

Course/Class Title
Computer Applications

Course/Class Description:

This course will focus on the Microsoft Office programs, including but not limited to Word, Excel, Access, PowerPoint, and Publisher. Students will learn to use and apply the software applications to personal, educational, and business situations. Students will also become familiar with the current Windows operating system in this class, and discuss and practice digital literacy and citizenship.

Month	NE State Standard/Benchmark (all standards and "sub-standards"/indicators must be accounted for) Bold all standards assessed on NeSA	Learning Activities	Evaluation Techniques	Resources (Specific textbook chapters, website, videos, activities, novels, etc.)	Ne Academic Standards (non-core areas)
Aug.	<ul style="list-style-type: none"> Computer Applications Benchmark 1.1, 1.2 	<ul style="list-style-type: none"> Technology in Your Life Computers and You Using Your Computer Safety and Responsibility 	<ul style="list-style-type: none"> Key Concept Checks Quizzes Tests Guided Practice Application Discussion Boards 	<ul style="list-style-type: none"> Computer Concepts in Action Unit 1, Tech Talk, Project 1 Various online videos and websites 	
Sep.	<ul style="list-style-type: none"> Computer Applications Benchmark 2.1, 4.7 	<ul style="list-style-type: none"> Operate Your Computer Computer Hardware and Software Introducing Your Computer Using Microsoft Windows Use Microsoft Help Using the Internet 	<ul style="list-style-type: none"> Key Concept Checks Quizzes Tests Guided Practice Application Discussion Boards 	<ul style="list-style-type: none"> Computer Concepts in Action Unit 1, Project 2 Computer Concepts in Action Unit 2, Tech Talk, Project 1, Project 2 Various online videos and websites 	
Oct.	<ul style="list-style-type: none"> Computer Applications 	<ul style="list-style-type: none"> Using the Internet 	<ul style="list-style-type: none"> Key Concept 	<ul style="list-style-type: none"> Computer Concepts in Action Unit 3, Tech 	

	<p>Benchmark 1.1, 2.1, 7.1, 7.2</p> <ul style="list-style-type: none"> Information Technology Applications I Benchmark 1.3 	<ul style="list-style-type: none"> Going Online Use the Internet Safely Search the Internet Effectively 	<ul style="list-style-type: none"> Checks Quizzes Tests Guided Practice Application Discussion Boards 	<p>Talk, Project 1, Project 2</p> <ul style="list-style-type: none"> Various online videos and websites 	
Nov.	<ul style="list-style-type: none"> Computer Applications Benchmark 3.1, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 Information Technology Applications I Benchmark 2.1 	<ul style="list-style-type: none"> Word Processing Exploring Ethics Create a Business letter Create a Flyer with a Picture 	<ul style="list-style-type: none"> Key Concept Checks Quizzes Tests Guided Practice Application Discussion Boards 	<p>Computer Concepts in Action Unit 4, Tech Talk, Project 1, Project 2</p> <ul style="list-style-type: none"> Various online videos and websites 	
Dec.	<ul style="list-style-type: none"> Computer Applications Benchmarks 3.1, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 	<ul style="list-style-type: none"> Format a Research Paper with Citations Create a Newsletter 	<ul style="list-style-type: none"> Key Concept Checks Quizzes Tests Guided Practice Application Discussion Boards 	<p>Computer Concepts in Action Unit 4, Project 3, Project 4</p> <ul style="list-style-type: none"> Various online videos and websites 	
Jan.	<ul style="list-style-type: none"> Computer Applications Benchmarks 5.1, 5.2, 5.3, 5.4 Information Technology Applications 4.1, 4.2 	<ul style="list-style-type: none"> Spreadsheets Buying a Computer Create a Spreadsheet Apply Formulas Evaluate Your Data 	<ul style="list-style-type: none"> Key Concept Checks Quizzes Tests Guided Practice Application 	<p>Computer Concepts in Action Unit 5, Tech Talk, Project 1, Project 2, Project 3</p> <ul style="list-style-type: none"> Various online videos and websites 	

