

Wyoming Department of Education Required Virtual Education Course Syllabus

Sheridan County School District # 1

Program Name	Sheridan County School District #1 Virtual School	Content Area	VE
Course ID	AC10052	Grade Level	10 - 12
Course Name	Information Management II	# of Credits	1
SCED Code	10051G1.0022	Curriculum Type	Acellus

COURSE DESCRIPTION

Acellus Information Management II builds on previous instruction to give students management and study skills and for postsecondary education and beyond. Students will learn the basics of workplace communication, become familiar with financial statements, learn to structure business documents, and gain an understanding of how businesses function. Students will learn about economics, business legalities, and be given training on skills such as oral presentation and timed writing. From writing a resume to managing employees, this course will enable students to strengthen their business skills and prepare them to gain further knowledge through the study of business related college majors and careers. Acellus Information Management II is A-G approved through the University of California.

WYOMING CONTENT AND PERFORMANCE STANDARDS

STANDARD#	BENCHMARK (Standard/Indicator) Use the Standards and Benchmarks as Spreadsheets
CV12.1.1	College and career-ready students evaluate current knowledge and interests in order to set career goals.
CV12.1.2	College and career-ready students explore careers including outlook, salary, needed training, duties and lifestyle utilizing all
CV12.1.4	College and career-ready students demonstrate employability skills that enable them to be responsible and contributing
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
CV12.3.2	College and career-ready students identify trends, forecast possibilities, and explore complex systems and issues.
CV12.3.3	College and career-ready students employ valid and reliable research strategies and apply prior knowledge to solve a
CV12.3.4	College and career-ready students demonstrate creativity and innovation while considering the environmental, social, and
CV12.4.1	College and career-ready students produce clear and coherent writing in which the development, organization, and style are
CV12.4.2	College and career-ready students determine the meaning of symbols, key terms, and other content-specific words and
CV12.4.3	College and career-ready students acquire, manipulate, analyze, diagnose, and/or report information, using the appropriate
CV12.5.1	College and career-ready students manage resources to develop, analyze, and implement systems and applications.
CV12.5.2	College and career-ready students productively complete tasks taking constraints, priorities and resources into account.
CV12.5.3	College and career-ready students safely and ethically use current industry-standard tools and emerging technologies.
CV12.5.4	College and career-ready students utilize technology to develop innovative solutions or products.

SCOPE AND SEQUENCE

UNIT OUTLINE	STANDARD#	OUTCOMES OBJECTIVES/STUDENT CENTERED GOALS
Unit 1 – Managing Written Communication	CV12.1.1; CV12.1.2; CV12.2.4; CV12.3.2; CV12.4.2; CV12.4.3;	In this unit students learn how to structure professional business letters and memos. Students understand how to structure headings, content, and closing remarks in an impressive and straightforward manner. Students develop general study skills by writing an essay requiring a thesis statement, documented proof and evidence from assigned documents, and a convincing
Unit 2 – Preparing and Analyzing Financial Documents	CV12.1.4; CV12.2.1; CV12.2.4; CV12.4.2; CV12.4.3;	This unit allows students to become familiar with important types of financial documents. Students continue to develop expository writing and analytical thinking skills through timed reading and writing assignments. Students analyze the meaning of terms such as assets, liabilities, equity, and financial position.
Unit 3 – Using Design to Create Effective Business Documents	CV12.1.4; CV12.2.1; CV12.2.4; CV12.4.2; CV12.4.3;	This unit delves into document design and how to effectively design a business document. Students recognize that there are templates available for use when writing documents. Students will use analytical thinking and build general study skills in debate prep activity including identifying debate arguments from
Unit 4 – Analyzing Information Efficiently and Effectively	CV12.1.4; CV12.2.1; CV12.2.4; CV12.4.2; CV12.4.3; CV12.5.1; CV12.5.2;	During this unit students explore concepts associated with sorting through data in order to find the information that is actually important. Students will develop analytical reading and writing skills through timed exercises requiring them to study several documents and then to compose a written response. Students practice analyzing data and assessing for whom the information is meant and what it is meant to communicate.
Unit 5 – Becoming an Entrepreneur	CV12.1.4; CV12.2.1; CV12.2.4; CV12.4.2; CV12.4.3;	In this unit students study the process of starting a business, starting with an organized plan and then going into details such as selecting a location, raising capital, obtaining a license, and finding a source of quality resources. Students will take part in analytical thinking exercises that will require them to choose and

