

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

Course: 7th Keyboarding Length: One quarter

<p>Desired previous skills learned:</p> <ul style="list-style-type: none"> ○ 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) 	<p>Skills obtained during course:</p> <ul style="list-style-type: none"> ○ Microsoft Word Terminology ○ Microsoft Word (Using the Drawing Toolbar, Format Painter, Find and Replace, Tables) ○ Proofreading Marks <ul style="list-style-type: none"> ○ Benefits of Proofreading ○ Number & Symbol Keys ○ Numeric Keypad ○ Formatting Letters ○ PowerPoint (Templates, Spell Check, Printing, Insert ClipArt, Motion & Sound Clips, Views)
Unit of Study	Estimated Length of Time
<i>Students spend the first 4-5 minutes of class typing a warm-up out of the book.</i>	
<i>Syllabus, Intro PowerPoint, Folder Setup, About Yourself Activity</i>	<i>2 days</i>
<i>Keyboarding Notes & Why Keyboarding is Important</i>	<i>2 days</i>
<i>Microsoft Word Terminology & Quiz</i>	<i>1½ days</i>
<i>Keyboard Review (3-4 Keys per day) & Keyboard Test</i>	<i>6½ days</i>
<i>Accuracy Unit (Discuss Benefits, Review Symbols, Proofreading Marks Activity, Accuracy Exercises (Book), & Quiz)</i>	<i>4 days</i>
<i>Number Keys (3-4 Keys per day)</i>	<i>3 days</i>
<i>Symbol Keys & Activity</i>	<i>3 days</i>
<i>Numeric Keypad Unit (Activity, Bingo)</i>	<i>4 days</i>
<i>Letters Unit (Formatting Notes, Type One)</i>	<i>2 days</i>
<i>Internet Safety Unit</i>	<i>2 days</i>

<p><i>Timed Writings—(1 Practice and then 6—1, 2, & 3 minute timed writings, which students proofread before turning in) 4-5 minutes of typing drills beforehand</i></p>	<p><i>7 days Actual timed writings take 20-25 minutes each (usually did one per week for six weeks) Good days to plan quizzes for the other 10-15 minutes of class. Any free time is spent using Mavis Beacon Teaches Typing.</i></p>
<p><i>Creative Writings (“Fun” Activity Days)—(2-3 each quarter, students write a 15 sentence short story about a certain topic to help improve both typing skills & accuracy)</i></p>	<p><i>2-3 days (Good sub days if necessary)</i></p>
<p><i>PowerPoint—(Students will review PowerPoint basics & then complete a presentation about what they learned in 7th Grade Keyboarding)</i></p>	<p><i>4 days</i></p>
<p>Total Estimated Days (Quarters vary from 41-45)</p>	<p>43-44 DAYS (Additional Creative Writings or PowerPoint Days could be used if time remains)</p>

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

Course: 8th Keyboarding Length: One quarter

<p>Desired previous skills learned:</p> <ul style="list-style-type: none"> ○ Microsoft Word Terminology ○ Microsoft Word (Using the Drawing Toolbar, Format Painter, Find and Replace, Tables) ○ Proofreading Marks <ul style="list-style-type: none"> ○ Benefits of Proofreading ○ Number & Symbol Keys ○ Numeric Keypad ○ Formatting Letters ○ PowerPoint (Templates, Spell Check, Printing, Insert ClipArt, Motion & Sound Clips, Views) 	<p>Skills obtained during course:</p> <ul style="list-style-type: none"> ○ Basic Computer Knowledge and Terminology ○ Improving Proofreading Skills ○ Memo Formatting and Proper Uses ○ Report Formatting <ul style="list-style-type: none"> ○ Title Page, Body, and References ○ Basic Microsoft Excel & Charts ○ PowerPoint (Recolor Clipart, Headers and Footers, Hyperlinks, Color Schemes)
Unit of Study	Estimated Length of Time
<i>Students spend the first 4-5 minutes of class typing a warm-up out of the book.</i>	
<i>Syllabus & Folder Setup</i>	<i>1 day</i>
<i>Technique Review & Keyboarding Hints and Goals</i>	<i>1 day</i>
<i>Keyboard Review (4 Keys per day) & Which Fingers type Which Keys Quiz</i>	<i>4½ days</i>
<i>Computer Notes PowerPoint (Students listen to PowerPoint then type notes to improve on typing speed & accuracy)</i>	<i>3 days</i>
<i>Accuracy Unit (Discuss How to Improve, Review Symbols, Proofreading Marks Activity, Accuracy Exercises (Book), & Quiz)</i>	<i>4½ days</i>
<i>Number Keys, Symbol Keys, & Numeric Keypad Review</i>	<i>1 day each (3 days total)</i>
<i>Memos Unit (Formatting Notes, Type Two, & Quiz)</i>	<i>3 days</i>
<i>Reports Unit (Formatting Notes, References, Type One)</i>	<i>3 days</i>
<i>Internet Safety Review</i>	<i>1 day</i>
<i>Excel (Formatting, Formulas & Basic Functions, Charts & Graphs, Two Activities)</i>	<i>4 days</i>

