



# Mequon-Thiensville School District

## Business/CTE Courses Scope & Sequence

<b>Description of Subject Area</b>	<p>Wisconsin Career and Technical Education (CTE) programs (Business and Information Technology; Family and Consumer Sciences; Health Science; Marketing, Management and Entrepreneurship; and Technology and Engineering) have a rich history and foundation of preparing young adults for the next steps in their lives—postsecondary education and the world of work. Through ties to business, industry and community, CTE programs provide perspectives and partnerships necessary to educate the entire student. Career and Technical Education is both a collection of educational programs or content areas as well as a system of preparing students to be career and college ready.</p> <p>Personal financial literacy education is the focus on teaching students the ability to understand, evaluate, and communicate information about money and financial services. This learning includes the selection of appropriate financial options, the ability to plan for the future, and the capability to respond to life events and their effect on personal finances. The Wisconsin Standards for Personal Financial Literacy (the standards) are divided into six strands: Financial Mindset, Education and Employment, Money Management, Saving and Investing, Credit and Debt, &amp; Risk Management and Insurance.</p>
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<b>Grade Levels</b>	<b>6-12</b>
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<b>Courses</b>	<b>Middle School:</b> <a href="#">6th grade - Financial Literacy - 6 weeks</a> <a href="#">7th grade - Family and Consumer Science</a> <a href="#">8th grade - Family and Consumer Science</a>	<b>High School:</b> <a href="#">Accounting 1</a> <a href="#">AP Research</a> <a href="#">Business Law</a> <a href="#">Business Organization and Management (H)</a> <a href="#">Business Seminar</a> <a href="#">Employability Skills</a> <a href="#">Financial Management and Decision Making</a> <a href="#">Introduction to Entrepreneurship (H)</a> <a href="#">Keyboarding/Formatting</a> <a href="#">Marketing</a> <a href="#">Nursing Assistant</a> <a href="#">Personal Finance (H)</a> <a href="#">Product Development Project (H)</a>
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<b>Course Name:</b> Accounting 1	<b>Department:</b> Business
<b>Grade Level:</b> 10-12	<b>Duration:</b> 1 Trimester

**Course Overview:** This course is highly recommended for anyone planning to attend college and majoring in any area of business. This course also provides a means to investigate an interest in accounting theory and the application of the accounting cycle to both service and merchandising businesses. Accounting 1 emphasizes accounting requirements for sole proprietorship in the service and merchandising business. The course covers the accounting cycle from the original business transaction to closing the books at year-end, including the preparation and interpretation of financial statements.

Topics/Units:	Time Frame:
1. Starting a Proprietorship	3 days
2. Starting a Proprietorship: Changes that Affect Owner's Equity	4 days
3. Analyzing Transactions into Debit and Credit Parts	5 days
4. Journalizing Transactions	4 days
5. Posting to a General Ledger	5 days
6. Cash Control Systems	5 days
7. Reinforcement Activity	3 days
8. Work Sheet for a Service Business	5 days
9. Financial Statements for a Proprietorship	4 days
10. Recording, Adjusting, and Closing Entries for a Service Business	4 days
11. Journalizing Purchases and Cash Payments in an Expanded Journal	6 days
12. Journalizing Sales and Cash Receipts from Sales Using an Expanded Journal	3 days
13. Posting to General and Subsidiary Ledgers	3 days
14. Simulation	Ongoing
15. Preparing Payroll Records	6 days



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<b>Course Name:</b> AP Research	<b>Department:</b> Business/CTE
<b>Grade Level:</b> 12	<b>Duration:</b> 2 trimesters

**Course Overview:** AP Research, the second course in the AP Capstone experience, allows students to deeply explore an academic topic, problem, issue, or idea of individual interest. Students design, plan, and implement a yearlong investigation to address a research question. Through this inquiry, they further the skills they acquired in the AP Seminar course by learning research methodology, employing ethical research practices, and assessing, analyzing, and synthesizing information. Students reflect on their skill development, document their processes, and curate the artifacts of their scholarly work through a process and reflection portfolio. The course culminates in an academic paper of 4,000 – 5,000 words (accompanied by a performance, exhibit, or product where applicable) and a presentation with an oral defense.