Unit 6 – Enhancing Visuals to Communicate Effectively	CV12.1.4; CV12.2.1; CV12.2.4; CV12.4.1; CV12.4.2; CV12.4.3; CV12.5.1; CV12.5.2; CV12.5.4;	This unit expands on using visual communication to convey messages more clearly. Students analyze the use of graphics and multimedia to attract the attention of audiences. Students will also assess the validity, compare and contrast, evaluate relative importance, and analyze the significance of assigned research documents to develop analytical thinking skills. Types of advertising are compared so that students understand when and how to use them effectively. Students realize the benefits of advertising and how advertisements impact public relations.
Unit 7 – Understanding Our World	CV12.1.4; CV12.2.1; CV12.2.4; CV12.4.2; CV12.4.3;	This unit encourages students to think about the global effects their business causes. Students analyze strategies on working with multiple nations, as well as their local community. Students consider the benefits of using local resources. The health of the environment is also discussed. Students evaluate
Unit 8 – Preparing for the Workplace	CV12.1.4; CV12.2.1; CV12.2.4; CV12.4.2; CV12.4.3;	This unit expands on what preparations must take place prior to entering the workplace. Students learn what should be included in a career portfolio and how to properly compose a resume, both on paper and digitally. Students understand what to expect in a job interview and how to behave in order to make the correct
Unit 9 – Being an Effective Employee	CV12.1.4; CV12.2.1; CV12.2.2; CV12.2.4; CV12.3.2; CV12.4.2; CV12.4.3;	In this unit students discuss how to be effective in the workplace and students continue to engage in activity to develop speaking and listening skills. Students use analytical thinking and general study skills to identify debate arguments from assigned reading materials. Students understand the process of establishing stability in a new job through building relationships with coworkers and managers, communicating clearly, and earning
Unit 10 – Real-World Applications	CV12.1.4; CV12.2.1; CV12.2.4; CV12.3.4; CV12.4.2; CV12.4.3;	This unit covers certain skills that are crucial in business. Students learn the importance of timed writing and see examples of when this skill might be used in the workplace. Students understand that this involves working to a deadline and what pressures are involved in this. Students become familiar with a keyboard layout and are given tips on keystroke patterns and
Unit 11 – Assessing Advanced Information Management Skills	CV12.1.4; CV12.2.1; CV12.2.4; CV12.3.3; CV12.4.2; CV12.4.3;	In this unit students discuss business management skills and critical thinking involved with running an organization. Students analyze how global connections affect business through resources, the labor force, and government involvement. Different types of ownership are compared and contrasted such as sole proprietorships, general partnerships, limited
Unit 12 – Economic Systems and the U.S. Economy	CV12.1.4; CV12.2.1; CV12.2.4; CV12.3.3; CV12.4.2; CV12.4.3; CV12.5.3;	In this unit students compare and contrast economic systems such as traditional, command, market, and mixed. Students also analyze business cycles and the factors that affect these cycles. Student learn about the factors of profit including competition, strength of demand, advertising, and pricing. Students understand how to draw a demand curve and find the equilibrium price. Also discussed are the impact of imports and
Unit 13 – Understanding Legalities of Business	CV12.1.4; CV12.2.1; CV12.2.4; CV12.3.3; CV12.4.2; CV12.4.3; CV12.5.3;	This unit covers the legalities involved in business. Students learn about labor unions and the impact of salary, safety, benefits, and profits. Students analyze the law of diminishing returns and the concept of division of labor. Students discuss the impact government has on business through contract enforcement, consumer and employee protection, environmental protection, and taxation. Students are made familiar with business
Unit 14 – Personal Financial Ability	CV12.1.4; CV12.2.1; CV12.2.4; CV12.3.3; CV12.4.2; CV12.4.3;	This unit delves into personal financial requirements. Students analyze individual income tax forms including W-4, W-2, and 1040 as well as federal, state, and local taxes in general. Students also review bank statements and how mortgages and loans can affect personal financial situations. Students understand how and why to balance checking accounts and keep track of all
Unit 15 – Understanding Business Communication	CV12.1.4; CV12.2.1; CV12.2.4; CV12.3.3; CV12.4.2; CV12.4.3;	This unit discusses certain skills and specific knowledge that will aid students in the workplace, enabling them to be more efficient and professional. Students will take part in analytical thinking exercises to choose and then defend a position on related topics. Students understand the importance of simple abilities such as using a keyboard and proofreading. Students comprehend that

Unit 16 – Using Media and Technology in the Workplace	CV12.1.4; CV12.2.1; CV12.2.2; CV12.2.4; CV12.3.3; CV12.4.2; CV12.4.3; CV12.5.3;	This unit expands on the effective use of media and technology in gathering information. Students understand the importance of keeping up-to-date on news and research by using books, newspapers, magazines, or the internet. Students learn to discover whether information is reliable by checking the source, author, publisher, and intended audience. Students discuss how this information and technology might be used to find potential customers and network with other businesses. Students evaluate
Unit 17 – Oral Business Presentation Skills	CV12.1.4; CV12.2.1; CV12.2.4; CV12.3.4; CV12.4.2; CV12.4.3;	In this unit students learn about different methods of public speaking and when they should be used. Students learn how to prepare before giving a speech or presentation by identifying their audience, their message, and a strategy to keep audience attention. Students analyze the use of multimedia in presentations and when this tool is appropriate to use. Students
Unit 18 – Personal Communication Skills	CV12.1.4; CV12.2.1; CV12.2.4; CV12.3.3; CV12.4.2; CV12.4.3; CV12.5.4;	This unit discusses the impact personal communication has on your professional image. Students comprehend that use of social media is public and can be viewed by business associates. Students analyze the use of communication in the workplace and how to appropriately communicate good or bad news as well as how to communicate when feeling stress. Students realize that business email is not personal and should be kept professional.