Feb.	<ul style="list-style-type: none"> Information Technology Applications I Benchmark 7.1, 7.2, 7.3, 7.4 	<ul style="list-style-type: none"> Databases E-Commerce Create a Database Find Information in a Database Table 	<ul style="list-style-type: none"> Discussion Boards Key Concept Checks Quizzes Tests Guided Practice Application Discussion Boards 	<ul style="list-style-type: none"> Computer Concepts in Action Unit 6, Tech Talk, Project 1, Project 2 Various online videos and websites 	
Mar.	<ul style="list-style-type: none"> Computer Application Benchmarks 6.1, 6.2, 6.3, 6.4 	<ul style="list-style-type: none"> Display Data in Forms and Reports Presentations Technology in Careers Create a Presentation 	<ul style="list-style-type: none"> Key Concept Checks Quizzes Tests Guided Practice Application Discussion Boards 	<ul style="list-style-type: none"> Computer Concepts in Action Unit 6, Project 3 Computer Concepts in Action Unit 7, Tech Talk, Project 1 Various online videos and websites 	
Apr.	<ul style="list-style-type: none"> Computer Application Benchmarks 6.1, 6.2, 6.3, 6.4 Information Technology Applications 6.1 	<ul style="list-style-type: none"> Enhance a Presentation Deliver a Presentation Integrated Applications Emerging Technologies 	<ul style="list-style-type: none"> Key Concept Checks Quizzes Tests Guided Practice Application Discussion Boards 	<ul style="list-style-type: none"> Computer Concepts in Action Unit 7, Project 2, Project 3 Computer Concepts in Action Unit 6 Tech Talk Various online videos and websites 	
May	<ul style="list-style-type: none"> Information Technology Applications Benchmark 2.1, 2.3, 3.1 	<ul style="list-style-type: none"> Create a Cell Phone Advertisement Create a Newsletter about Spam 	<ul style="list-style-type: none"> Key Concept Checks Quizzes Tests 	<ul style="list-style-type: none"> Computer Concepts in Action Unit 6, Project 1, Project 2, Project 3 Various online videos and websites 	

		<ul style="list-style-type: none"> • Create a Presentation: Emerging Technologies 	<ul style="list-style-type: none"> • Guided Practice • Application • Discussion Boards 	
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*Meets all of the Standards of Computer Applications, 033422, a Middle School level course

*Meets about 1/2 of the Standards of Information Technology Applications 1, 270501, a semester long High School level course (not Standard 1, 5, some of 2, 3, 6 and 7, meets 4

Course/Class Title
Accounting

Course/Class Description:

This course presents the fundamental principles of accounting and is designed to emphasize the theory of accounting. The accounting cycle is presented as it pertains to proprietorships, partnerships, and corporations. Extensive accounting vocabulary and theory challenges students to develop skills they will use in life as well as a career in the business or accounting field. An accounting simulation evaluates students' mathematical accuracy, work ethic, and understanding of the accounting cycle. The students will also identify accounting careers, analyze and apply accounting concepts, maintain banking records, process payroll, complete an accounting simulation, and be introduced to automated accounting procedures.

Month	NE State Standard/Benchmark (all standards and "sub-standards"/indicators must be accounted for) Bold all standards assessed on NeSA	Learning Activities	Evaluation Techniques	Resources (Specific textbook chapters, website, videos, activities, novels, etc.)	Ne Academic Standards (non-core areas)
Aug.	<ul style="list-style-type: none"> Benchmarks 1.1, 5.1, 5.2, and 5.3 	<ul style="list-style-type: none"> Understand changes that affect the accounting equation for a proprietorship Analyze transactions into debit and credit parts 	<ul style="list-style-type: none"> Application problems Mastery problems Study guides Chapter tests 	<ul style="list-style-type: none"> Century 21 Accounting Chapter 1 Century 21 Accounting Chapter 2 Virtual Personal Finance Various online activities and websites 	
Sep.	<ul style="list-style-type: none"> Benchmarks 1.1, 2.1, 2.3, 5.1, 5.2, 5.3 	<ul style="list-style-type: none"> Journalizing transactions Posting to a general ledger Cash control systems 	<ul style="list-style-type: none"> Application problems Mastery problems Study guides Chapter tests 	<ul style="list-style-type: none"> Century 21 Accounting Chapter 3 Century 21 Accounting Chapter 4 Century 21 Accounting Chapter 5 Virtual Personal Finance Various online activities and websites 	
Oct.	<ul style="list-style-type: none"> Benchmarks 1.1, 1.2, 1.3, 5.1, 5.2, 5.3 	<ul style="list-style-type: none"> Review chapters 1-5 Worksheets for a service business 	<ul style="list-style-type: none"> Reinforcement activity Mastery 	<ul style="list-style-type: none"> Century 21 Accounting Reinforcement activity 1, part a Century 21 Accounting Chapter 6 	

