

Raymond Central Jr./Sr. High School Business Department Curriculum Guide Sheet

Course: 7th Keyboarding Length: One quarter

Desired previous skills learned:

- Create Folders, Basic Word (Cut, Copy Paste, Bold, Italicize, Underline, Insert ClipArt, Format Business Letter, Proper Keyboarding Technique, Basic PowerPoint (Guidelines, new slide, background, slide transition, custom animation)

Skills obtained during course:

- Microsoft Word Terminology, Microsoft Word (Using the Drawing Toolbar, Format Painter, Find and Replace, Tables), Proofreading Marks, Benefits of Proofreading, Number & Symbol Keys, Numeric Keypad, Formatting Letters, PowerPoint (Templates, Spell Check, Printing, Insert ClipArt, Motion & Sound Clips, Views)

Unit of Study	Nebraska Business Education Essential Learnings
Syllabus, Intro PowerPoint, Folder Setup, About Yourself Activity	<u>Computer Applications</u> 8.4.1—Application Software—Use application software (word processing) and intermediate application features (headers and footers, tables)
Keyboarding Notes & Why Keyboarding is Important	
Microsoft Word Terminology & Quiz	8.4.4—Policies—Follow safety and security policies (acceptable use policy, web page policy, student information policy)
Keyboard Review (3-4 Keys per day) & Keyboard Test	
Accuracy Unit (Discuss Benefits, Review Symbols, Proofreading Marks Activity, Accuracy Exercises (Book), & Quiz)	<u>Computer Hardware and Operating Systems</u> 8.14.2—File Management—Organize and maintain folders/directories and files using various operating systems
Number Keys (3-4 Keys per day)	
Symbol Keys & Activity	8.14.4—Operations and Care—Explain and demonstrate care of hardware and software components
Numeric Keypad Unit (Activity, Bingo)	
Letters Unit (Formatting Notes, Type Two)	<u>Communication</u> 8.2.7—Proofreading—Edit and correct text using standard English for sentence structure, usage, punctuation, capitalization, and spelling
Internet Safety Unit	
Timed Writings—(1 Practice and then 6—1, 2, & 3 minute timed writings, which students proofread before turning in) 4-5 minutes of drilling beforehand	<u>Input Technologies</u> 8.8.1—Business Application—Apply input technology skills for acceptable speed and accuracy levels that follow the expectations of employers
Creative Writings (“Fun” Activity Days)—(3-4 each quarter, students write a 15 sentence short story about a certain topic to help improve both typing skills & accuracy)	
PowerPoint—(Students will review PowerPoint basics & then complete a presentation about what they learned in 7 th Grade Keyboarding)	8.8.2—Ergonomics—Use appropriate ergonomic practices for information technology tasks
	8.8.3—Input devices—Use a variety of input technologies to compose and edit documents
	8.8.4—Input techniques—Use proper techniques during skill development to avoid repetitive stress injuries

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Course: 8th Keyboarding Length: One quarter

Desired previous skills learned:

- **Microsoft Word Terminology, Microsoft Word (Using the Drawing Toolbar, Format Painter, Find and Replace, Tables), Proofreading Marks, Benefits of Proofreading, Number & Symbol Keys, Numeric Keypad, Formatting Letters, PowerPoint (Templates, Spell Check, Printing, Insert ClipArt, Motion & Sound Clips, Views)**

Skills obtained during course:

- **Basic Computer Knowledge and Terminology, Improving Proofreading Skills, Memo Formatting and Proper Uses, Report Formatting, Title Page, Body, and References, Basic Microsoft Excel & Charts, PowerPoint (Recolor Clipart, Headers and Footers, Hyperlinks, Color Schemes)**

