

Theme	NETS Standard	Teacher Resources	Performance Indicator
Word	1; 3	Microsoft Office Text	Students will insert and edit text, sybols and special characters.
Word	1; 3	Microsoft Office Text	Students will insert frequently used and pre defined text.
Word	1; 3	Microsoft Office Text	Students will navigate to specific content
Word	1; 3	Microsoft Office Text	Students will insert, position and size graphics
Word	1; 3	Microsoft Office Text	Students will create and modify diagrams and charts
Word	1; 3	Microsoft Office Text	Students will insert and modify tables
Word	1; 3	Microsoft Office Text	Students will create bulleted lists, numbers lists and outlines
Word	1; 3	Microsoft Office Text	Students will insert and modify content in headers and footers
Word	1; 3	Microsoft Office Text	Students will modify document layout and page setup
Word	1; 3	Microsoft Office Text	Students will compare and merge documents
Word	1; 3	Microsoft Office Text	Students will create documents using files and folders
Word	1; 3	Microsoft Office Text	Students will mail merge - print document, envelopes and labels
Word	1; 3	Microsoft Office Text	Students will control pagination
Word	1; 3	Microsoft Office Text	Students will sort content in lists and tables
Word	1; 3	Microsoft Office Text	Students will spell check and grammar check
Word	1; 3	Microsoft Office Text	Students will Merge letters with other data sources
Word	1; 3	Microsoft Office Text	Students will insert and modify endnotes, footnotes, captions, and cross reference
Word	1; 3	Microsoft Office Text	Students will Review Documents - Letters, Memos, Term Papers
Excel	1; 3	Microsoft Office Text	Students will enter and edit cell content
Excel	1; 3	Microsoft Office Text	Students will insert, position and size graphics

Excel	1; 3	Microsoft Office Text	Students will manipulate table data
Excel	1; 3	Microsoft Office Text	Students will insert and modify formulas
Excel	1; 3	Microsoft Office Text	Students will insert and modify functions
Excel	1; 3	Microsoft Office Text	Students will create, modify, and position diagrams and charts based on worksheet data
Excel	1; 3	Microsoft Office Text	Students will apply and modify cell formats
Excel	1; 3	Microsoft Office Text	Students will modify row and column formats
Excel	1; 3	Microsoft Office Text	Students will format worksheets
Excel	1; 3	Microsoft Office Text	Students will create new workbooks from templates
Excel	1; 3	Microsoft Office Text	Students will proof read
Access	1; 3	Microsoft Office Text	Students will create Access databases
Access	1; 3	Microsoft Office Text	Students will create and modify tables
Access	1; 3	Microsoft Office Text	Students will define and modify field types
Access	1; 3	Microsoft Office Text	Students will modify field properties
Access	1; 3	Microsoft Office Text	Students will create and modify queries
Access	1; 3	Microsoft Office Text	Students will create forms
Access	1; 3	Microsoft Office Text	Students will add and modify form controls and properties
Access	1; 3	Microsoft Office Text	Students will enter, edit and delete records
Access	1; 3	Microsoft Office Text	Students will find and move among records
Access	1; 3	Microsoft Office Text	Students will import data to access
Access	1; 3	Microsoft Office Text	Students will modify form layout
Access	1; 3	Microsoft Office Text	Students will modify report layout and page setup
Access	1; 3	Microsoft Office Text	Students will format datasheets
Access	1; 3	Microsoft Office Text	Students will sort records
Access	1; 3	Microsoft Office Text	Students will filter records

Access	1; 3	Microsoft Office Text	Students will view objects and object data in other views
Access	1; 3	Microsoft Office Text	Students will print database objects and data
Access	1; 3	Microsoft Office Text	Students will export data from Access
Power point	1; 3	Microsoft Office Text	Students will make power point presentations
Power point	1; 3	Microsoft Office Text	Students will animate text
Power point	1; 3	Microsoft Office Text	Students will spell check
Power point	1; 3	Microsoft Office Text	Students will insert clip art
Power point	1; 3	Microsoft Office Text	Students will manipulate clip art
Power point	1; 3	Microsoft Office Text	Students will manipulate fonts
Power point	1; 3	Microsoft Office Text	Students will animate slides

Theme	Aligned State Standard	Teacher Resources	Performance Indicator
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with Network Architecture and Topology
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with Protocols
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with Operating systems
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with ISPs
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will explain the basics of how the WWW works.
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with Web Browsers
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with Internet Explorer Basics
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with searching
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with evaluating web sites
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with citing web sites
Introducing Web Pages, Networks, Internet, WWW, and Internet Explorer		Microsoft Front Page	Students will demonstrate proficiency with introduction to email
Introduction to HTML		Microsoft Front Page	Students will demonstrate proficiency with Vocabulary and tags
Introduction to HTML		Microsoft Front Page	Students will demonstrate proficiency with Sources command