<p><i>Timed Writings—(6—1, 2, & 3 minute timed writings, which students proofread before turning in) 4-5 minutes of typing drills beforehand</i></p>	<p>6 days <i>Actual timed writings take 20-25 minutes each (usually did one per week for six weeks) Good days to plan quizzes for the other 10-15 minutes of class. Any free time is spent using Mavis Beacon Teaches Typing.</i></p>
<p><i>Creative Writings (“Fun” Activity Days)—(2-3 each quarter, students write a 15 sentence short story about a certain topic to help improve both typing skills & accuracy)</i></p>	<p>2-3 days (Good sub days if necessary)</p>
<p><i>PowerPoint—(Students will review PowerPoint basics & then complete a 10 slide (minimum) presentation about a topic of their choice)</i></p>	<p>5 days</p>
<p>Total Estimated Days (Quarters vary from 41-45)</p>	<p>41-42 DAYS (Additional Creative Writings or PowerPoint Days could be used if time remains)</p>

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

Course: Word Processing Length: One semester

<p>Desired previous skills learned:</p> <ul style="list-style-type: none"> ○ Basic Computer Knowledge and Terminology ○ Improving Proofreading Skills ○ Memo Formatting and Proper Uses ○ Report Formatting <ul style="list-style-type: none"> ○ Title Page, Body, and References ○ Basic Microsoft Excel & Charts ○ PowerPoint (Recolor Clipart, Headers and Footers, Hyperlinks, Color Schemes) 	<p>Skills obtained during course:</p> <ul style="list-style-type: none"> ○ 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)
Unit of Study	Estimated Length of Time
<i>Students spend the first 4-5 minutes of class typing a warm-up out of the book.</i>	
Syllabus & Folder Setup	1 day
Keyboard Review (Minimal home row review & 4-5 keys per day) Incorporate proofreading marks, accuracy exercises, and basic drawing toolbar exercises	2 weeks
Document Formatting (Microsoft Word)	
Letters Unit (Personal Business Letters & Business Letters) Type 2 of Each, Quiz for Each, Test to conclude unit.	8 days
Modified Block & Mixed Punctuation Formatting	2 days
Memos Unit (Simplified & Standard Memos) Type 2 of Each, Quiz for Each, Test to conclude unit.	8 days
Using E-mail to communicate within the workplace (PowerPoint)	1 day
Reports (Title Page, Body, References, Quiz) Type 1 out of book; Report Project; Footnotes & Endnotes, Hanging Indents, Page Numbers	8 days
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)	7 days (including instruction & presentations)