Unit of Study	Nebraska Business Education Essential Learnings
<i>Syllabus & Folder Setup</i>	<p><u>Computer Applications</u></p> <p>8.4.1—Application Software—Use application software (word processing) and intermediate application features (headers and footers, tables)</p> <p>8.4.2—Emerging Applications—Use emerging application software (scanners, digital cameras)</p> <p>8.4.4—Policies—Follow safety and security policies (acceptable use policy, web page policy, student information policy)</p> <p>8.4.6—Technology Research—Locate, analyze, access, exchange, organize and synthesize information</p> <p><u>Computer Hardware and Operating Systems</u></p> <p>8.14.1—Emerging Technologies—Identify examples of emerging hardware and operating systems</p> <p>8.14.2—File Management—Organize and maintain folders/directories and files using various operating systems</p> <p>8.14.3—Hardware Components—Identify hardware components appropriate for specified tasks</p> <p>8.14.4—Operations and Care—Explain and demonstrate care of hardware and software components</p>
<i>Technique Review & Keyboarding Hints and Goals</i>	
<i>Keyboard Review (4 Keys per day) & Which Fingers type Which Keys Quiz</i>	
<i>Computer Notes PowerPoint (Students listen to PowerPoint then type notes to improve on typing speed & accuracy)</i>	
<i>Accuracy Unit (Discuss How to Improve, Review Symbols, Proofreading Marks Activity, Accuracy Exercises (Book), & Quiz)</i>	
<i>Number Keys, Symbol Keys, & Numeric Keypad Review</i>	
<i>Memos Unit (Formatting Notes, Type Two, & Quiz)</i>	
<i>Reports Unit (Formatting Notes, References, Type One)</i>	
<i>Internet Safety Review</i>	
<i>Excel (Formatting, Formulas & Basic Functions, Charts & Graphs, Two Activities)</i>	
<i>Timed Writings—(6—1, 2, & 3 minute timed writings, which students proofread before turning in) 4-5 minutes of drilling beforehand</i>	
<i>Creative Writings (“Fun” Activity Days)—(3-4 each quarter, students write a 15 sentence short story about a certain topic to help improve both typing skills & accuracy)</i>	

PowerPoint—(Students will review PowerPoint basics & then complete a 10 slide (minimum) presentation about a topic of their choice)

8.14.5—Peripherals—Use different types of peripherals (scanners, digital cameras, printers, emerging technologies)

Interactive Media and Web Technologies

8.16.3—Projects—Design and create projects incorporating a variety of file types

Communication

8.2.7—Proofreading—Edit and correct text using standard English for sentence structure, usage, punctuation, capitalization, and spelling

Input Technologies

8.8.1—Business Application—Apply input technology skills for acceptable speed and accuracy levels that follow the expectations of employers

8.8.2—Ergonomics—Use appropriate ergonomic practices for information technology tasks

8.8.3—Input devices—Use a variety of input technologies to compose and edit documents

8.8.4—Input techniques—Use proper techniques during skill development to avoid repetitive stress injuries

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Course: Word Processing Length: One semester

<p>Desired previous skills learned:</p> <ul style="list-style-type: none"> ○ <i>Basic Computer Knowledge and Terminology, Improving Proofreading Skills, Memo Formatting and Proper Uses, Report Formatting, Title Page, Body, and References, Basic Microsoft Excel & Charts, PowerPoint (Recolor Clipart, Headers and Footers, Hyperlinks, Color Schemes)</i> 	
<p>Skills obtained during course:</p> <ul style="list-style-type: none"> ○ <i>Additional Document Formatting, Modified Block & Mixed Punctuation, Using e-mail communication, Microsoft Word (Tabs, Tables, Columns, Mail Merge), Resumes and Cover Letters, PowerPoint (Rehearse Timings, Tables, Sound Files)</i> 	
Unit of Study	Nebraska Business Education Essential Learnings
Syllabus & Folder Setup	<p>Computer Applications 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation)</p>
<p>Keyboard Review (Minimal home row review & 4-5 keys per day) Incorporate proofreading marks, accuracy exercises, and basic drawing toolbar exercises</p>	
Document Formatting (Microsoft Word)	
Letters Unit (Personal Business Letters & Business Letters) Type 2 of Each, Quiz for Each, Test to conclude unit.	<p>Computer Applications 12.4.2—Application Software—Use application software (word processing, desktop publishing, spreadsheet, database, presentation)</p>
Modified Block & Mixed Punctuation Formatting	
Memos Unit (Simplified & Standard Memos) Type 2 of Each, Quiz for Each, Test to conclude unit.	12.4.8—Policies—Follow safety and security policies (acceptable use policy, web page policy, student information policy)
Using E-mail to communicate within the workplace (PowerPoint)	12.4.9—Problem-Solving Techniques—Diagnose, evaluate and identify the use of software to solve specific problems
Reports (Title Page, Body, References, Quiz) Type 1 out of book; Report Project; Footnotes & Endnotes, Hanging Indents, Page Numbers	<p>Career Education 12.1.7—Job Acquisition—Complete employment documents (application, letter of application, follow-up letter, resume) and interview process</p>
PowerPoint (In the past students were given a choice between completing a PowerPoint about a US city or state or creating one on the company they chose for their report project)	<p>Communication 12.2.9—Proofreading—Edit and correct text using standard English for sentence structure, usage, punctuation, capitalization, and spelling</p>

