unit 3: Pricing 3.02 Calculate Your Costs	0	Define minimum selling price and break-even point. Calculate variable and fixed cost. Calculate break-even point. Calculate total cost per unit. Calculate the sales and cost per unit when the company sells a variety of products at different prices
Unit 3: Pricing 3.03 External Pricing Factors	0	Identify the external pricing factors that can help in setting selling price. Define cost-based markup.

		<p>Calculate cost-based markup.</p> <p>Describe elastic and inelastic demand.</p> <p>Estimate selling price on the basis of elasticity of demand.</p>
<p>Unit 3: Pricing 3.04 Pricing Strategies 3.05 Unit Review</p>	0	<p>Identify different types of pricing strategies.</p> <p>Explain the concept of price fixing.</p> <p>Explain the concept of Bait-and-switch advertising.</p>
<p>Unit 3: Pricing 3.07 Pricing Quiz</p>	2CV12.1.3, 3.2,3.4, 5.1	<p>Identify different types of pricing strategies.</p> <p>Explain the concept of price fixing.</p> <p>Explain the concept of Bait-and-switch advertising.</p>
<p>Unit 3: Pricing 3.08 Pricing Graded Assignment</p>	CV12.1.1, 1.3, 2.1, 2.2, 2.4, 3.1, 3.2,3.4, 5.1	<p>Identify different types of pricing strategies.</p> <p>Explain the concept of price fixing.</p> <p>Explain the concept of Bait-and-switch advertising.</p>
<p>Unit 3: Pricing 3.08 Pricing Graded Assignment (cont.)</p>	CV12.1.1, 1.3, 2.1, 2.2, 2.4, 3.1, 3.2,3.4, 5.1	<p>Identify different types of pricing strategies.</p> <p>Explain the concept of price fixing.</p> <p>Explain the concept of Bait-and-switch advertising.</p>
<p>Unit 3: Pricing 3.08 Pricing Graded Assignment (cont.)</p>	CV12.1.1, 1.3, 2.1, 2.2, 2.4, 3.1, 3.2,3.4, 5.1	<p>Identify different types of pricing strategies.</p> <p>Explain the concept of price fixing.</p> <p>Explain the concept of Bait-and-switch advertising.</p>
<p>Unit 3: Pricing 3.08 Pricing Graded Assignment (cont.)</p>	CV12.1.1, 1.3, 2.1, 2.2, 2.4, 3.1, 3.2,3.4, 5.1	<p>Identify different types of pricing strategies.</p> <p>Explain the concept of price fixing.</p> <p>Explain the concept of Bait-and-switch advertising.</p>
<p>Unit 4: Personal Finance 4.01 Personal Vision and Goals 4.05 Study Questions: Personal Finance</p>	CV12.1.1, 1.3, 2.1, 2.2, 2.4, 3.1, 3.2,3.4, 5.1	<p>Describe the importance of having a personal vision.</p> <p>Identify questions that can help in writing a personal vision statement.</p> <p>Identify questions that will help in determining future goals.</p> <p>Write a personal vision statement.</p> <p>Differentiate between short-term, intermediate, and long-term goals.</p>

		<p>Identify financial goals.</p> <p>Identify the importance of prioritizing of goals.</p> <p>Describe budgeting.</p>
<p>Unit 4: Personal Finance 4.02 Banking</p>	0	<p>Identify services offered by banks.</p> <p>Identify different types of banking transactions.</p> <p>Identify different types of bank accounts.</p> <p>Identify bank security concerns and the role of the FDIC in banking industry.</p> <p>Define cash, currency and exchange rate.</p> <p>Identify the functions of the Federal Reserve System.</p>
<p>Unit 4: Personal Finance 4.03 Investing 4.04 Unit Review</p>	0	<p>Identify the characteristics of a good investment.</p> <p>Calculate ROI in dollars and as percentage.</p> <p>Describe ROI and its importance.</p> <p>Identify the strategies to minimize financial risk.</p> <p>Differentiate between equity and debt investments.</p> <p>Identify the risk factor involved in earning higher interest rate.</p> <p>Explain the concept of compound interest.</p>
<p>Unit 4: Personal Finance 4.06 Personal Finance Quiz</p>	CV12.1.4, 3.1, 3.4,4.4, 5.2	<p>Identify the characteristics of a good investment.</p> <p>Calculate ROI in dollars and as percentage.</p> <p>Describe ROI and its importance.</p> <p>Identify the strategies to minimize financial risk.</p> <p>Differentiate between equity and debt investments.</p> <p>Identify the risk factor involved in earning higher interest rate.</p> <p>Explain the concept of compound interest.</p> <p>Identify characteristics of a good investment.</p>