<b>Topics/Units:</b>	<b>Time Frame:</b>
1. Developing Research Essentials	Weeks 1 - 4
2. Collating Sources and Literature Review	Weeks 5 - 8
3. Research Design and Methods	Weeks 9 - 18
4. Findings and Analysis of Data	Weeks 19 - 22
5. Data Interpretation and Final Composition	Week 23 - 26
6. Oral Presentations	Weeks 27 - 33
7. Publication and Poster Presentations	Weeks 34 - 36



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<b>Course Name:</b> Business Law	<b>Department:</b> Business
<b>Grade Level:</b> 9-12	<b>Duration:</b> 1 Trimester

**Course Overview:** The purpose of this course is to educate students on legal issues such as criminal and civil laws, torts, employment law and contractual rights. You will learn the procedures in a trial and actively participate in a mock trial. In this class you will participate in debates regarding controversial issues in business and society today. Guest speakers will visit to discuss actual cases and issues. Judge for yourself. This class is guilty of providing hands-on learning about today's legal system.

Topics/Units:	Time Frame:
1. Laws and Their Ethical Foundation	3 days
2. Constitutional Rights	3 days
3. Court Systems	3 days
4. Criminal Law and Procedure	7 days
5. Civil Law and Procedure	6 days
6. Contracts	8 days
7. Consumer Protection	6 days
8. Insurance Law	3 days
9. Agency Law	5 days
10. Employment Law	3 days
11. Unions and the Employment Relationship	3 days
12. Discrimination in Employment	6 days
13. Employment-Related Injuries	4 days



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<b>Course Name:</b> Business Organization & Management (H)	<b>Department:</b> Business
<b>Grade Level:</b> 10-12	<b>Duration:</b> 1 trimester

**Course Overview:** This course is designed for students planning post-secondary study in any of the major fields of business. It is especially applicable for students planning to own or operate their own business or work internationally. This class covers a variety of topics not covered in other business classes including a focus on international business, business ethics, franchise ownership, corporations, entrepreneurship, human resources, finance and many others. This class offers students an opportunity to work creatively in groups to create new business ideas and plans. Business O & M gives students a global understanding of business.

Topics/Units:	Time Frame:
1. The Nature of Business	5 days
2. Economics	5 days
3. International Business	15 days
4. Business Ethics	5 days
5. Franchising	10 days
6. Corporations	8 days
7. Entrepreneurship	12 days



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<b>Course Name:</b> Business Seminar	<b>Department:</b> Business
<b>Grade Level:</b> 11-12	<b>Duration:</b> 1 trimester

**Course Overview:** The purpose of this course is to give students the opportunity to go beyond the current curriculum and continue an in-depth study in an area of business. Students must have taken all other courses in business that relate to their specific area of study or at least two business courses.

Topics/Units:	Time Frame:
1. Independent Study	60 days

<b>Course Name:</b> Employability Skills	<b>Department:</b> Business
<b>Grade Level:</b> 11-12	<b>Duration:</b> 1 trimester

**Course Overview:** This course focuses on developing general employability competencies for all students--the college-bound student seeking a professional career as well as the student entering the workforce upon graduation. Emphasis is given to career exploration, attitude, motivation, leadership, and human relations relating to job/career success. Steps in finding a job will be examined, job exploration will be performed as well as job applications completed and mock interviews conducted.