<i>Using tabs (Tabs Activity)</i>	
<i>Using tables (Tables Activity, Quiz)</i>	
<i>Using columns (Newsletter Activity)</i>	
<i>Mail Merge (Example & Activity)</i>	
<i>Intro Careers Unit Creating resumes and cover letters</i>	
Microsoft Excel	
<i>Microsoft Excel Basics Instruction</i>	<u>Computer Applications</u> 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation))
<i>Sample Spreadsheet</i>	
<i>Budget Activity</i>	
<i>Using Charts & Graphs Instruction</i>	
<i>Grades Activity (Two parts) w/Graphs</i>	
Other Activities	
<i>Internet Unit (Review safety, searching, scavenger hunt activity)</i>	
<i>Make-up Days—Students who are caught up can use Mavis Beacon or play Typer Shark</i>	
<i>Fun Days—Computer Story Swap Activity (Good to use before breaks)</i>	

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Course: Computer Applications Length: One semester

Desired previous skills learned:

- *Additional Document Formatting, Modified Block & Mixed Punctuation, Using e-mail communication, Microsoft Word (Tabs, Tables, Columns, Mail Merge), Resumes and Cover Letters*
- *PowerPoint (Rehearse Timings, Tables, Sound Files)*

Skills obtained during course:

- **Excel**
- *Page Setup Activities (Header, Footer, Fit to 1 Page, Margins, Row & Column Headings and Gridlines), Print Area (Set & Clear), Functions (Sum, Average, Max, Min), Cell Formatting, Inserting Charts & Graphs, Formatting, Sorting, Absolute vs. Relative Cell References, Copying, Filling Functions*
- **Access**
- *Parts of a Database, Setting up a Database, Parts of a Table, Creating a Query*

Unit of Study	Nebraska Business Education Essential Learnings
Syllabus & Computer Care	<u>Computer Applications</u> 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation))
Personal Information	
Computer Terminology & History Review Sheet	
Microsoft Word (Desktop Publishing)	
Features	<u>Computer Applications</u> 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation))
Paradise Island Flyer (WordArt)	
Feel The Thrill Flyer	
Questions	
Travel Agency Flyer (Drawing)	
Questions, Review, Activity	
President Newsletter (Columns)	
Newsletter of Choice (Shapes)	
Questions, Review, Activity	
D.T.P. Question & Formatting Test	
Microsoft Word (Letters)	
Introduce Letters and Letter Parts	<u>Computer Applications</u> 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation))
Block Style Letter Making Corrections	
Nurses Letter & Letterhead	
Modified Block & Modified Block w/indented paragraphs	
Travel Letter & Envelope	

<i>Husker Letter & Envelope</i>	<u>Communication</u> 12.2.9—Proofreading—Edit and correct text using standard English for sentence structure, usage, punctuation, capitalization, and spelling
<i>Letter Parts review</i>	
<i>Practice letter test with questions</i>	
<i>Letter Questions and Formatting</i>	
Microsoft Word (Reports)	
<i>Introduce Reports and Report Parts</i>	<u>Computer Applications</u> 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation)
<i>Unbound Report, Title Page, Table of Contents, References</i>	
<i>Left-bound Report—Table, Footnotes, Numbered Items, Title Page</i>	
<i>Where in the World Report (with research)</i>	<u>Communication</u> 12.2.9—Proofreading—Edit and correct text using standard English for sentence structure, usage, punctuation, capitalization, and spelling
Microsoft PowerPoint	
<i>Introduce PowerPoint Software</i>	<u>Computer Applications</u> 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation)
<i>Where in the World PowerPoint</i>	
<i>Presentation of Where in the World PowerPoint</i>	
Microsoft Excel	
<i>Introduce Excel PowerPoint & Notes</i>	<u>Computer Applications</u> 12.4.1—Advanced Features—Use advanced features (graph, merge, sort, filter, link, embed) of common application software 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation) 12.4.8—Policies—Follow safety and security policies (acceptable use policy, web page policy, student information policy) 12.4.9—Problem-Solving Techniques—Diagnose, evaluate and identify the use of software to solve specific problems
<i>Basic Spreadsheet Activity (Header/Footer, Sheet Tab, Gridlines, Inserting)</i>	
<i>Basic Spreadsheet Activity (Formula Sum and Average)</i>	
<i>Theatre Attendance (Various Sheets)</i>	
<i>Student Book Store</i>	
<i>Travel</i>	
<i>M & M Activity (Charts)</i>	
<i>Summer Sports Equipment (Border, Multiplication, Division & Conditional Formatting)</i>	
<i>Ford Price Difference (Subtraction & Conditional Formatting)</i>	
<i>Personal Budget</i>	
<i>College Budget</i>	
<i>Scatagories</i>	
<i>Practice Test</i>	
<i>Test</i>	
Microsoft Access	
<i>Introduce Access</i>	<u>Computer Applications</u> 12.4.2—Application Software—(Use application
<i>FI Colleges (Table)</i>	