		<ul style="list-style-type: none"> Financial statements for a proprietorship 	<ul style="list-style-type: none"> problems Study guides Chapter reviews Chapter tests 	<ul style="list-style-type: none"> Century 21 Accounting Chapter 7 Virtual Personal Finance Various online activities and websites 	
Nov.	<ul style="list-style-type: none"> Benchmarks 1.1, 1.2, 1.3, 5.1, 5.2, 5.3 	<ul style="list-style-type: none"> Recording adjusting and closing entries for a service business Review of chapters 6-8 and all concepts learned Journalizing purchases and cash payments 	<ul style="list-style-type: none"> Reinforcement activity Mastery problems Study guides Chapter reviews Chapter tests Simulation packet 	<ul style="list-style-type: none"> Century 21 Accounting Chapter 8 Century 21 Accounting Reinforcement activity 1, part b Rico Sanchez Packet Century 21 Accounting Chapter 9 Virtual Personal Finance Various online activities and websites 	
Dec.	<ul style="list-style-type: none"> Benchmarks 1.1, 1.3, 5.1, 5.2, 5.3 	<ul style="list-style-type: none"> Journalizing sales and cash receipts using special journals Posting to general and subsidiary ledgers 	<ul style="list-style-type: none"> Mastery problems Study guides Chapter reviews Chapter tests 	<ul style="list-style-type: none"> Century 21 Accounting Chapter 10 Century 21 Accounting Chapter 11 Virtual Personal Finance Various online activities and websites 	
Jan.	<ul style="list-style-type: none"> Benchmarks 1.1, 4.1, 4.2, 5.1, 5.2, 5.3 	<ul style="list-style-type: none"> Preparing payroll records Payroll accounting, taxes, and reports 	<ul style="list-style-type: none"> Mastery problems Study guides Chapter reviews Chapter tests 	<ul style="list-style-type: none"> Century 21 Accounting Chapter 12 Century 21 Accounting Chapter 13 Virtual Personal Finance Various online activities and websites 	
Feb.	<ul style="list-style-type: none"> Benchmarks 1.1, 1.3, 2.1, 3.1, 4.1, 5.1, 5.2, 5.3 	<ul style="list-style-type: none"> Review of chapters 9-13 and all concepts learned Distributing dividends an preparing a work sheet for a 	<ul style="list-style-type: none"> Reinforcement activity Mastery problem Study guide Chapter 	<ul style="list-style-type: none"> Century 21 Accounting Reinforcement activity 2, part a Century 21 Accounting Chapter 14 Virtual Personal Finance Various online activities and websites 	

		merchandising business	review	
Mar.	<ul style="list-style-type: none"> Benchmarks 1.1, 1.2, 1.3, 2.2, 3.1, 4.1, 5.1, 5.2, 5.3 	<ul style="list-style-type: none"> Financial statements for a corporation Recording adjusting and closing entries Review of chapter 13-1 	<ul style="list-style-type: none"> Chapter test Mastery problem Study guide Chapter review Chapter test 	<ul style="list-style-type: none"> Century 21 Accounting Chapter 15 Century 21 Accounting Chapter 16 Century 21 Accounting Reinforcement activity 2, part b Virtual Personal Finance Various online activities and websites Unique Global Imports Packet Virtual Personal Finance
Apr.	<ul style="list-style-type: none"> Benchmarks 1.1, 1.2, 1.3, 3.1, 4.1 	<ul style="list-style-type: none"> Review of all concepts taught 	<ul style="list-style-type: none"> Simulation packet Packet test 	
May	<ul style="list-style-type: none"> Benchmarks 1.1, 1.2, 1.3, 3.1, 4.1 	<ul style="list-style-type: none"> Review of all concepts taught Introduction to QuickBooks software 	<ul style="list-style-type: none"> Simulation packet Packet test 	<ul style="list-style-type: none"> Unique Global Imports Packet QuickBooks Virtual Personal Finance