Topics/Units:	Time Frame:
1. Self-Assessment	7 days
2. Exploring Careers	11 days
3. Finding a Job	12 days
4. Joining the Workforce	10 days
5. Professional Development	12 days
6. Portfolio	7 days



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<b>Course Name:</b> Financial Management & Decision-Making	<b>Department:</b> Business
<b>Grade Level:</b> 9-12	<b>Duration:</b> 1 Trimester

**Course Overview:** Spend, Save, and Give. Three things we can do with money. In this course students will learn where to find money, how to manage money, and how to grow it. Also, because of the increasing access to credit cards, ATMs and debit cards, students will learn the financial responsibilities, obligations and pitfalls of using credit cards and other financial tools. This class gives students the opportunity to receive hands-on experience in everyday-life financial topics, establish budgets for short-term and long-term goals, determine whether to buy or lease a car and learn how to manage and maintain a checking account through a simulation. Students will learn about these areas as well as insurance and personal income taxes. This class will give students a strong return on their investment.

Topics/Units:	Time Frame:
1. Consumer Economics	10 days
2. Careers	5 days
3. Income Taxes	5 days
4. Budgeting	5 days
5. Banking, Savings and Investing	13 days
6. Credit	12 days
7. Insurance	5 days
8. Managing On Your Own	5 days
9. Junior Achievement Excellence Through Ethics	1 day
10. Literacy	Ongoing



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<b>Course Name:</b> Introduction to Entrepreneurship	<b>Department:</b> Business
<b>Grade Level:</b> 11-12	<b>Duration:</b> 1 trimester

**Course Overview:** The course is designed as an introductory course for all students interested in learning more about business. Students will be exposed to many different aspects of the world of business. A primary objective of the course is to broaden both the interests and horizons of early level university students toward understanding the dynamics of business and business careers. Lectures, readings, presentations by guest speakers, videos, etc. will be utilized to facilitate student's learning.

Topics/Units:	Time Frame:
1. Economic Theory	5 days
2. Competitive Strategies	5 days
3. Business Ownership	5 days
4. Organizational Design	5 days
5. Operations Management	5 days
6. Cost Accounting	5 days
7. Financial Accounting	5 days
8. Human Resources	5 days
9. Financing a Business	5 days
10. Essentials of Record-Keeping	5 days
11. Marketing a New Product	5 days
12. Testing & Presentations	5 days





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<b>Course Name:</b> Keyboarding/Formatting	<b>Department:</b> Business
<b>Grade Level:</b> 9-12	<b>Duration:</b> 1 Trimester

**Course Overview:** It is strongly recommended that ALL students take one semester of Keyboarding/Formatting (Typewriting) before graduating from high school. Given the extensive use of computers today and the expected future growth, this course will prove to be an invaluable tool for all students. Keyboarding/ Formatting (Typewriting) will be taught on a Mac computer. This course is designed to teach keyboarding using the touch method for the proper techniques for most productive and efficient use of the keyboard. Basic formatting instruction in creating letters, memos, tables, research papers (reports), etc. Auxiliary skills in proofreading, correcting, computer functions (maintaining files in a server account, function keys, short-cut keys), etc. will also be developed.

Topics/Units:	Time Frame:
1. Learn Letter-Key Operation	21 days
2. Master Keyboarding/Language Skills	3 days
3. Master Figure-Key Operation	5 days
4. Learn to Format Memos	8 days
5. Learn to Format Letters	8 days
6. Learn to Format Tables Using Microsoft Word	8 days
7. Learn to Format Reports	7 days
8. Timings and Technique	Ongoing



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<b>Course Name:</b> Marketing	<b>Department:</b> Business
<b>Grade Level:</b> 10-12	<b>Duration:</b> 1 trimester

**Course Overview:** Marketing is a course designed to give students exposure to a variety of marketing concepts. The 4 “p’s” of marketing, the promotional mix, and the marketing functions are a few of the concepts that will be covered in the class. In marketing, students will learn to apply concepts covered in the class through creative individual and group projects. These projects serve as a hands-on demonstration of the students’ mastery of the concepts taught throughout the trimester. Marketing offers students the opportunity to understand how businesses drive the economy through consumer research and creative product advertising and development.