Museum (Table)	software (word processing, desktop publishing, spreadsheet, database, presentation)
Pizza Palace (Report)	
Travel Agency	
Quiz	
Database Management	
	12.15.1—Basic Operations—Enter data, enter fields and records, sort and filter data and process queries
	12.15.4—Components—Define components of database (fields, records, reports) and evaluate types of data that may be stored in a database system
	12.15.5—Data Analysis—Design and develop forms, reports, and queries to access information in a database
Career Unit	
NCIS Introduction	Career Education
O*Net Sort (Careers based on Personality)	
Occupational Sort (Skills Analysis)	
Occupation Look Up	
Career Evaluation	
Resume	
Cover Letter	
	12.1.2—Career Exploration—Explore career opportunities and projected trends nationally and internationally and identify required education and training
	12.1.3—Career Research—Explore a variety of domestic and global occupational trends by gathering, evaluating, using and citing employment information from print and online resources
	12.1.6—Interest and Aptitude Assessment—Examine aptitudes related to career options; relate personal characteristics and interests to educational and occupational opportunities
	12.1.7—Job Acquisition—Complete employment documents (application, letter of application, follow-up letter, resume) and interview process
Dragon Speaking	
Introduction to Dragon Speaking	
Train Computer	
Assignment (Reading & Retraining)	
Assignment (Learn Short cuts)	
Final Project (Bill Gates Travel Project)	
Research	Computer Applications
Flyer	
Letter	
Excel Cost Sheet	
	12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation)

<i>Itinerary</i>	
<i>PowerPoint</i>	
<i>Presentation</i>	
<i>Final Portfolio</i>	
<i>Organize Information in Portfolio</i>	
<i>Portfolio Test</i>	
<i>Make-up Days—Students who are caught up can use Mavis Beacon or play Typer Shark</i> <i>Fun Days—Computer Story Swap Activity (Good to use before breaks)</i>	

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Course: Advanced Computer Applications

Length: One semester

Desired previous skills learned:

- **Excel**
 - **Page Setup Activities (Header, Footer, Fit to 1 Page, Margins, Row & Column Headings and Gridlines), Print Area (Set & Clear), Functions (Sum, Average, Max, Min), Cell Formatting, Inserting Charts & Graphs, Formatting, Sorting, Absolute vs. Relative Cell References, Copying, Filling Functions**
- **Access**
 - **Parts of a Database, Setting up a Database, Parts of a Table, Creating a Query**

Skills obtained during course:

- **Excel**
 - **IF statements, Data validation, VLOOKUP function, Date & financial functions, Importing and Exporting, Filtering**
- **Access**
 - **Using wizards & design view, Creating Input mask & Lookup fields, Advanced queries**
- **PowerPoint (Master Slides, Charts and Graphs)**

Unit of Study	Nebraska Business Education Essential Learnings
Syllabus, Folder Setup, & Pre-test	<u>Computer Applications</u> 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation)
Word Review (Shadow & 3-D Effects on drawing toolbar) Word Review Activity	
Microsoft Excel (Unit 1)	
Microsoft Excel Basic Review (Checkbook Activity, Invoice Activity, Grades Activity)	<u>Computer Applications</u> 12.4.1—Advanced Features—Use advanced features (graph, merge, sort, filter, link, embed) of common application software 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation) 12.4.8—Policies—Follow safety and security policies (acceptable use policy, web page policy, student information policy) 12.4.9—Problem-Solving Techniques—Diagnose, evaluate and identify the use of software to solve specific problems
Advanced Functions (COUNT, COUNTA, INT, ROUND)	
Relative, Absolute, and Mixed Cell References & Activity	
If Statements & Nested If Statements (PowerPoint, Sales Activity, Stock Market Activity)	
Excel Quiz & Quiz Review	
Sorting Information in Excel & Activity	
Using Charts & Graphs in Excel (Class Survey and Sporting Event Stats Activity)	