*Not meeting Benchmarks 4.2 and 4.3

Course/Class Title
Digital Media

Course/Class Description:

This course will explore different forms of electronic media and devices used in the digital world. Students will become familiar with computer and Internet basics and both hardware and software. Then, digital electronics file management, the basics of networks and the Internet, and data security will be discussed while video creations and digital project are in the works. Web and e-commerce, along with lessons on the computer industry and careers will be covered.

Month	NE State Standard/Benchmark (all standards and "sub-standards"/indicators must be accounted for) Bold all standards assessed on NeSA	Learning Activities	Evaluation Techniques	Resources (Specific textbook chapters, website, videos, activities, novels, etc.)	Ne Academic Standards (non-core areas)
Aug.	<ul style="list-style-type: none"> Computer in Your World How Computers Work Types of Computers Personal Computers Video editing 	<ul style="list-style-type: none"> Computer Software The Internet and the Web How to Communicate Using Digital Devices How to Protect Your Privacy, Data, and Devices Video editing Lip Dub 	<ul style="list-style-type: none"> Applications Unit Reviews Independent Challenges Projects 	<ul style="list-style-type: none"> Computer Concepts Introductory Unit A Various video editing software, websites, and apps 	
Sep.	<ul style="list-style-type: none"> Computer Software The Internet and the Web How to Communicate Using Digital Devices How to Protect Your Privacy, Data, and Devices Video editing Lip Dub 	<ul style="list-style-type: none"> Computer Software The Internet and the Web How to Communicate Using Digital Devices How to Protect Your Privacy, Data, and Devices Video editing Lip Dub 	<ul style="list-style-type: none"> Applications Unit Reviews Independent Challenges Projects 	<ul style="list-style-type: none"> Computer Concepts Introductory Unit A Various video editing software, websites, and apps 	
Oct.	<ul style="list-style-type: none"> Digital Audio 	<ul style="list-style-type: none"> Digital Audio 	<ul style="list-style-type: none"> Application 	<ul style="list-style-type: none"> Computer Concepts Introductory Unit H 	

		<ul style="list-style-type: none"> • Synthesized Sound • Bitmap Graphics • Color and Compression • Vector and 3d Graphics • Digital Video • Video Equipment and Software • Lip Dub 	<ul style="list-style-type: none"> • Unit Reviews • Independent Challenges • Projects 	<ul style="list-style-type: none"> • Various video editing software, websites, and apps 	
Nov.	•	<ul style="list-style-type: none"> • Input Devices • Display Devices • Printers • Data Storage • Optical Data Storage Systems • Solid-State Data Storage Systems • How to Add Devices to Your Computer • Video editing projects 	<ul style="list-style-type: none"> • Applications • Unit Reviews • Independent Challenges • Projects 	<ul style="list-style-type: none"> • Computer Concepts Introductory Unit B • Various video editing software, websites, and apps 	
Dec.	•	<ul style="list-style-type: none"> • The Web • Web Browser Basics • Web Page Tools • Search Tools and Techniques • Web and Internet Services • E-Commerce • Secure E-Commerce Transactions • Ways to Enhance Web Sites • Website design 	<ul style="list-style-type: none"> • Applications • Unit Reviews • Independent Challenges • Projects 	<ul style="list-style-type: none"> • Computer Concepts Introductory Unit G • Various video editing software, websites, and apps 	
Jan.	•	<ul style="list-style-type: none"> • Computer Software 	<ul style="list-style-type: none"> • Applications 	<ul style="list-style-type: none"> • Computer Concepts Introductory Unit C 	

