Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Commerce

Grade: 10

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 2 | **Introduction to Commerce**   * Barter and money * Difference between wants and needs * Direct and indirect productions * Aids to trade | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 3-5 | **Economic Systems**   * Types of Economic Systems * Advantages and Disadvantages of Economic Systems | 6 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 6-8 | **Production, Distribution and Specialization**   * Stages of Production * Specialization and division of labour | 6 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 9-10 | **Retailing**   * Types of Retailers * Bahamian Retailers * Margin and Markup | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 11-12 | **Wholesalers**  Types of Wholesalers | 4 | * Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |

Term I

***Pacing Guide***

Subject: Commerce

Grade: 10

Term II

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1-2 | **Commodity Markets**   * Types of Commodity Markets | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 3-6 | **Business Documentation** (*Documents Used in home trade and foreign trade* ) | 6 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 7-9 | **The Role of the Consumer**   * Rights and responsibilities of consumers * Consumer Protection Laws * Price Control Act | 6 | “   * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 10-11 | Consumer Credit | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Week 12 | **Advertising and Marketing**   * Types of Advertising * Marketing Mix * Pricing Strategies | 2 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |

***Pacing Guide***

Subject: Commerce

Grade: 11

Term I

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1-2 | **Advertising**   * Types of Advertising * Advertising Media | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 3-4 | **Marketing**   * Marketing Mix * Pricing Strategies | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 5-8 | **Money and Banking**   * Characteristics and functions of money. * Legal and non-legal tender * Cheques | 6 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Week 9 | **Private Savings**   * Traditional vs. non traditional methods of savings * Saving Institutions | 2 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 10-12 | **Insurance and National Insurance** | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”*** *by Richard Barrett and Marion Gow* * Youtube Videos * Live Chats * Commerce Nuggets |

***Pacing Guide***

Subject: Commerce

Grade: 11

Term II

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1-2 | **Transportation** | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 3-5 | **Communication** | 6 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 6-8 | **Business Units** | 6 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Week 9 | **Stock Exchange** | 2 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 10-12 | **Government Departments**  **Introduction to Coursework** | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |

***Pacing Guide***

Subject: Commerce

Grade: 12

Term I

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1-2 | **Coursework Preparation** | 4 | Testing and Evaluation Guidelines |
| Weeks 3-5 | **International Trade** | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 6-8 | **Sources of Revenue and Expenditure** | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Week 9 | **The Role of Trade Unions** | 2 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 10-12 | **Financing Business** | 4 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies” *by Dr. Alan Whitcomb* * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |

***Pacing Guide***

Subject: Commerce

Grade: 12

Term II

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1-2 | **Coursework** | 4 | Testing and Evaluation Guidelines |
| Weeks 3-5 | **Understand Interview Techniques** | 6 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos |
| Weeks 6-8 | **Appreciate Personal Marketability** | 6 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |
| Weeks 9 -12 | **Content Review** | 8 | * “Essential Principles of Business for CSEC”, *by Dr. Alan Whitcomb* * “Comprehensive Business Studies”   *by Dr. Alan Whitcomb*   * “Commerce Skills ***(BGCSE requirement)”***   *by Richard Barrett and Marion Gow*   * Youtube Videos * Live Chats * Commerce Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Office Procedures

Grade: 10

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| **Week** | **Topic** | **Contact**  **Hour** | **Required Resource** |
| Weeks 1- 2 | **The Professional Office Worker**   * Careers Modern Office | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 3-5 | **The Professional Office Worker**   * Skills for success * Personal Qualification for Success | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 6-8 | **Business Communication Skills**   * The Communication Process * Planning and Preparing Presentation * Delivering a Presentation | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/>   Flipgrid - <https://info.flipgrid.com/> |
| Weeks 9-10 | **Organizing For Efficient Work**   * Organizing Your Work Environment * Using your time efficiently | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/>   Flipgrid - <https://info.flipgrid.com/> |

Term I

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Office Procedures

Grade: 10

Term I (continued)

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact**  **Hour** | **Required Resource** |
| Weeks 11-12 | **Organizing For Efficient Work**   * Developing your decision-making ability | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/>   Flipgrid - <https://info.flipgrid.com/> |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Office Procedures