<p>Unit 4: Personal Finance 4.07 Personal Finance Graded Assignment</p>	<p>CV12.1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4, 5.2</p>	<p>Identify the characteristics of a good investment. Calculate ROI in dollars and as percentage. Describe ROI and its importance. Identify the strategies to minimize financial risk. Differentiate between equity and debt investments. Identify the risk factor involved in earning higher interest rate. Explain the concept of compound interest. Identify characteristics of a good investment.</p>
<p>Unit 4: Personal Finance 4.07 Personal Finance Graded Assignment (cont.)</p>	<p>CV12.1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4, 5.2</p>	<p>Identify the characteristics of a good investment. Calculate ROI in dollars and as percentage. Describe ROI and its importance. Identify the strategies to minimize financial risk. Differentiate between equity and debt investments. Identify the risk factor involved in earning higher interest rate. Explain the concept of compound interest. Identify characteristics of a good investment.</p>
<p>Unit 4: Personal Finance 4.07 Personal Finance Graded Assignment (cont.)</p>	<p>CV12.1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4, 5.2</p>	<p>Identify the characteristics of a good investment. Calculate ROI in dollars and as percentage. Describe ROI and its importance. Identify the strategies to minimize financial risk. Differentiate between equity and debt investments. Identify the risk factor involved in earning higher interest rate. Explain the concept of compound interest. Identify characteristics of a good investment.</p>

<p>Unit 4: Personal Finance 4.07 Personal Finance Graded Assignment (cont.)</p>	<p>CV12.1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4, 5.2</p>	<p>Identify the characteristics of a good investment.</p> <p>Calculate ROI in dollars and as percentage.</p> <p>Describe ROI and its importance.</p> <p>Identify the strategies to minimize financial risk.</p> <p>Differentiate between equity and debt investments.</p> <p>Identify the risk factor involved in earning higher interest rate.</p> <p>Explain the concept of compound interest.</p> <p>Identify characteristics of a good investment.</p>
<p>Unit 5: Credit, Funding, and Risk 5.01 Establishing Credit 5.06 Study Questions: Credit, Funding, and Risk</p>	<p>CV12.1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4, 5.2</p>	<p>Describe credit, credit history, and credit scores.</p> <p>Identify the ways to establish credit.</p>
<p>Unit 5: Credit, Funding, and Risk 5.02 Borrowing and Lending</p>	<p>0</p>	<p>Define loans.</p> <p>Calculate monthly principal amount on a loan.</p> <p>Outline the proces of applying for a loan.</p> <p>Identify the information the lender needs before approving a loan.</p> <p>State the importance of using line of credit in a business.</p> <p>State the positive and negative aspects of offering credits by small businesses to its customers.</p> <p>Identify the types of credit a business might offer its customers.</p> <p>Calculate monthly principle amount on a loan.</p>
<p>Unit 5: Credit, Funding, and Risk 5.03 Funding a Business</p>	<p>0</p>	<p>Identify the types of funding.</p> <p>Identify various sources of funding.</p> <p>Define common business costs</p> <p>Identify the types of business costs.</p> <p>Identify the importance of cash flow for a business.</p>

		Identify the factors that helps in predicting or forecasting more accurate results.
Unit 5: Credit, Funding, and Risk 5.04 Risk Management 5.05 Unit Review	0	Identify the various causes of business risk, namely, human, natural, and economic. Differentiate between pure risk and speculative risk. Explain insurance. Identify insurable and uninsurable risks. Identify various means to protect against business risks. Identify various strategies for risk management. Explain various types of business costs. Identify causes of business risk, including human, natural, and economic.
Unit 5: Credit, Funding, and Risk 5.07 Credit, Funding, and Risk Quiz	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.2, 3.4,4.4, 5.1, 5.2	Identify the various causes of business risk, namely, human, natural, and economic. Differentiate between pure risk and speculative risk. Explain insurance. Identify insurable and uninsurable risks. Identify various means to protect against business risks. Identify various strategies for risk management. Explain various types of business costs. Identify causes of business risk, including human, natural, and economic.
Unit 5: Credit, Funding, and Risk 5.08 Credit, Funding, and Risk Graded Assignment	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.2, 3.4,4.4, 5.1, 5.2	Identify the various causes of business risk, namely, human, natural, and economic. Differentiate between pure risk and speculative risk. Explain insurance. Identify insurable and uninsurable risks. Identify various means to protect against business risks.