	<ul style="list-style-type: none"> • Licenses and Copyrights • How to Install and Uninstall Software • Operating Systems • Utility Software • Office Productivity Software • Graphics Software • ??? 	<ul style="list-style-type: none"> • Unit Reviews • Independent Challenges • Projects 	<ul style="list-style-type: none"> • Various video editing software, websites, and apps 	
Feb.	<ul style="list-style-type: none"> • File Management Tools • Computer Folder Basics • Computer File Basics • How to Manage Computer Files • How Computers Represent Data • Integrated Circuits • Processors • Computer Memory: RAM • ??? 	<ul style="list-style-type: none"> • Applications • Unit Reviews • Independent Challenges • Projects 	<ul style="list-style-type: none"> • Computer Concepts Introductory Unit D • Various video editing software, websites, and apps 	
Mar.	<ul style="list-style-type: none"> • How to Protect Computer Hardware • Biometrics, Passwords, and User IDs • Software Security Threats • How to Protect Computer Software • Network Security Threats • Web and Email Security Threats 	<ul style="list-style-type: none"> • Applications • Unit Reviews • Independent Challenges • Projects 	<ul style="list-style-type: none"> • Computer Concepts Introductory Unit E • Various video editing software, websites, and apps 	

Apr.	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • How to Secure Files • ??? • Network Basics • Network Hardware • Wired and Wireless Networks • How to Set Up a Network • How to Use a Network • Wired Internet Connection Options • Wireless Internet Connection Options • IP Addresses and Domain Names • ??? 	<ul style="list-style-type: none"> • Applications • Unit Reviews • Independent Challenges • Projects 	<ul style="list-style-type: none"> • Computer Concepts Introductory Unit F • Various video editing software, websites, and apps 	
May	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Technology Career • Education and Certification for Technology Jobs • How to Start Your Job Search • How to Make Your Resume Work for You • How to Use Job Banks and Web Sites to Find a Job • ??? 	<ul style="list-style-type: none"> • Applications • Unit Reviews • Independent Challenges • Projects 	<ul style="list-style-type: none"> • Computer Concepts Introductory Unit I • Various video editing software, websites, and apps 	

*This course is a combination of three different classes, not aligning with the Business Standards for any one course.

Course/Class Title
Keyboarding 8

Course/Class Description:

This course will help students develop a mastery of the touch operation of all the keyboarding characters. Basic skills are acquired through correct keyboarding techniques and skill-building drills for speed and accuracy. Once students have developed correct keyboarding skills, they will begin constructing a variety of business documents, such as business letters, reports, memorandums, tables, and other documents related to the world of business.

Month	NE State Standard/Benchmark (all standards and "sub-standards"/indicators must be accounted for) Bold all standards assessed on NeSA	Learning Activities	Evaluation Techniques	Resources (Specific textbook chapters, website, videos, activities, novels, etc.)	Ne Academic Standards (non-core areas)
Aug.	<ul style="list-style-type: none"> • Benchmarks 1.1, 1.2, 1.3, 2.1 	<ul style="list-style-type: none"> • Review a through h keys • Evaluate and improve WPM speed • Improve keyboarding technique 	<ul style="list-style-type: none"> • Keyboardingonline.com assignments • WPM tests • Peer and teacher evaluations 	<ul style="list-style-type: none"> • Keyboardingonline.com lessons 12-15 • Other various keyboarding websites 	
Sep.	<ul style="list-style-type: none"> • Benchmarks 1.1, 1.2, 1.3, 2.1, 3.1, 4.1 	<ul style="list-style-type: none"> • Review i through n keys • Evaluate and improve WPM speed and improve keyboarding technique • Understand Windows XP Operating System • Basic Word Concepts 	<ul style="list-style-type: none"> • Keyboardingonline.com assignments • WPM tests • Peer and teacher evaluations • Applications and assignments 	<ul style="list-style-type: none"> • Keyboardingonline.com lessons 16-18 • Other various keyboarding websites • Nuts and Bolts Formatting Basic MS Word lessons 	
Oct.	<ul style="list-style-type: none"> • Benchmarks 1.1, 1.2, 1.3, 	<ul style="list-style-type: none"> • Review m through p 	<ul style="list-style-type: none"> • Keyboardingonline.com lessons 18-19 		