<i>Using tabs (Tabs Activity)</i>	<i>4 days</i>
<i>Using tables (Tables Activity, Quiz)</i>	<i>4 days</i>
<i>Using columns (Newsletter Activity)</i>	<i>5 days</i>
<i>Mail Merge (Example & Activity)</i>	<i>5 days</i>
<i>Intro Careers Unit Creating resumes and cover letters</i>	<i>6 days</i>
Microsoft Excel	
<i>Microsoft Excel Basics Instruction</i>	<i>1½ days</i>
<i>Sample Spreadsheet</i>	<i>1 day</i>
<i>Budget Activity</i>	<i>1 day</i>
<i>Using Charts & Graphs Instruction</i>	<i>½ day</i>
<i>Grades Activity (Two parts) w/Graphs</i>	<i>2 days</i>
<i>Excel Quiz Review & Quiz</i>	<i>2 days</i>
Other Activities	
<i>Internet Unit (Review safety, searching, verifying web-based information, & scavenger hunt activity)</i>	<i>5 days</i>
<i>Make-up Days—Students who are caught up can use Mavis Beacon or play Typer Shark Fun Days—Computer Story Swap Activity (Good to use before breaks)</i>	<i>3-4 days (Total)</i>
Total Estimated Days (Semesters vary from 87-89)	85-86 days

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

Course: Computer ApplicationsLength: One semester

<p>Desired previous skills learned:</p> <ul style="list-style-type: none"> ○ 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) 	<p>Skills obtained during course:</p> <ul style="list-style-type: none"> ○ Excel <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Formatting ○ Sorting ○ Absolute vs. Relative Cell References ○ Copying, Filling Functions ○ Access <ul style="list-style-type: none"> ○ Parts of a Database ○ Setting up a Database ○ Parts of a Table ○ Creating a Query
Unit of Study	Estimated Length of Time
Syllabus & Computer Care	1 day
Personal Information	1 day
Computer Terminology & History Review Sheet	2 days
Microsoft Word (Desktop Publishing)	
Features	½ day
Paradise Island Flyer (WordArt)	½ day
Feel The Thrill Flyer	½ day
Questions	½ day
Travel Agency Flyer (Drawing)	1 day
Questions, Review, Activity	1 day
President Newsletter (Columns)	2 days
Newsletter of Choice (Shapes)	2 days
Questions, Review, Activity	1 day
D.T.P. Question & Formatting Test	1 day
Microsoft Word (Letters)	
Introduce Letters and Letter Parts	½ day

<i>Block Style Letter Making Corrections</i>	<i>½ day</i>
<i>Nurses Letter & Letterhead</i>	<i>1 day</i>
<i>Modified Block & Modified Block w/indented paragraphs</i>	<i>1 day</i>
<i>Travel Letter & Envelope</i>	<i>1 day</i>
<i>Husker Letter & Envelope</i>	<i>½ day</i>
<i>Letter Parts review</i>	<i>½ day</i>
<i>Practice letter test with questions</i>	<i>1 day</i>
<i>Letter Questions and Formatting</i>	<i>1 day</i>
Microsoft Word (Reports)	
<i>Introduce Reports and Report Parts</i>	<i>½ day</i>
<i>Unbound Report, Title Page, Table of Contents, References</i>	<i>2½ days</i>
<i>Left-bound Report—Table, Footnotes, Numbered Items, Title Page</i>	<i>2 days</i>
<i>Where in the World Report (with research)</i>	<i>4 days</i>
Microsoft PowerPoint	
<i>Introduce PowerPoint Software</i>	<i>1 day</i>
<i>Where in the World PowerPoint</i>	<i>4 days</i>
<i>Presentation of Where in the World PowerPoint</i>	<i>Varies (1-2 days)</i>
Microsoft Excel	
<i>Introduce Excel PowerPoint & Notes</i>	<i>½ day</i>
<i>Basic Spreadsheet Activity (Header/Footer, Sheet Tab, Gridlines, Inserting)</i>	<i>½ day</i>
<i>Basic Spreadsheet Activity (Formula Sum and Average)</i>	<i>½ day</i>
<i>Theatre Attendance (Various Sheets)</i>	<i>½ day</i>
<i>Student Book Store</i>	<i>½ day</i>
<i>Travel</i>	<i>½ day</i>
<i>M & M Activity (Charts)</i>	<i>1 day</i>
<i>Summer Sports Equipment (Border, Multiplication, Division & Conditional Formatting)</i>	<i>½ day</i>
<i>Ford Price Difference (Subtraction & Conditional Formatting)</i>	<i>½ day</i>
<i>Personal Budget</i>	<i>½ day</i>
<i>College Budget</i>	<i>½ day</i>
<i>Scatagories</i>	<i>½ day</i>