Grade: 10

Term II

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| --- | --- | --- | --- |
| **Week** | **Topic** | Contact  Hour | **Required Resource** |
| Weeks 1- 2 | **Administrative Support Responsibilities**   * Meeting People * Scheduling Appointments | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 3-5 | **Administrative Support Responsibilities**   * Scheduling Travel and Meetings | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 6-8 | **Telecommunication in the office**   * Telephone procedures * Telephone Technology and Services * Effective Telephone Communications   ` | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 9-10 | **Mailing and shipping procedures**   * Using Postal and Shipping Services | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Office Procedures

Grade: 10

Term II (continued)

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| --- | --- | --- | --- |
| **Week** | **Topic** | Contact  Hour | **Required Resource** |
| Weeks 11-12 | **Mailing and shipping procedures**   * Processing Incoming Mail * Processing Outgoing Mail | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Office Procedures

Grade: 11

Term I

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact**  **Hours** | **Required Resource** |
| Weeks 1- 3 | **Business Correspondence**   * Parts and Formats for Correspondence * Business Letters * Letter Appearances * Envelopes * Interoffice Memorandums | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 4-6 | **Business Correspondence**   * Writing Effective Business Letters * Form Letters * Correspondences Supplies | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 7-9 | **Business Reports and Special Documents**   * Preparing Business Reports * Keyboarding Business Reports | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 10-12 | **Business Reports and Special Documents**   * Keyboarding Special Business Documents | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Office Procedures

Grade: 11

Term II

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact**  **Hours** | **Required Resource** |
| Weeks 1- 3 | **Records Management Systems**   * Managing Office Records * Information-management systems | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 4-6 | **Records Management Systems**   * Filing Supplies and Equipment * Centralized and department/decentralized records management system * Electronic records storage | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 7-9 | **Filing Systems**   * Alphabetic Indexing for Personal Names * Alphabetic Indexing for Business and other Organization | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 10-12 | **Filing Systems**   * Document filing in an Alphabetic System * Specialized Filing Methods | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Office Procedures

Grade: 12

Term I

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hours** | **Required Resource** |
| Weeks 1- 2 | **Reprographic Systems**   * Reprographic Process * Reprographic Procedures | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 3-4 | **Information Processing Systems**   * Information Processing Concepts * Information Processing Equipment and Systems | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 5-6 | **Information Processing Systems**   * Information Processing Procedures and Skills * Dictation and Transcription Procedures | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 9-11 | **Financial Systems**   * Banking Services * Ordering Processing and Inventory Control * Payment Procedures * Payroll Procedures | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Week 12 | **Introduction to Coursework** | 4 | Testing and Evaluation Guidelines |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Office Procedures

Grade: 12

Term II

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hours** | **Required Resource** |
| Weeks 1- 2 | **Integrated Office System**   * Electronic Office | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/>   Flipgrid - <https://info.flipgrid.com/> |
| Weeks 3-4 | **Customer Relations** | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/>   Flipgrid - <https://info.flipgrid.com/> |
| Weeks 5-6 | **A professional Office Career**   * Information Processing Procedures and Skills * Dictation and Transcription Procedures | 6 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 9-11 | **Financial Systems**   * Banking Services * Ordering Processing and Inventory Control * Payment Procedures * Payroll Procedures | 4 | * Textbook: The Office Procedures and Technology *by Oliverio, Pasework, White, 6th Edition* * Live Chats * Youtube Videos * Office Procedures Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Week 12 | **Coursework Completion** | 4 | Testing and Evaluation Guidelines |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Bookkeeping/Accounts

Grade: 10

Term I

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact**  **Hour** | **Required Resource** |
| Week 1 | **Introduction to Accounting**   * Basic Accounting Terminologies * Careers in Accounts * Users of accounting Information | 3 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Week 2 | **The Accounting Equation**   * Accounting Cycle * Types of Accounts | 3 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 3 & 4 | **Business Units**  Sole Trader, Partnership, Limited Companies | 6 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 5 & 6 | **Balance Sheet**  Vertical and Horizontal Format | 6 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Week 7 | **Accounting Concepts and Conventions**  Business Entity, Historical Cost, Money as a unit of Measurement, etc.. | 3 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 8 & 9 | **Double Entry**  Assets, Liabilities and Capital  Treatment of Stock  Revenue Expense | 6 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 10 &11 | **Double Entry**  **Balancing Off Accounts** | 6 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Week 12 | **Trial Balance** | 3 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Bookkeeping/Accounts

