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
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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
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***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
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***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

|  |  |  |  |
| --- | --- | --- | --- |
| **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
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***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

|  |  |  |  |
| --- | --- | --- | --- |
| **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)

|  |  |  |  |
| --- | --- | --- | --- |
| **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

|  |  |  |  |
| --- | --- | --- | --- |
| **Week**  | **Topic** | ContactHour | **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/>
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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** | ContactHour | **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/>
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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/>
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Career & Technical Education Section

*Business Education Unit – Senior High*

***Pacing Guide***

Subject: Office Procedures

Grade: 11

Term II

|  |  |  |  |
| --- | --- | --- | --- |
| **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/>
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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

|  |  |  |  |
| --- | --- | --- | --- |
| **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

|  |  |  |  |
| --- | --- | --- | --- |
| **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*)

|  |  |  |  |
| --- | --- | --- | --- |
| **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/>
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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/>
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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/>
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| 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/>
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| 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/>
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| 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/>
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| 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/>
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| 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/>
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Career & Technical Education Section

*Business Education Unit - Senior High*

***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
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Career & Technical Education Section

*Business Education Unit – Senior High*

***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
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| Weeks 9-10 | **Economic Development**  | 6 | * Starting Economics”, *by G. F Stanlake*
* YouTube Videos
* Live Chats
* Economics Nuggets

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| Weeks 11-12 | **National Income** | 6 | * Starting Economics”, *by G. F Stanlake*
* YouTube Videos
* Live Chats
* Economics Nuggets
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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

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| Weeks 11-12 | **Review of Topics** | 6 | * Starting Economics
* YouTube Videos
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