<i>Practice Test</i>	1 day
<i>Test</i>	1 day
Microsoft Access	
<i>Introduce Access</i>	1 day
<i>FI Colleges (Table)</i>	½ day
<i>Museum (Table)</i>	½ day
<i>Pizza Palace (Report)</i>	1 day
<i>Travel Agency</i>	1 day
<i>Quiz</i>	½ day
Career Unit	
<i>NCIS Introduction</i>	½ day
<i>O*Net Sort (Careers based on Personality)</i>	½ day
<i>Occupational Sort (Skills Analysis)</i>	1 day
<i>Occupation Look Up</i>	1 day
<i>Career Evaluation</i>	1 day
<i>Resume</i>	1 day
<i>Cover Letter</i>	1 day
Dragon Speaking	
<i>Introduction to Dragon Speaking</i>	½ day
<i>Train Computer</i>	2½ days
<i>Assignment (Reading & Retraining)</i>	1 day
<i>Assignment (Learn Short cuts)</i>	1 day
Final Project (Bill Gates Travel Project)	
<i>Research</i>	3-4 days
<i>Flyer</i>	½ day
<i>Letter</i>	½ day
<i>Excel Cost Sheet</i>	½ day
<i>Itinerary</i>	1 day
<i>PowerPoint</i>	4 days
<i>Presentation</i>	1-2 days
Final Portfolio	
<i>Organize Information in Portfolio</i>	½ day
<i>Portfolio Test</i>	½ day
<i>Make-up Days—Students who are caught up can use Mavis Beacon or play Typer Shark</i>	3-4 days (Total)
<i>Fun Days—Computer Story Swap Activity (Good to use before breaks)</i>	

<i>Total Estimated Days (Semesters vary from 87-89)</i>	<i>74½-78½ days (Additional time will be devoted to various projects throughout the quarter as determined by the instructor)</i>
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Raymond Central Jr./Sr. High School Business Department Curriculum Guide Sheet

Course: Advanced Computer ApplicationsLength: One semester

<p>Desired previous skills learned:</p> <ul style="list-style-type: none"> ○ Excel <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Formatting ○ Sorting ○ Absolute vs. Relative Cell References ○ Copying, Filling Functions ○ Access <ul style="list-style-type: none"> ○ Parts of a Database ○ Setting up a Database ○ Parts of a Table ○ Creating a Query 	<p>Skills obtained during course:</p> <ul style="list-style-type: none"> ○ Excel <ul style="list-style-type: none"> ○ IF statements ○ Data validation ○ VLOOKUP function ○ Date & financial functions ○ Importing and Exporting ○ Filtering ○ Access <ul style="list-style-type: none"> ○ Using wizards & design view ○ Creating Input mask & Lookup fields ○ Advanced queries ○ PowerPoint (Master Slides, Charts and Graphs)
Unit of Study	Estimated Length of Time
<i>Students spend the first 4-5 minutes of class typing a warm-up out of the book.</i>	
<i>Syllabus, Folder Setup, & Pre-test</i>	<i>1½ days</i>
<i>Word Review (Shadow & 3-D Effects on drawing toolbar) Word Review Activity</i>	<i>2½ days</i>
Microsoft Excel (Unit 1)	
<i>Microsoft Excel Basic Review (Checkbook Activity, Invoice Activity, Grades Activity)</i>	<i>4 days</i>
<i>Advanced Functions (COUNT, COUNTA, INT, ROUND)</i>	<i>1 day</i>
<i>Relative, Absolute, and Mixed Cell References & Activity</i>	<i>2 days</i>
<i>If Statements & Nested If Statements (PowerPoint, Sales Activity, Stock Market</i>	<i>3 days</i>

