

## **BUSINESS EDUCATION DEPARTMENTAL CURRICULUM PROFILE**

### **PROGRAM DESCRIPTION**

Courses in this department are offered to students in grades 7-12. The Junior High Curriculum is a year-long (every other day) class focusing on keyboarding and computer applications. The high school curriculum presents a variety of courses in support of the Nebraska Business Education Framework. Courses cover areas of finance, accounting, law, entrepreneurship, and computer applications. A description of each course can be found in the curriculum guide.

### **PHILOSOPHY**

The philosophy of the business education department follows the mission established by business educators around Nebraska to prepare all students to live and work as productive citizens in a global society by providing essential business experiences, education and technology skills in a dynamic learning environment.

- Desirable knowledge, attitudes and skills to live and work as productive citizens
- Educational experiences for personal and professional growth
- Opportunities to apply academic knowledge and skills
- Preparation to meet the challenges of a fast-changing society
- Workplace skills and partnership with the business community

### **OBJECTIVES IN THE BUSINESS EDUCATION PROGRAM**

#### **Individuals Will Be Able To:**

Accounting: manage an organization's financial resources; understand how accounting procedures can be applied to decisions about planning, organizing and allocating personal and financial resources.

Business Law: analyze the relationship between ethics and the law in conducting business in the national and international marketplace; understand the laws affecting businesses, families and individual consumers.

Career Development: develop occupational competence for obtaining business positions and advancing in business careers; understand the ever-evolving requirements of the workplace and the relationship of life-long learning to career success.

Communication: master the oral and written communication skills essential to interacting effectively with individuals in the workplace and in society; understand the development of technology and processing skills for acquiring, interpreting, evaluating and managing information.

Computation: solve mathematical problems, analyze and interpret data and apply sound decision-making skills in business; understand the general mathematical skills needed to solve business- and consumer-related problems.

Personal Finance: understand how to effectively manage personal finances.

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Entrepreneurship: appreciate the importance of responding to new business opportunities in domestic and international business environments; understand that entrepreneurship integrates the functional areas of business—accounting, finance, marketing and management and the legal and economic environments in which a new venture operates.

Information Technology: apply technology to analyze, synthesize and evaluate situations at home, school or work and then to solve problems and complete tasks efficiently and effectively; understand that information technology is an information-gathering, information-organizing and problem-solving tool that supports every discipline.

**COURSE SEQUENCE**

**Business Education Course Sequence**

	Fall Semester	Spring Semester	Grade Level	
7-8	Junior High Keyboarding 7/Computer Applications 8	Junior High Keyboarding 7/Computer Applications 8	7-8	
9	Computer Applications		9 to 12	Electives
10		Personal Finance	10 to 12	
11	Entrepreneurship	Business Law	10 to 12	
10-12	Graphic Design	Digital Media	10 to 12	

## **Business Education Course Descriptions**

### **Accounting I**

Length: Full Year

Grade Levels: 10-12

Description: Accounting I involves a comprehensive study of accounting including careers in accounting, the basic accounting cycle for a sole proprietorship, payroll, and the accounting cycle for a merchandising corporation.

### **Entrepreneurship**

Length: Fall Semester

Grade Levels: 10-12

Description: Entrepreneurship provides students with a basic understanding of what an entrepreneur is and how a person can begin a business. The class also teaches students about forms of business ownership, developing a business plan, and marketing a business.

### **Business Law**

Length: Spring Semester

Grade Levels: 10-12

Description: This class is designed to present the study of the legal rights and responsibilities necessary to be informed and productive citizens, employees, employers and consumers in the free enterprise system.

### **Personal Finance**

Length: Spring Semester

Grade Levels: 10-12

Description: Personal Finance is designed to help students manage their resources and to make sound personal financial decisions. It provides students with the necessary consumer information to enable them to live productive lives as consumers. The course also includes career research and planning.

### **Computer Applications**

Length: Full Year

Grade Levels: 9-12

Description: This class is designed to provide background knowledge needed to use a computer in applications including advanced word processing, database, spreadsheet, presentation software, graphics, and computer/software terminology. In addition, the class incorporates lessons on cyber security, bullying, netiquette, and copyright laws.

### **Graphic Design**

Length: Semester

Grade Levels: 10-12

Description: This class is designed to provide students with hands-on software applications to develop skills in graphics design. Some of the skills include photo editing, layout, design, and basic application of the principals of design. The course focus is on completing projects with a professional quality and in a manner similar to what one might do in the job market. Students get the chance to compete in the creation of the yearbook cover and a variety of other documents around the school.

### **Digital Media**

Length: Semester

Grade Levels: 10-12

Description: This class is designed to provide students with hands-on software applications to develop skills in digital media. Students have the opportunity to create a variety of videos, animations, website compatible flash medias, and audio bits. The course also focuses on the application of current copyright laws.

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**Computer Applications 8**

Length: Full Year (Every other day)

Grade Levels: 8

Description: This class is designed to review basic operations necessary to operate a keyboard and apply keyboarding skills in processing various communication documents. Word processing concepts are presented utilizing appropriate software, with emphasis on development of a professional document. Spreadsheet skills are also presented with emphasis on basic formulas, graphs, and formatting. Students also receive a review of presentation software and further exploration into interactive projects. In addition, the class incorporates lessons on cyber security, bullying, netiquette, and copyright laws.

**Keyboarding 7**

Length: Full Year (Every other day)

Grade Levels: 7

Description: Students will understand basic operations necessary to operate a keyboard. They will demonstrate competency by using the touch method to key and format information in preparing written communication such as format letters, envelopes, reports, agendas, numbered and bulleted lists, minutes of meetings

**Economics**

Length: Semester

Grade Level: 11-12

Description: Students will understand basic economic principles in order to pursue their interests as consumers and producers in domestic and global economies. They will demonstrate competency by applying economic reasoning to individual, business, and government practices.