Introduction to HTML		Microsoft Front Page	Students will demonstrate proficiency with create with HTML using: word and notepad
Introduction to HTML		Microsoft Front Page	Students will demonstrate proficiency with alignment using HTML
Introduction to HTML		Microsoft Front Page	Students will demonstrate proficiency with Basic functions using HTML: links, images, formatting
Introduction to FrontPage		Microsoft Front Page	Students will demonstrate proficiency with Program basics: open, close, save, print
Introduction to FrontPage		Microsoft Front Page	Students will demonstrate proficiency with Page views
Introduction to FrontPage		Microsoft Front Page	Students will demonstrate proficiency with inserting pics
Introduction to FrontPage		Microsoft Front Page	Students will demonstrate proficiency with hyperlinks
Introduction to FrontPage		Microsoft Front Page	Students will demonstrate proficiency with help command
creating a web site		Microsoft Front Page	Students will demonstrate proficiency with where to start: page purpose
creating a web site		Microsoft Front Page	Students will demonstrate proficiency with creating internal hyperlinks
creating a web site		Microsoft Front Page	Students will demonstrate proficiency with page headers
creating a web site		Microsoft Front Page	Students will demonstrate proficiency with email-hyperlinks
creating a web site		Microsoft Front Page	Students will demonstrate proficiency with structure of page
creating a web site		Microsoft Front Page	Students will demonstrate proficiency with adding pages
creating a web site		Microsoft Front Page	Students will demonstrate proficiency with external hyperlinking
Page Layout		Microsoft Front Page	Students will demonstrate proficiency with consistency
Page Layout		Microsoft Front Page	Students will demonstrate proficiency with usability
Page Layout		Microsoft Front Page	Students will demonstrate proficiency with appropriateness

Page Layout		Microsoft Front Page	Students will demonstrate proficiency with tables
Page Layout		Microsoft Front Page	Students will demonstrate proficiency with Organization
Typography, paragraph formats, and color		Microsoft Front Page	Students will demonstrate proficiency with Typography
Typography, paragraph formats, and color		Microsoft Front Page	Students will demonstrate proficiency with formatting: fonts, sizes, styles
Typography, paragraph formats, and color		Microsoft Front Page	Students will demonstrate proficiency with inserting symbols
Typography, paragraph formats, and color		Microsoft Front Page	Students will demonstrate proficiency with text alignment
Typography, paragraph formats, and color		Microsoft Front Page	Students will demonstrate proficiency with background color schemes
Typography, paragraph formats, and color		Microsoft Front Page	Students will demonstrate proficiency with bulleted and numbered lists
Typography, paragraph formats, and color		Microsoft Front Page	Students will demonstrate proficiency with horizontal lines
Graphics		Microsoft Front Page	Students will demonstrate proficiency with graphic file formats
Graphics		Microsoft Front Page	Students will demonstrate proficiency with sizing and resampling graphics
Graphics		Microsoft Front Page	Students will demonstrate proficiency with cropping
Graphics		Microsoft Front Page	Students will demonstrate proficiency with converting graphics
Graphics		Microsoft Front Page	Students will demonstrate proficiency with setting the transparent color of a gif
Graphics		Microsoft Front Page	Students will demonstrate proficiency with creating thumbnail graphics
Graphics		Microsoft Front Page	Students will demonstrate proficiency with graphic hyperlinks

Graphics		Microsoft Front Page	Students will demonstrate proficiency with adding dynamic html effects to graphics
Graphics		Microsoft Front Page	Students will demonstrate proficiency with creating an image map
Graphics		Microsoft Front Page	Students will demonstrate proficiency with graphics and copyrights
types of web documents		Microsoft Front Page	Students will demonstrate proficiency with personal websites
types of web documents		Microsoft Front Page	Students will demonstrate proficiency with informational websites
types of web documents		Microsoft Front Page	Students will demonstrate proficiency with corporate presence websites
types of web documents		Microsoft Front Page	Students will demonstrate proficiency with research websites
advanced techniques		Microsoft Front Page	Students will demonstrate proficiency with inserting sound
advanced techniques		Microsoft Front Page	Students will demonstrate proficiency with inserting movie clips
advanced techniques		Microsoft Front Page	Students will demonstrate proficiency with other new technology