		<p>Identify various strategies for risk management.</p> <p>Explain various types of business costs.</p> <p>Identify causes of business risk, including human, natural, and economic.</p>
<p>Unit 5: Credit, Funding, and Risk 5.08 Credit, Funding, and Risk Graded Assignment (cont.)</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.2, 3.4,4.4, 5.1, 5.2</p>	<p>Identify the various causes of business risk, namely, human, natural, and economic.</p> <p>Differentiate between pure risk and speculative risk.</p> <p>Explain insurance.</p> <p>Identify insurable and uninsurable risks.</p> <p>Identify various means to protect against business risks.</p> <p>Identify various strategies for risk management.</p> <p>Explain various types of business costs.</p> <p>Identify causes of business risk, including human, natural, and economic.</p>
<p>Unit 5: Credit, Funding, and Risk 5.08 Credit, Funding, and Risk Graded Assignment (cont.)</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.2, 3.4,4.4, 5.1, 5.2</p>	<p>Identify the various causes of business risk, namely, human, natural, and economic.</p> <p>Differentiate between pure risk and speculative risk.</p> <p>Explain insurance.</p> <p>Identify insurable and uninsurable risks.</p> <p>Identify various means to protect against business risks.</p> <p>Identify various strategies for risk management.</p> <p>Explain various types of business costs.</p> <p>Identify causes of business risk, including human, natural, and economic.</p>
<p>Unit 5: Credit, Funding, and Risk 5.08 Credit, Funding, and Risk Graded Assignment (cont.)</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.2, 3.4,4.4, 5.1, 5.2</p>	<p>Identify the various causes of business risk, namely, human, natural, and economic.</p> <p>Differentiate between pure risk and speculative risk.</p> <p>Explain insurance.</p>

		<p>Identify insurable and uninsurable risks.</p> <p>Identify various means to protect against business risks.</p> <p>Identify various strategies for risk management.</p> <p>Explain various types of business costs.</p> <p>Identify causes of business risk, including human, natural, and economic.</p>
<p>Unit 6: Accounting 6.01 Accounting 6.05 Study Questions: Accounting</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.2, 3.4,4.4, 5.1, 5.2</p>	<p>Identify the important factors in a company's financial health.</p> <p>Define accounting, bookkeeping, and GAAP.</p> <p>Identify accounting methods, internal accounting controls, and types of accounting.</p>
<p>Unit 6: Accounting 6.02 Bookkeeping and Customer Records</p>	0	<p>Identify the types of bookkeeping, including single-entry and double-entry.</p> <p>Identify popular accounting software and its purpose.</p> <p>Define data and the types of customer records.</p>
<p>Unit 6: Accounting 6.03 Financial Reporting 6.04 Unit Review</p>	0	<p>Identify the common financial statements.</p> <p>Identify the common financial ratios.</p>
<p>Unit 6: Accounting 6.06 Accounting Quiz</p>	<p>CV12.1.4, 3.1, 3.2, 3.4,4.4</p>	<p>Identify the common financial statements.</p> <p>Identify the common financial ratios.</p>
<p>Unit 6: Accounting 6.07 Accounting Graded Assignment</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4</p>	<p>Identify the common financial statements.</p> <p>Identify the common financial ratios.</p>
<p>Unit 6: Accounting 6.07 Accounting Graded Assignment (cont.)</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4</p>	<p>Identify the common financial statements.</p> <p>Identify the common financial ratios.</p>
<p>Unit 6: Accounting 6.07 Accounting Graded Assignment (cont.)</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4</p>	<p>Identify the common financial statements.</p> <p>Identify the common financial ratios.</p>
<p>Unit 6: Accounting 6.07 Accounting Graded Assignment (cont.)</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4</p>	<p>Identify the common financial statements.</p> <p>Identify the common financial ratios.</p>
<p>Unit 7: Taxes and Laws 7.01 Taxation 7.05 Study Questions: Taxes and Laws</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4</p>	<p>Identify the common federal, state, and local taxes.</p> <p>Identify how to file taxes.</p>
<p>Unit 7: Taxes and Laws 7.02 Government Laws and Regulations</p>	0	<p>Identify the government's role in the economy.</p> <p>Identify the purpose of common government</p>