<i>Activity)</i>	
<i>Excel Quiz & Quiz Review</i>	<i>2 days</i>
<i>Sorting Information in Excel & Activity</i>	<i>2 days</i>
<i>Using Charts & Graphs in Excel (Class Survey and Sporting Event Stats Activity)</i>	<i>3 days</i>
<i>Review for & take UNL Test & Quiz #2</i>	<i>2 days</i>
Microsoft Excel (Unit 2)	
<i>Conditional Formatting</i>	<i>2 days</i>
<i>Defining Names & Activity</i>	<i>1½ days</i>
<i>Data Validation & Activity</i>	<i>1½ days</i>
<i>VLOOKUP & HLOOKUP Function & Activity</i>	<i>2 days</i>
<i>Date Functions & Activity</i>	<i>2 days</i>
<i>Financial Functions & Activity</i>	<i>2 days</i>
<i>Data Consolidation</i>	<i>1 day</i>
<i>Workbook Protection</i>	<i>1 day</i>
<i>Filtering an Excel Worksheet & Activity</i>	<i>2 days</i>
<i>Excel Review Project</i>	<i>3 days</i>
Microsoft Access	
<i>What is a Database? (intro notes)</i>	<i>1½ days</i>
<i>Using & creating tables (Class table— example; Activity—Students create their own 20 record (5 field minimum) table</i>	<i>2 days</i>
<i>Access Hints (Copy shortcut (Ctrl ' , Find Replace, Saving, etc.)</i>	<i>½ day</i>
<i>Creating Queries</i>	<i>2 days</i>
<i>Advanced Queries</i>	<i>1 day</i>
<i>Forms & Reports</i>	<i>2 days</i>
<i>Using Design View to format forms & reports</i>	<i>1 day</i>
<i>Database Relationships & Performing Calculations within Queries</i>	<i>½ day</i>
<i>Importing & Exporting</i>	<i>1 day</i>
<i>Mustang Palace Project (Students create a database containing 4-tables, 29 queries, two forms and reports)</i>	<i>5 days</i>
<i>Review for & take UNL Access Test & Access Quiz</i>	<i>2 days</i>

Microsoft PowerPoint	
<i>Instruction—Review Basics, Rules, Using Charts & Graphs, Master Slides</i>	1 day
<i>Project (Grad gift \$5,000, students must put together their own technology system using the money they received)</i>	6 days (including presentations)
<i>Review for & take UNL Test</i>	2 days
Microsoft Word	
<i>Review Document Formatting</i>	2 days
<i>Review Tabs, Tables, Columns</i>	2 days
<i>Review for & take UNL Test</i>	2 days
<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>	5 days
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>	5 days
<i>Review for Final Test</i>	1 day
FINAL	2 days
Total Estimated Days (Semesters vary from 87-89)	87½ days

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

Course: Business Web Length: One year

Unit of Study	Estimated Length of Time**
**The estimated times provided within this section of the curriculum guide will vary greatly depending upon the number of students enrolled in the course.	
<i>Syllabus, Folder Setup, & Tote Trays</i>	1 day
<i>FrontPage Basics Review</i>	3 days
<i>Business Web Introduction</i>	4 days
<i>Group work plan development & determination of individual page responsibilities (Done at the beginning of each quarter)</i>	4 days
<i>Student goals for the year (Each student develops a list of five goals they want to accomplish during the school year)</i>	1 day
<i>Reflection activity (good sub day activity) Students reflect back on the work they have completed throughout the quarter</i>	1 day
<i>Updating and adding information to the school website (Majority of the work taking place during all four quarters)</i>	5 weeks (each quarter)
<i>Individual Web Project (Students develop a minimum six page website on a topic given to them or one of their choice)</i>	2 weeks (each quarter)
<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>	4 days
<i>Annual redesign of homepage</i>	2 weeks (normally done during the 4 th quarter)
<i>Graphic editing unit</i>	4 days
<i>Advanced FrontPage unit</i>	5 days
<i>Basic HTML unit</i>	5 days
<i>HTML activity</i>	5 days

<p><i>Total Estimated Days</i> <i>(One year is normally 175 days)</i></p>	<p><i>170-180 days** (See note at the top of this page)</i></p>
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