<i>Review for & take UNL Test & Quiz #2</i>	
Microsoft Excel (Unit 2)	
<i>Conditional Formatting</i>	<p><u>Computer Applications</u></p> <p>12.4.1—Advanced Features—Use advanced features (graph, merge, sort, filter, link, embed) of common application software</p> <p>12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation)</p> <p>12.4.8—Policies—Follow safety and security policies (acceptable use policy, web page policy, student information policy)</p> <p>12.4.9—Problem-Solving Techniques—Diagnose, evaluate and identify the use of software to solve specific problems</p>
<i>Defining Names & Activity</i>	
<i>Data Validation & Activity</i>	
<i>VLOOKUP & HLOOKUP Function & Activity</i>	
<i>Date Functions & Activity</i>	
<i>Financial Functions & Activity</i>	
<i>Data Consolidation</i>	
<i>Importing & Exporting</i>	
<i>Workbook Protection</i>	
<i>Filtering an Excel Worksheet & Activity</i>	
<i>Excel Review Project</i>	
Microsoft Access	
<i>What is a Database? (intro notes)</i>	<p><u>Database Management</u></p> <p>12.15.1—Basic Operations—Enter data, enter fields and records, sort and filter data and process queries</p> <p>12.15.4—Components—Define components of database (fields, records, reports) and evaluate types of data that may be stored in a database system</p> <p>12.15.5—Data Analysis—Design and develop forms, reports, and queries to access information in a database</p> <p>12.15.6—Database Applications—Integrate information into various software applications (word processing, spreadsheet)</p> <p>12.15.8—Project—Plan and design a database solution to address a business, economic, or organizational problem</p>
<i>Using & creating tables (Class table—example; Activity—Students create their own 20 record (5 field minimum) table</i>	
<i>Access Hints (Copy shortcut (Ctrl ' , Find Replace, Saving, etc.)</i>	
<i>Creating Queries</i>	
<i>Advanced Queries</i>	
<i>Forms & Reports</i>	
<i>Using Design View to format forms & reports</i>	
<i>Database Relationships & Performing Calculations within Queries</i>	
<i>Mustang Palace Project (Students create a database containing 4-tables, 30 queries, and two forms and reports)</i>	
<i>Review for & Take UNL Access Test & Access Quiz</i>	
Microsoft PowerPoint	
<i>Instruction—Review Basics, Rules, Using Charts & Graphs, Master Slides</i>	<p><u>Computer Applications</u></p> <p>12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation)</p>
<i>Project (Grad gift \$5,000, students must put together their own technology system using the money they received)</i>	
<i>Review for UNL Test & Taking Test</i>	

Microsoft Word	
<i>Review Document Formatting</i>	<u>Computer Applications</u> 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation))
<i>Review Tabs, Tables, Columns</i>	
<i>Final Prep for UNL Test & Taking Test</i>	
<i>Final Combination Project (Student will complete a business related project requiring them to use the four software programs they have used in class)</i>	
Desktop Publishing (PageMaker, Publisher)	
<i>Introduction & Activity (Flyer Activity—Students will create a flyer convincing a potential employer to hire them to work for their company)</i>	<u>Computer Applications</u> 12.4.2—Application Software—(Use application software (word processing, desktop publishing, spreadsheet, database, presentation))
<i>Review for Final Test</i>	
<i>FINAL</i>	
Total Estimated Days (Semesters vary from 87-89)	

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Course: Business Web Length: One year

Unit of Study	Nebraska Business Education Essential Learnings
<i>Syllabus, Folder Setup, & Tote Trays</i>	<p><u>Interactive Media and Web Technologies</u> 12.16.1—Application Tools—Describe effective use of text, image, video, web and sound file types</p> <p>12.16.4—Ethic—Practice a code of ethics for the use of interactive media and web development (documentation of resources, files, logos, images, text, graphics, trademarks, copyright issues)</p> <p>12.16.6—Projects—Develop and deliver interactive, multimedia projects</p> <p>12.16.7—Web Site Content—Assess and explain web site validity and credibility of content</p> <p>12.16.8—Web Site Development—Demonstrate and apply knowledge of web page development</p>
<i>FrontPage Basics Review</i>	
<i>Business Web Introduction</i>	
<i>Group work plan development & determination of individual page responsibilities (Done at the beginning of each quarter)</i>	
<i>Student goals for the year (Each student develops a list of five goals they want to accomplish during the school year)</i>	
<i>Reflection activity (good sub day activity) Students reflect back on the work they have completed throughout the first quarter</i>	
<i>Updating and adding information to the school website (Majority of the work taking place during all four quarters)</i>	
<i>Individual Web Project (Students develop a minimum six page website on a topic given to them or one of their choice)</i>	
<i>Website improvements (Students develop a list of four to six improvements that could be made to various pages of the website and then work on making the improvements)</i>	
<i>Annual redesign of homepage</i>	
<i>Graphic editing unit</i>	
<i>Advanced FrontPage unit</i>	
<i>Basic HTML unit</i>	
<i>HTML activity</i>	