		<p>agencies and their policies.</p> <p>Identify the purpose of Affirmative action.</p> <p>Identify the purpose of Americans with Disabilities Act (ADA) .</p> <p>Identify the purpose of Fair Labor Standards Act (FLSA).</p> <p>Identify the laws and regulations that affect small businesses.</p> <p>Identify the purpose of common government agencies, organizations and their policies.</p>
<p>Unit 7: Taxes and Laws 7.03 Business Law 7.04 Unit Review</p>	0	<p>Define civil case, plaintiff, and defendant.</p> <p>Define agency relationship and administrative law.</p> <p>Identify the parts of a contract.</p> <p>Identify breach of contract and common business torts.</p> <p>Identify the types of intellectual property.</p>
<p>Unit 7: Taxes and Laws 7.06 Taxes and Laws Quiz</p>	CV12.1.4, 3.1, 3.4,4.4	<p>Define civil case, plaintiff, and defendant.</p> <p>Define agency relationship and administrative law.</p> <p>Identify the parts of a contract.</p> <p>Identify breach of contract and common business torts.</p> <p>Identify the types of intellectual property.</p>
<p>Unit 7: Taxes and Laws 7.07 Taxes and Laws Graded Assignment</p>	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4	<p>Define civil case, plaintiff, and defendant.</p> <p>Define agency relationship and administrative law.</p> <p>Identify the parts of a contract.</p> <p>Identify breach of contract and common business torts.</p> <p>Identify the types of intellectual property.</p>
<p>Unit 7: Taxes and Laws 7.07 Taxes and Laws Graded Assignment (cont.)</p>	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4	<p>Define civil case, plaintiff, and defendant.</p> <p>Define agency relationship and administrative law.</p> <p>Identify the parts of a contract.</p>

		<p>Identify breach of contract and common business torts.</p> <p>Identify the types of intellectual property.</p>
<p>Unit 7: Taxes and Laws 7.07 Taxes and Laws Graded Assignment (cont.)</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4</p>	<p>Define civil case, plaintiff, and defendant.</p> <p>Define agency relationship and administrative law.</p> <p>Identify the parts of a contract.</p> <p>Identify breach of contract and common business torts.</p> <p>Identify the types of intellectual property.</p>
<p>Unit 7: Taxes and Laws 7.07 Taxes and Laws Graded Assignment (cont.)</p>	<p>CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4</p>	<p>Define civil case, plaintiff, and defendant.</p> <p>Define agency relationship and administrative law.</p> <p>Identify the parts of a contract.</p> <p>Identify breach of contract and common business torts.</p> <p>Identify the types of intellectual property.</p>
<p>Unit 8: Culture, Globalization, and Technology 8.01 Culture and Business 8.05 Study Questions: Culture, Globalization, and Technology</p>	<p>CV12.1.2, 1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4</p>	<p>Define culture, cultural diversity, and etiquette.</p> <p>Identify the changes that happened in American culture in the history of the United States.</p> <p>Identify the types of small businesses that are important part of the American economy.</p> <p>Explain the term globalization.</p> <p>Identify the cultural differences that influence business.</p>
<p>Unit 8: Culture, Globalization, and Technology 8.02 Global Trade</p>	<p>0</p>	<p>Define global trade and domestic trade.</p> <p>Define importing, exporting, free trade, and tariff.</p> <p>Identify the common exports and imports of the United States to other countries.</p> <p>Define exchange rate risk.</p> <p>Identify the factors that affect exchange rates.</p> <p>Identify the benefits and risks of participating in global trade.</p>