Topics/Units:	Time Frame:
1. Marketing’s Role in the Global Economy	1 week
2. Positive and Negative Effects of Marketing	1 week
3. Economic Fundamentals	1 week
4. Visual Merchandising	2 weeks
5. Promotion	3 weeks
6. Sports & Entertainment Marketing	3 weeks
7. Final Project	1 week



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<b>Course Name:</b> Nursing Assistant	<b>Department:</b> Business
<b>Grade Level:</b> 11-12	<b>Duration:</b> 1 Trimester

**Course Overview:** The coursework focuses on introducing students to the basic nursing skills and procedures needed to assist hospital clients, nursing home residents and home health clients with their activities of daily living, specialized care, and communication needs. Success in the program is highly dependent on having a sincere concern for people; good physical and emotional health; excellent attendance record; an ability to communicate effectively with other healthcare personnel, patients and their families; and a neat, well-groomed appearance. Course curriculum and instruction focuses on successful preparation for the National Nurse Aide Assessment Program (NNAAP) and the state nurse aide curriculum. Students prepare for employment as an entry-level bedside caregiver in homes and healthcare facilities, working under the direction and supervision of licensed medical personnel, primarily registered nurses or licensed practical nurses. Homestead students who successfully complete this course are eligible for dual enrollment to earn college credits.

**Primary Resource:** MATC course

<b>Topics/Units:</b>	<b>Time Frame:</b>
<ol style="list-style-type: none"><li>1. 75 Hours of Theory (classroom)</li><li>2. 36 Hours of Clinical (working with clients)</li></ol>	



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<b>Course Name:</b> Personal Finance (H)	<b>Department:</b> Business
<b>Grade Level:</b> 11-12	<b>Duration:</b> 1 trimester

**Course Overview:** A study of the major financial decisions encountered by individuals. Subjects covered are budgeting, use of credit, automobile and consumer durables, insurance, the housing decision, taxes, retirement planning, estate transfer and investments. Each subject is analyzed within the context of a comprehensive framework of personal financial planning.

<b>Topics/Units:</b>	<b>Time Frame:</b>
1. Planning Your Personal Finances	16 days
2. Managing Your Personal Finances	15 days
3. Making Your Purchasing Decisions	7 days
4. Insuring Your Resources	9 days
5. Investing Your Financial Resources	10 days
6. Controlling Your Financial Future	3 days



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<b>Course Name:</b> Product Development Project (H)	<b>Department:</b> Business
<b>Grade Level:</b> 12	<b>Duration:</b> 1 Trimester

**Course Overview:** PDP is a project-based internship partnering Homestead High School and the professional business community. Students work in teams. Each team is given parameters for a new product, which they take through a comprehensive product development cycle. A broad range of “real-life” business issues (forming teams, coordination of action, adding structure to unstructured tasks, networking) and concepts (business use of the Internet; market research and analysis; product design, safety and manufacturing; product liability; product costing and pricing; product promotion) are taught and are integrated into the process. Enrollment is limited and competitive in nature. Interested students will be expected to complete an application for the course and may be interviewed in addition to signing up on their course selection form. Faculty input will be considered as well.

Topics/Units:	Time Frame:
1. Team Building & Leadership Activities	3 days
2. Professional Communication	2 days
3. Business Ethics	3 days
4. Professional Etiquette	3 days
5. Generating New Product Ideas	2 days
6. Primary Research	7 days
7. Understanding Your Industry	5 days
8. Business Law	5 days
9. Secondary Research	2 days
10. Research Assessment: Product Decision	2 days
11. Engineering a New Product	3 days
12. Financials	2 days
13. Promotional Mix	3 days
14. Presentation	18 days
15. Social Media	Ongoing



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<b>Course Name:</b> Financial Literacy	<b>Department:</b> Business
<b>Grade Level:</b> 6	<b>Duration:</b> 6 weeks

**Course Overview:** The sixth grade Financial Literacy course is designed to provide students with practical money management skills and as an introduction to career assessment and financial planning. Students will explore careers, the fundamentals of money management and consumer responsibility, bank services, credit & credit scores, and risk management. Course work begins with career research. Students will identify careers that match their knowledge, skills, and abilities; they will learn what is required for a particular career as well as the level of education. Students will develop a budget, learn about gross and net income, and distribute a salary into categories to meet budget needs and wants. Students will learn about bank accounts, including savings, certificate of deposits and checking. They will learn the importance of compound interest. Students will identify sources of credit and learn the basic understanding of credit scores and its purpose. We will discuss insurance and do a short investing activity.

