

# BUSINESS EDUCATION

## Web Page Design

Learn HTML and Java script programming languages-then update the school webpage. Students will also learn how to create web pages in pdf format using Microsoft Word and Publisher. Search the Internet for html tags not given in workbook such as hexadecimal color codes, text generators and graphics. Dreamweaver is also used to create web pages. Ipad activities are incorporated into the curriculum such as pictures collages, flashcards study tools, iMovie and green screen. A variety of websites of websites are used to edit photos.

## Career Readiness

Career readiness is a class designed to prepare students for the world of work. Skills needed for the work place are covered. The skills are habitudes, communication/human relations/ telephone skills, calculator skills, Excel spreadsheets, a webpage design program Dreamweaver, job application, first impression and digital citizenship.



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## Keyboarding 7

These students will be learning the correct fingers and technique used while using the computer keyboard. The alphabet and ten-key pad will be learned on the keyboard. The student will learn how to use Google mail account (composing email messages, themes, signatures, block, adding a picture, setting up contacts and groups, using Google Drive) basic block letters using Microsoft Word. Present tools using Microsoft Power Point and Google Drive are used. Concepts relating to being a good digital citizen and computer literacy are also introduced.

## Computer Applications 8

They will review the keyboard and do some exploratory activities using the computer such as learning the block style letters, envelopes, mailing labels, gridlines tables, memos and unbound reports with textual citations and references. Cloud computing goes into more depth with use of their Google mail accounts. Career explorations is done with Nebraska Career Connections. The video tool animoto.com is used to represent info. Researched about a career of their choice. Microsoft Word, Edmodo and Microsoft Power Point are softwares used. Pretests and post tests are given.

## Information Technology I/ II

First semester these students will learn the correct formats for letters, bound, MLA, and APA reports, outlines, gridlines tables, slide show presentation, forms letters, etc. Students will also learn about careers using the Nebraska Career Connection.org website. The job application, interview process and first impression is covered. At the same time, the students will learn Microsoft Office 2013.

Second semester Microsoft Access, Excel, and Publisher are emphasized. HTML web page design is introduced, Google Sites and Dreamweaver are also used. Three-minute timed writing will be given periodically to check with Microtype 5 to document progress on speed and accuracy. Multicultural activities are incorporated with the Internet. Personal Learning Plans are letters. Ipads are used for a few assignments.

## Personal Finance

In this class students will learn how to keep personal records by issuing checks, balancing a checkbook, making deposits in savings and checking accounts, applying for loans, completes net worth statements and budgets, reconciliation states, filing out 1040EZ and 1040A tax returns. Financial literacy is emphasized with the Ever-Fi.com online program.

## Accounting 1

Accounting students will be learning about practicing for sole proprietorship, partnership and corporation. A complete accounting cycle is completed for each. Automated accounting and/or Excel spreadsheet work is corporation. A complete accounting cycle is complete for each. Automated accounting and/or Excel spreadsheet work is incorporated in each chapter as well as at the end of each unit.

## Introduction to Digital Design

In this class students plan out and prepare the school yearbook beginning from planning what will appear in the book to printing the project with color laser printer. Layout and design of the pages are done with use of InDesign software. Students learn how to take digital camera photos and scan photos and place photos and text on their double-page spreads. This class is part of the Annual Staff and will help with yearbook pictures and our sales campaigns of yearbooks and pictures buttons. Ipad activities will be incorporated into curriculum. Online photo editing tools arte used.