	2.1, 3.1, 4.2, 4.3	<ul style="list-style-type: none"> keys Evaluate and improve WPM speed and technique Proofreaders Marks Personal and Business letters 	<ul style="list-style-type: none"> nline.com assignments WPM tests Peer and teacher evaluations Applications and assignments 	<ul style="list-style-type: none"> Other various keyboarding websites Nuts and Bolts Formatting Proofreaders' Marks and Business Letters lessons 	
Nov.	<ul style="list-style-type: none"> Benchmarks 1.1, 1.2, 1.3, 2.1, 3.1, 4.3, 4.4 	<ul style="list-style-type: none"> Review q through v keys Evaluate and improve WPM speed and technique Business letters, resumes, and cover letters 	<ul style="list-style-type: none"> Keyboardingonline.com lessons 20-22 Other various keyboarding websites Nuts and Bolts Formatting Business Letters and Job Search Skills lessons 		
Dec.	<ul style="list-style-type: none"> Benchmarks 1.1, 1.2, 1.3, 2.1, 3.1, 4.3, 4.4 	<ul style="list-style-type: none"> Review x through z keys Evaluate and improve WPM speed and technique Cover letters, interviews, follow ups Mail Merge 	<ul style="list-style-type: none"> Keyboardingonline.com lessons 23-24 Other various keyboarding websites Nuts and Bolts Job Search Skills and Mail Merge lessons 		
Jan.					
Feb.					
Mar.					
Apr.					
May					

*Not meeting standards based on time frame of course. It is supposed to me a semester long course while we are only meeting two days a week for a semester.

Course/Class Title
Keyboarding 7

Course/Class Description:

This course will help students develop a mastery of the touch operation of all the keyboarding characters. Basic skills are acquired through correct keyboarding techniques and skill-building drills for speed and accuracy. Once students have developed correct keyboarding skills, they will begin constructing a variety of business documents, such as business letters, reports, memorandums, tables, and other documents related to the world of business.

Month	NE State Standard/Benchmark (all standards and "sub-standards"/indicators must be accounted for) Bold all standards assessed on NeSA	Learning Activities	Evaluation Techniques	Resources (Specific textbook chapters, website, videos, activities, novels, etc.)	Ne Academic Standards (non-core areas)
Aug.					
Sep.					
Oct.					
Nov.					
Dec.					
Jan.	<ul style="list-style-type: none"> Benchmark 1.1, 1.2, 1.3, 3.1 	<ul style="list-style-type: none"> Introduce home row Discuss and demonstrate proper technique Introduce T, E, and H keys 	<ul style="list-style-type: none"> Keyboardingonline.com assignments 	<ul style="list-style-type: none"> Keyboardingonline.com lessons 1 and 2 Other various keyboarding websites 	
Feb.	<ul style="list-style-type: none"> Benchmark 1.1, 1.2, 1.3 	<ul style="list-style-type: none"> Introduce O, R, N, M, C, left shift, J, period, right shift, comma, U, and caps lock keys Demonstrate proper technique 	<ul style="list-style-type: none"> Keyboardingonline.com assignments 	<ul style="list-style-type: none"> Keyboardingonline.com lessons 3-6 Other various keyboarding websites 	
Mar.	<ul style="list-style-type: none"> Benchmark 1.1, 1.2, 1.3 	<ul style="list-style-type: none"> Introduce B, P, W, G, ;, , 	<ul style="list-style-type: none"> Keyboardingonline.com lessons 7-11 		

		Q, V, /, ?, X, Y, Z, ~, " , and ' keys • Demonstrate proper technique	nline.com assignments • Peer and teacher evaluations • Dictation and WPM tests	• Other various keyboarding websites	
Apr.	• Benchmark 1.1, 1.2, 1.3, 2.1, 3.1	• Master A, B, C, D, E, F, G, and H keys	• Keyboardingonline.com lessons 12-15 • Peer and teacher evaluations • Dictation and WPM tests	• Keyboardingonline.com lessons 12-15 • Other various keyboarding websites	
May	• Benchmark 1.1, 1.2, 1.3, 2.1, 3.1	• Master I and J keys	• Keyboardingonline.com lesson 16 • Peer and teacher evaluations • Dictation and WPM tests	• Keyboardingonline.com lesson 16 • Other various keyboarding websites	

*Not meeting standards based on time frame of course. It is supposed to be a semester long course while we are only meeting two days a week for a semester.