District Curriculum Heading	Teacher Resources	Performance Indicator
Basic Accounting Cycle	Century 21 Accounting, 2006 textbook and workbook	Students will be able to complete the accounting cycle.
Basic Accounting Cycle	Century 21 Accounting, 2006 textbook and workbook	Students will be able to classify asset, liability, owner's equity, revenue and expense accounts.
Basic Accounting Cycle	Century 21 Accounting, 2006 textbook and workbook	Students will be able to record business transactions using T -accounts and debits and credits.
Basic Accounting Cycle	Century 21 Accounting, 2006 textbook and workbook	Students will be able to utilize the general journal and the general ledger
Basic Accounting Cycle	Century 21 Accounting, 2006 textbook and workbook	Students will be able to prepare adjusting entries and complete the work sheet
Basic Accounting Cycle	Century 21 Accounting, 2006 textbook and workbook	Students will be able to record closing entries and prepare the post-closing trial balance
Basic Accounting Cycle	Century 21 Accounting, 2006 textbook and workbook	Students will be able to account for professional enterprises in the combined journal
Cash Control and Banking Activities	Century 21 Accounting, 2006 textbook and workbook	Students will be able to maintain bank accounts and cash funds
Accounting for Payroll Systems	Century 21 Accounting, 2006 textbook and workbook	Students will be able to compute employee earnings and deductions
Accounting for Payroll Systems	Century 21 Accounting, 2006 textbook and workbook	Students will be able to demonstrate working knowledge of employer taxes, payments and prepare payroll reports
Accounting Cycle for Merchandising Corporation	Century 21 Accounting, 2006 textbook and workbook	Students will be able to maintain the sales journal
Accounting Cycle for Merchandising Corporation	Century 21 Accounting, 2006 textbook and workbook	Students will be able to maintain the purchases journal
Accounting Cycle for Merchandising Corporation	Century 21 Accounting, 2006 textbook and workbook	Students will be able to maintain the cash receipts journal and the cash payment journal
Accounting Cycle for Merchandising Corporation	Century 21 Accounting, 2006 textbook and workbook	Students will be able to complete a work sheet and record adjusting entries
Accounting Cycle for Merchandising Corporation	Century 21 Accounting, 2006 textbook and workbook	Students will be able to prepare financial statements, closing entries and reversing entries

Income Tax Preparation	1040 EZ, IL1040, and directions	Students will be able to prepare a 1040 EZ and an IL1040.
Accounting for Special Procedures		Students will be able to calculate depreciation and book value on plant assets
Accounting for Special Procedures		Students will be able to journalize uncollectible accounts receivable
Accounting for Special Procedures		Students will be able to determine ending inventories
Accounting for Special Procedures		Students will be able to account for accrued income and expenses
Course recap	Practice Set that accompanies textbook	Students will complete a practice set reinforcing the accounting skills learned

Theme	State Standard	Teacher Resources	Performance Indicator
History of Marketing	N/A	Sports and Entertainment Marketing by Glencoe	Students will define the term marketing.
History of Marketing	N/A	Sports and Entertainment Marketing by Glencoe	Students will explain the marketing concept.
History of Marketing	N/A	Sports and Entertainment Marketing by Glencoe	Students will define the term <i>demographics</i> .
History of Marketing	N/A	Sports and Entertainment Marketing by Glencoe	Students will explain the marketing mix.
Economics of Marketing	N/A	Sports and Entertainment Marketing by Glencoe	Students will explain economics and free enterprise.
Economics of Marketing	N/A		Students will identify intellectual property rights.
Economics of Marketing	N/A		Students will explain the different types of business ownership.
Economics of Marketing	N/A		Students will explain the economic impact of sports and entertainment.
Categories of Marketing	N/A	Sports and Entertainment Marketing by Glencoe	Students will identify the different categories of sports.
Categories of Marketing	N/A		Students will differentiate between amateur and professional.
Categories of Marketing	N/A		Students will explain the significance of international marketing.
Categories of Marketing	N/A		Students will explain the significance of marketing to both genders.
Consumer Products	N/A	Sports and Entertainment Marketing by Glencoe	Students will define the term consumer
Consumer Products	N/A		Students will explain market segmentation
Consumer Products	N/A		Students will identify product differences.
Consumer Products	N/A		Students will identify the differences between products and services.
Consumer Products	N/A		Students will identify the differences between product line and product mix.