<b>Topics/Units:</b>	<b>Time Frame:</b>
<ol style="list-style-type: none"><li>1. Career exploration through career assessments and research</li><li>2. Practical money management skills and mental math, calculating percentages</li><li>3. Budgeting/Financial Planning</li><li>4. Consumer Responsibility</li><li>5. Bank Services/Ways to Save</li><li>6. Credit and credit scores</li><li>7. Investing</li><li>8. Risk management</li><li>9. Junior Achievement</li><li>10. Economics for Success coursework</li></ol>	



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<b>Course Name:</b> Family and Consumer Science	<b>Department:</b> Business
<b>Grade Level:</b> 7	<b>Duration:</b> 1.5 Trimester

**Course Overview:** The seventh grade Family and Consumer Science curriculum consists of a variety of topics related to nutrition, health and wellness. Students will have an in-depth study of abbreviations/ measuring equivalents, garnishing, varied diets, dietary guidelines, essential nutrients, MyPlate, and nutrition labels. In addition, we will discuss herbs, spices, chocolate, soup, stocks and sauces. Students will have the opportunity to prepare food products related to the topics of study. Seventh graders also participate in a “cupcake challenge.” We will also discuss topics related to careers, success, finance, community service, teen issues, eating disorders, family and leadership. A field trip is planned to JA Finance Park. Seventh grade FACS is an elective that meets every other day for the entire year.

**Primary Resource:**

<b>Topics/Units:</b>	<b>Time Frame:</b>
1. Working in the Kitchen	Ongoing
2. Leadership	5 days
3. Health & Nutrition	25 days
4. My Plate: The New Food Guide	35 days
5. Goals and You	Ongoing
6. Family	1 week
7. International Foods	5 weeks
8. Consumerism	2 weeks

<b>Course Name:</b> Family and Consumer Science	<b>Department:</b> Business
<b>Grade Level:</b> 8	<b>Duration:</b> 1.5 Trimester



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**Course Overview:** The eighth grade Family and Consumer Science class students expand on their knowledge of nutrition and expand their skills in the kitchen. Throughout the nutrition unit, we discuss dietary concerns, safety in the kitchen and proper food handling techniques. We research, discuss, and prepare foods from other lands. Students get a chance to learn about entrepreneurship and workplace skills. Other topics of study include ethics, community service, and consumer economics. This course meets every day for a semester, or students can elect to take FACS both semesters.

**Primary Resource:**

Topics/Units:	Time Frame:
1. Working in the Kitchen	Ongoing
2. <b>What's in My Lunch?:</b> Students will discuss the hot lunch options at school and uncover the truth behind school lunches. Students will understand what regulations have been placed on school lunches and how that affects what they eat.	5 days
3. <b>Breakfast and Its Importance</b>	13 days
4. <b>Nutrition and You</b>	1 month
5. <b>Foods from Other Lands</b>	13 days
6. <b>Entrepreneurship</b>	20 days
7. <b>Grains:</b> Students will explore various grains and create a grain biography to learn about the benefits of whole grains. Students will demonstrate the ability to correctly prepare grain products such as; pasta, breads, and entrees.	10 days
8. <b>Interior Design</b>	2 weeks
9. <b>Working in the Kitchen</b>	Ongoing
10. <b>Soups</b>	5 days
11. <b>Entrepreneurship</b>	1 month
12. <b>Substitutions in Recipes:</b> Students will learn how to substitute ingredients in recipes to make recipes healthier. Students will understand the reasoning behind why certain substitutions work and don't work.	10 days
13. <b>Job Skills</b>	3 weeks
14. <b>Managing Your Life</b>	1 week