

Business Education

Keyboarding Applications 7

These students will be learning the correct fingering and technique used while using the computer keyboard. The alphabet and ten-key pad will be learned on the keyboard. These skills are taught using the www.typing.com program. Computer literacy and digital etiquette are a big part of the curriculum. The Learning Management System Canvas is introduced to the class. The student will learn how to use their Google mail account (composing email messages, themes, signature block, adding a profile picture, setting up contacts and groups, calendar, using Google Drive—Docs, Slides, Sheets) as their Personal Information Management System (PIMS).

Computer Applications 8

These students will review the keyboard and do some exploratory activities using the computer such as learning the block style letters, envelopes, mailing labels, gridline tables, memos and unbound reports with textual citations and references. Digital Education is reviewed. Career exploration is done with Nebraska Career Connections. The video tools such as adobe spark.com and animoto.com are used to represent information researched about a career of their choice. Google Drive programs, Microsoft Word, Canvas and Microsoft Power Point and Excel are a few software programs used.

Information Technology I and II

First semester these students will learn the correct formats for letters, bound, MLA and APA reports, outlines, gridline tables, slide show presentations, form letters, etc. Microsoft Word, Access, Excel, Power Point and Publisher are emphasized. All

assignments are presented through the Learning Management System Canvas.

Second semester. Units covered are becoming a Successful Digital Citizen, Preparing for the Workplace--college searches, career research, job application, interviewing, soft skills, and reasons employees are fired from a job, Web Page Development--HTML web page design is introduced, Google Sites, Weebly, Wix and Dreamweaver are also used. Students will create an electronic portfolio using the Nebraska Career Connections website.

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, complete net worth statements and budgets, reconciliation statements, filing out 1040A tax returns. Understanding Money is emphasized with the EverFi.com online program. Charter West provides an online simulation in regards to maintaining a checking account. The online interactive program www.banzai.com is used to look at realistic spending. The Financial Avenue online program provides information about foundation and psychology of money, spending and borrowing, credit, debt repayment, earning money, loan guidance, and earning money.

Accounting I

Accounting students will be learning about starting a business and accounting practices for a sole proprietorship, partnership and corporation. An accounting cycle is completed for each. Automated accounting and/or Excel spreadsheet work is incorporated in each chapter as well as at the end of each unit. Students will also learn how to prepare

payroll records. Careers are explored in accounting as well as ethics. Special journals are introduced—purchases, sales, cash payments and receipts.

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 a color laser printer. Layout and design of the pages are done with the use of Adobe InDesign software. Students learn how to take digital photos, scan photos, edit photos and place photos. This class is part of the Annual Staff and will help with yearbook pictures and our sales campaigns of yearbooks and picture buttons. Ipad activities will be incorporated into the curriculum such as video making, picture collages and coding. Online photo editing tools are used—www.befunky.com and www.pixlr.com

Web Page Design

Students will learn the basics of HTML and Java script programming languages and then update the school web page. Students will also learn how to create web pages in pdf format using Microsoft Word. Students will learn to search the Internet for html tags not given in workbooks such as hexadecimal color codes and graphics. Adobe Dreamweaver is also used to create web pages. iMovie and green screen are demonstrated and used. A variety of websites are used to give other options for web page development such as [Adobe Spark](#), [Weebly](#) and [Wix](#). HTML text generators are introduced like www.cooltext.com.

Career Readiness

Career readiness is a class designed to prepare students for the world of work. Skills needed for the work place are covered. Some of the activities that will be covered are: Welcome to the Real World, Habitudes—habits and

attitudes for the career ready student, NAVIGATE—exploring college and careers. Other topics covered are communication/human relations/telephone skills, calculator skills, Excel spreadsheets, a webpage design program Dreamweaver, job application, first impressions and digital citizenship.