Product Design	N/A	Sports and Entertainment Marketing by Glencoe	Students will differentiate between product item and product line
Product Design	N/A		Students will classify products as consumer goods or business goods
Product Design	N/A		Students will explain the seven steps in developing a new product
Product Design	N/A		Students will identify the stages in a product's life cycle
Pricing Strategies	N/A	Sports and Entertainment Marketing by Glencoe	Students will to define price and the role it plays in determining profit
Pricing Strategies	N/A		Students will describe the factors that affect pricing decisions
Pricing Strategies	N/A		Students will identify pricing strategies
Research Process	N/A	Sports and Entertainment Marketing by Glencoe	Students will define and explain market research
Research Process	N/A	Sports and Entertainment Marketing by Glencoe	Students will explain how businesses use market research
Research Process	N/A		Students will identify the steps used in the research process
Branding	N/A	Sports and Entertainment Marketing by Glencoe	Students will explain the concepts of branding and brand equity
Branding	N/A		Students will discuss different types of brands
Branding	N/A		Students will describe how to develop an effective brand name.
Licensing	N/A	Sports and Entertainment Marketing by Glencoe	Students will discuss product licensing .
Licensing	N/A		Students will explain how licensed goods are merchandised.
Licensing	N/A		Students will explain the importance of sponsorships and endorsements.
Licensing	N/A		Students will how to choose endorsers for products.
Planning Promotion	N/A	Sports and Entertainment Marketing by Glencoe	Students will define event marketing.
Planning Promotion	N/A		Students will explain promotions and promotional mix .

Advertising - Sale Promotion	N/A	Sports and Entertainment Marketing by Glencoe	Students will identify the roles of advertising and sales promotion.
Advertising - Sale Promotion	N/A		Students will identify the use of technology in promotion.
Public Relations and Personal Selling	N/A	Sports and Entertainment Marketing by Glencoe	Students will explain the types and steps of selling.
Marketing Careers	N/A	Sports and Entertainment Marketing by Glencoe	Students will discuss the diversity of career and employment opportunities in Marketing.
Marketing Careers	N/A		Students will discuss different career and employment opportunities in Marketing.
Media Product	N/A	Sports and Entertainment Marketing by Glencoe	Students will identify types of entertainment products.
Media Product	N/A		Students will define evergreen products.
Media Product	N/A		Students will describe location-based entertainment
Media Product	N/A		Students will explain the significance of impulse spending
Targeting Markets	N/A	Sports and Entertainment Marketing by Glencoe	Students will explain the difference between primary and secondary markets.
Targeting Markets	N/A		Students will explain how market research is used to identify target markets.
Targeting Markets	N/A	Sports and Entertainment Marketing by Glencoe	Students will discuss how demographics are used in entertainment marketing.
Targeting Markets	N/A		Students will explain the use of primary and secondary data.
Price decisions	N/A	Sports and Entertainment Marketing by Glencoe	Students will define gross profit and net profit.
Price decisions	N/A		Students will identify different pricing goals.
Price decisions	N/A		Students will identify factors that determine CD and concert ticket prices.

Images and Merchandising	N/A	Sports and Entertainment Marketing by Glencoe	Students will define the term image.
Images and Merchandising	N/A		Students will describe the role of merchandising in entertainment marketing.
Images and Merchandising	N/A		Students will discuss how the United States Government controls endorsements.
Images and Merchandising	N/A		Students will describe the role of sponsorship in entertainment marketing.

District Curriculum Heading	Teacher Resources	Performance Indicator
Self-Assessment	Kuder Career Assessment	Students will complete a career assessment
Exploring Careers	Succeeding in the World of Work Text	Students will research careers
Finding a Job/ Applying/ Interviewing	Succeeding in the World of Work Text	Students will seek and apply for employment opportunities
Professional Communication Skills	Succeeding in the World of Work Text	Students will communicate on the job orally and prepare written communication
Economics and the Consumer	Succeeding in the World of Work Text	Students will interpret the economics of work
Developing a Positive Attitude	Succeeding in the World of Work Text	Students will maintain professionalism
Workplace Health and Safety	Succeeding in the World of Work Text	Students will maintain a safe and healthy work environment
Workplace Ethics	Succeeding in the World of Work Text	Students will demonstrate work ethics and behavior
Technology in the Workplace	Succeeding in the World of Work Text	Students will demonstrate technological literacy
Interpersonal Relationships/ Teamwork	Succeeding in the World of Work Text	Students will maintain interpersonal relationships
Teamwork and Leadership	Succeeding in the World of Work Text	Students will demonstrate teamwork
Thinking Skills on the Job	Succeeding in the World of Work Text	Students will solve problems and think critically
NEFE High School Financial Planning Program/ Life Skills	NEFE High School Financial Planning Program (free) and textbook	Students will understand the concept of financial planning including budgeting, saving/ investing, credit, and insurance.
Income Tax Preparation	1040EZ and instructions	Students will prepare a 1040EZ
Course Recap	Family Financial Management Simulation	Students will complete a Family Financial Management Simulation