Grade: 10

Term II

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| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Topic** | | **Contact Hour** | | **Required Resource** | |
| Week 1 | **Trading & Profit and Loss Account**  Horizontal and Vertical Format | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 2 | **Trading & Profit and Loss Account**  Horizontal and Vertical Format | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Weeks 3 & 4 | **Balance Sheet**  Horizontal and Vertical Format | 6 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Weeks 5 & 6 | **Books of Original Entry**   * Purchases and Sales Day Book * Invoices | 6 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 7 | **Books of Original Entry**   * Return Inwards Journal * Return Outwards Journal * Debit and Credit Note * Ledgers | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Weeks 8 & 9 | **Banking System**   * Banking Terms * Cheques | 6 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 10 | **Two and Three Column Cash Book**  Discount Allowed and Discount Received | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 11 | **Petty Cash Book**   * Imprest System * Ledger | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 12 | **Payroll** | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chat * YouTube Videos * Bookkeeping/Accounts Nuggets | |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Bookkeeping/Accounts

Grade: 11

Term I

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| **Week** | **Topic** | | **Contact Hour** | | **Required Resource** | |
| Week 1 | **Capital and Revenue Expenditure** | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 2 | **Capital and Revenue Receipt** | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Weeks 3 & 4 | **Control Accounts**   * Sales Ledger * Purchase Ledger | 6 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Weeks 5 & 6 | **Adjustments – Depreciation**   * Straight Line/fixed instalment * Diminishing balance/reducing balance * Reevaluation method | 6 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 7 | **Accounts for Year End Adjustments – Depreciation**   * Straight Line/fixed instalment * Diminishing balance/reducing balance * Reevaluation method | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Weeks 8 & 9 | **Accounts for Year End Adjustments – Bad Debts**   * Provision for bad debts * Balance Sheet | 6 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 10 | **Accounts for Year End Adjustments – Bad Debts**   * Provision for bad debts * Balance Sheet | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 11 | **Accounts for Year End Adjustments**   * Prepayment * Accruals | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |
| Week 12 | **Worksheet Preparation** | 3 | | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets | |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Bookkeeping/Accounts

Grade: 11

Term II

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Week 1 & 2 | **Errors Not Affecting Trial Balance Agreement** Omission, commission, principle, original entry, reversal of entries, compensating and transposition. | 3 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 3 & 4 | **Suspense Account**  Journal Entries | 6 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 5 & 6 | **Columnar Departmental Accounts** | 6 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 7 & 8 | **Manufacturing Accounts** | 6 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 9 &10 | **Partnership Accounts** | 6 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 11&12 | **Consignment Accounts** | 6 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Bookkeeping/Accounts

Grade: 12

Term I

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1-3 | **Incomplete Accounts** | 9 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 4-6 | **Accounting Ratios** | 9 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 7-9 | **Receipts and Payments/ Income and Expenditure Accounts** | 9 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 10-12 | **Limited Companies** | 9 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Bookkeeping/Accounts

Grade: 12

Term II

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1-3 | **Review of Grade 10 Topics Term I Topics** | 9 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 4-6 | **Review of Grade 10 Topics Term II** | 9 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 7-9 | **Review of Grade 11 Topics Term I** | 9 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |
| Weeks 10-12 | **Review of Grade 11 Topics Term II** | 9 | * Textbook: Principle of Accounts for Caribbean – 4th Edition *by Frank Wood* * Live Chats * YouTube Videos * Bookkeeping/Accounts Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Keyboarding Skills

Grade: 10

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 2 | **Fundamental Keyboarding Techniques**   * Parts of Keyboard * Ergonomics * Fingering techniques | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Week 3 | **Margin Settings**   * Font size and Font type * Page setup * Paper size * Page orientation | 2 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 4-5 | **Capitalization Number and Expression Rules**   * Rules * Number expression rules * Proofreaders marks | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Week 6 | **Keystroking Technique**   * Spacebar * Return key * Shift key * Delete key * Backspace key * Alpha-numeric keys | 2 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 7-8 | **Paragraph Formatting**   * Block and indented paragraphs * Spacing * Punctuation marks | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |

Term I

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Keyboarding Skills

Grade: 10

Term I (*continued*)

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 9-11 | **Horizontal and Vertical Centering**   * Orientation of paper * Displays * Announcements * Menu * Notices | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Week 12 | **Personal Note** | 2 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Keyboarding Skills

Grade: 10

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 2 | **Simplified and Standard Memorandums** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Week 3 | **Blocked Style Letter** | 2 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 4 | **Envelopes** | 2 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Week 6-7 | **Unbound and Leftbound Reports** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 8-9 | **Simple Two-Column Tables** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |

Term II

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Keyboarding Skills

Grade: 11

Term I

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 4 | **Multi-Column Table**   * Alignment * Main titles * Secondary titles * Column titles | 8 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 5-7 | Letters with Special Features | 6 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 8-10 | **Two-page letters with Envelopes**   * Second page heading * Vertical and horizontal Placement of heading | 6 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 11-12 | **AMS Simplified/Informal Government Letter** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Keyboarding Skills

Grade: 11

Term II

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 4 | **Meeting and Summary Meeting Minutes** | 8 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 5-7 | **Agenda** | 6 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 8-9 | **Itinerary** | 6 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Week 10 | **Outlines** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 11-12 | **Enhance Correspondence Skills** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Keyboarding Skills

Grade: 12

Term I

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 4 | **Booklets** | 8 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 5-7 | **Forms** | 6 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 8-9 | **Personal Business Correspondence** | 6 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Week 10 | **Financial documents, Balance Sheets, Income Statements, Budgets** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 11-12 | **Legal Documents** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Keyboarding Skills

Grade: 12

Term II

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 4 | **Review of Grade 10 Topics Term I Topics** | 8 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 5-7 | **Review of Grade 10 Topics Term II** | 6 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 8-9 | **Review of Grade 11 Topics Term I** | 6 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Week 10 | **Review of Grade 11 Topics Term II** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |
| Weeks 11-12 | **Review of Grade 10 Topics Term I Topics** | 4 | * Textbook: “Century 21 Keyboarding & Information Processing” *by Robinson, Hoggart, Shank, Beaumont, Crawford and Erickson* * Desktop computers with MS Word * Keyboard * Papers 8 ½ x 10 & 8 ½ x 14 * YouTube Videos * Live Chats * Keyboarding Skills Nuggets |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Economics

Grade: 10

Term I

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hours** | **Required Resource** |
| Weeks 1- 2 | **Introduction to Economics**   * Local vs. global economics * Theories compared (Keynesian, Classical) * Micro vs. Macro Economics | 6 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 3-5 | **Economic Systems**   * Types of Economic Systems | 9 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 6-8 | **Economic Resources (Factors of Production**) | 9 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 9-10 | **Production & Productivity** | 6 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 11-12 | **Costs of Production** | 6 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Economics

Grade: 10

Term II

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 2 | **Organizations in a Mixed Economy** | 6 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 3-5 | **Competition & Monopoly** | 9 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 6-8 | **Large & Small Firms** | 9 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 9-10 | **Location of Industry** | 6 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 11-12 | **Organizations in a Mixed Economy** | 6 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Economics

Grade: 11

Term I

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 2 | **Supply & Demand** | 6 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 3-5 | **Elasticity of Supply & Demand** | 12 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 6-7 | **Population** | 6 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Weeks 8-9 | **Employment and Unemployment** | 6 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Week 11 | **Labor Markets** | 3 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> * Flipgrid - <https://info.flipgrid.com/> |
| Week 12 | **Inflation** | 3 | * “Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets * Quizlet - <https://quizlet.com/> * Kahoot - <https://kahoot.com/> * Explee - <https://explee.com/> |

Career & Technical Education Section

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***Pacing Guide***

Subject: Economics

Grade: 11

Term II

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 4 | **Money & Banking** | 12 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Weeks 5-6 | **Stock Exchange** | 6 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Weeks 7-8 | **Exchange Rates** | 6 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Weeks 9-11 | **International Trade** | 9 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Week 12 | **Introduction to Coursework** | 3 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |

Career & Technical Education Section

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***Pacing Guide***

Subject: Economics

Grade: 12

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| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 2 | **Coursework Development** | 6 | Testing and Evaluation Guidelines |
| Weeks 3-5 | **Government Revenue & Expenditure** | 9 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Weeks 6-8 | **Economic Growth** | 9 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Weeks 9-10 | **Economic Development** | 6 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Weeks 11-12 | **National Income** | 6 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |

Term I

Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Economics

Grade: 12

Term II

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| --- | --- | --- | --- |
| **Week** | **Topic** | **Contact Hour** | **Required Resource** |
| Weeks 1- 2 | **Coursework Completion** | 6 | * Testing and Evaluation Guidelines |
| Weeks 3-5 | **Review of Topics** | 9 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Weeks 6-8 | **Review of Topics** | 9 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Weeks 9-10 | **Review of Topics** | 6 | * Starting Economics”, *by G. F Stanlake* * YouTube Videos * Live Chats * Economics Nuggets |
| Weeks 11-12 | **Review of Topics** | 6 | * Starting Economics * YouTube Videos |