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***BUSINESS and ECONOMICS*****Sample Course Outline****I. School Identification**

School Name \_\_\_\_\_ e School \_\_\_\_\_  
Course Title \_\_\_\_\_ Ekonomiks 7-12 (High School) \_\_\_\_\_  
Length of Course \_\_\_\_\_ 1 Semester to 1 Year \_\_\_\_\_  
Teacher's Name, Degree \_\_\_\_\_ Arthur Simpleton, MA \_\_\_\_\_  
Class periods/per week \_\_\_\_\_ 5 \_\_\_\_\_ Minutes/per class \_\_\_\_\_ 40 \_\_\_\_\_

**II. Description of the class and for whom it is intended**

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It is recommended that computers be used as tools in all classes. For beginners at any level, there will have to be classes every day to learn how to use the "tool". Then most specialized classes will last for one semester meeting every day.

**III. Textbook**

Integrated in some schools.

**IV. Class Requirements**

Special Assignments, projects, term papers, work experience hours:  
Each class must plan its own.

**V. Goals and Objectives**

Goals:

1. Acquire optimum competency in verbal and non verbal communication in the use of information technology and in effective communication of one's faith.
2. Function responsibility in the everyday world using Christian principles of stewardship, economy, philanthropy, and personal management
3. Foster a strong work ethic along with an awareness of career opportunities; provide essential skills for gainful employment, which includes an appreciation of the dignity of service in relationship to one's personal involvement in the mission of the church.
4. Etc.

Objectives (behavioral and measurable)

Each at his own level the student will be able to.....

1. Properly care for the computer
2. Communicate efficiently in e-mail, word processing, and internet
3. Manage files and utilities, graphics and presentation
4. Use CAD, database, desktop publishing, spreadsheet, etc.
5. Etc.

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**VI. Goals for integration of Faith and Learning**

\*\*The Adventist teacher will teach her students to:

- accept the Bible as the basic guide through all areas of life and understand its practical Christian application in technology and business situations
- explore the use of technology in sharing the basic tenets of the Adventist Church
- accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health in the use of technology

**VII. Class Schedule**

The class schedule lists the textbook pages, topics, and integration for each school day of the term. This the most important planning tool the teacher has for organizing her class and show how she will integrate Adventist values and beliefs. A sample is provided to help the teacher see how it looks. Appendix B has a blank class schedule form for the teacher to duplicate and use.

**VIII. Evaluation and Grading System**

Pangwakas na Gawain	50%
Final test	50%