		<p>Identify the global business opportunities for entrepreneurs.</p> <p>Identify the purpose of the U.S. government agencies that provide export assistance.</p>
<p>Unit 8: Culture, Globalization, and Technology 8.03 Technology 8.04 Unit Review</p>	0	<p>Identify the benefits of using technology in business.</p> <p>Identify the common computer equipment used in business.</p> <p>Define common technology terms.</p>
<p>Unit 8: Culture, Globalization, and Technology 8.06 Culture, Globalization, and Technology Quiz</p>	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4	<p>Identify the benefits of using technology in business.</p> <p>Identify the common computer equipment used in business.</p> <p>Define common technology terms.</p>
<p>Unit 8: Culture, Globalization, and Technology 8.07 Culture, Globalization, and Technology Graded Assignment</p>	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4	<p>Identify the benefits of using technology in business.</p> <p>Identify the common computer equipment used in business.</p> <p>Define common technology terms.</p>
<p>Unit 8: Culture, Globalization, and Technology 8.07 Culture, Globalization, and Technology Graded Assignment (cont.)</p>	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4	<p>Identify the benefits of using technology in business.</p> <p>Identify the common computer equipment used in business.</p> <p>Define common technology terms.</p>
<p>Unit 8: Culture, Globalization, and Technology 8.07 Culture, Globalization, and Technology Graded Assignment (cont.)</p>	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4	<p>Identify the benefits of using technology in business.</p> <p>Identify the common computer equipment used in business.</p> <p>Define common technology terms.</p>
<p>Unit 8: Culture, Globalization, and Technology 8.07 Culture, Globalization, and Technology Graded Assignment (cont.)</p>	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4	<p>Identify the benefits of using technology in business.</p> <p>Identify the common computer equipment used in business.</p> <p>Define common technology terms.</p>
<p>Unit 9: Workplace Skills 9.01 Hiring Employees 9.06 Study Questions: Workplace Skills</p>	CV12.1.4,2.1, 2.2, 2.4, 3.1, 3.4,4.4	<p>Identify how to assess a company's needs.</p> <p>Define specialization, division of labor, generalization, law of diminishing returns, outsourcing, and layoffs.</p> <p>Identify the common personnel policies for employees.</p>

		<p>Identify ways to find employees.</p> <p>Identify the components of employee orientation.</p>
<p>Unit 9: Workplace Skills 9.02 Succeeding in the Workplace</p>	0	<p>Identify the common job-related documents and how they are used.</p> <p>Identify the tips for successful interviews.</p> <p>Define resignation and firing.</p> <p>Identify the ways to deal with job separation.</p> <p>Identify the positive work attitudes and behaviors.</p>
<p>Unit 9: Workplace Skills 9.03 Communicating in the Workplace</p>	0	<p>Identify verbal, nonverbal, and written communication skills.</p> <p>Define active listening, paraphrasing, and agenda.</p> <p>Identify the common business documents.</p> <p>Define negotiation.</p> <p>Identify the ways to manage language and cultural differences within a company.</p>
<p>Unit 9: Workplace Skills 9.04 Management and Leadership 9.05 Unit Review</p>	0	<p>Define management.</p> <p>Identify the types of management styles.</p> <p>Identify the characteristics of successful teams.</p> <p>Identify the ways to motivate others.</p> <p>Identify the ways to build leadership and motivational skills.</p>
<p>Unit 9: Workplace Skills 9.07 Workplace Skills Quiz</p>	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
<p>Unit 9: Workplace Skills 9.08 Workplace Skills Graded Assignment</p>	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
<p>Unit 9: Workplace Skills 9.08 Workplace Skills Graded Assignment (cont.)</p>	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
<p>Unit 9: Workplace Skills 9.08 Workplace Skills Graded Assignment (cont.)</p>	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
<p>Unit 9: Workplace Skills 9.08 Workplace Skills Graded Assignment (cont.)</p>	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0

Unit 10 Final Assignment 10.01 Final Assignment Part 1	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.01 Final Assignment Part 1 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.01 Final Assignment Part 1 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.01 Final Assignment Part 1 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.01 Final Assignment Part 1 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.01 Final Assignment Part 1 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.02 Final Assignment Part 2	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.02 Final Assignment Part 2 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.02 Final Assignment Part 2 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.02 Final Assignment Part 2 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.02 Final Assignment Part 2 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.02 Final Assignment Part 2 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.03 Final Assignment Part 3	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.03 Final Assignment Part 3 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.03 Final Assignment Part 3 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.03 Final Assignment Part 3 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0
Unit 10 Final Assignment 10.03 Final Assignment Part 3 (cont.)	CV12.1.2, 1.4, 2.1, 2.2, 2.4, 3.1, 3.4,4.4	0