



Course Description & Objectives

Middle School Tech Apps for Hands-Online Learning has been adapted from the VE-Junior Ventures Career Academy *Technology Applications for Business and the Entrepreneur*, the first course in a two-year sequence in which students work in teams to start a business and use technology to create the projects and materials needed for their new business venture.

Students will use Word, Excel, PowerPoint and/or Google applications to create projects and materials that develop skills in technology, communications, problem-solving and critical thinking as well as business competencies needed for success in high school and beyond. *NOTE: Units 6, 8, 9 and 10 have been omitted from the original course.*

The VE-JV Program was made possible by the generous support of the New York Life Foundation.

Students who complete the course will:

- Manage computer files
- Use word processing, spreadsheet, presentation, Adobe and Web design software to create business documents and marketing materials for a new business.
- Explore careers
- Discover their personal interests, skills and abilities as it relates to a career
- Develop planning, decision-making, technology and critical thinking skills when producing professional, real-world business documents
- Develop entrepreneurial skills and concepts



UNIT I: ORIENTATION

Unit Objectives

In this this unit, students will:

- Discuss the VE-JV Career Academy and the goals of the program.
- Review the types of projects and activities in which they will be engaged and how they will be evaluated.
- Review the VE-JV website and learn how to bookmark it.
- Discuss the rules, responsibilities and procedures for using technology in the class.
- Explain the responsibilities of digital citizenship.
- Organize and maintain digital files and folders.
- Understand the difference between entrepreneurs and employees.

Lesson	Objectives
1.1 Introduction to the VE-JV Career Academy	<ul style="list-style-type: none">• Discuss the VE-JV Career Academy and the goals of the program.• Review the types of projects and activities in which they will be engaged and how they will be evaluated.• Review the VE-JV website.• Understand the difference between entrepreneurs and employees.
1.2 Rules and Responsibilities of Using Technology	<ul style="list-style-type: none">• Explain the responsibilities of digital citizenship• Discuss the rules, responsibilities and protocols for using technology in the class.• Organize and maintain digital files and folders.



UNIT II: TECHNOLOGY FOR BUSINESS: USING WORD

Unit Objectives

In this this unit, students will:

- Navigate and explore features of Word that are common to other programs in MS Office.
- Use the basic features of Word to complete various business projects.

Lesson	Objectives
2.1 Introduction to Word Basics	<ul style="list-style-type: none">• Start Word, Explore the Word Window, Ribbon, Toolbar and Commands• Use spelling and grammar check• Apply line spacing and basic formatting to text
2.2 Use Text Boxes, Images and Effects	<ul style="list-style-type: none">• Work with text boxes• Work with images (ClipArt, WordArt, Pictures)• Create an announcement
2.3 Use Lines, Shapes, and SmartArt	<ul style="list-style-type: none">• Work with lines, shapes and SmartArt• Create an advertisement
2.4 Use Templates	<ul style="list-style-type: none">• Open and modify a template• Save in PDF format• Create a personal letterhead using a template• Create a flyer using a template
2.5 Work with Tables	<ul style="list-style-type: none">• Create, edit and enhance a table• Create a schedule, an itinerary, an agenda and a document with an inserted table.



2.6 Use Columns	<ul style="list-style-type: none">• Use columns• Create a section break• Create a drop capital• Use page borders and page colors• Create a newsletter
2.7 Use Basic Mail Merge	<ul style="list-style-type: none">• Use mail merge to mass produce letters and create labels• Merge labels with a data source document
2.8 Use Headers/Footers, Page Numbers & Editing Features	<ul style="list-style-type: none">• Insert headers, footers, and page numbers• Find and replace text• Insert a page break• Insert a cover page• Insert and edit comments• Track changes• Insert a citation and bibliography• Work with multiple-page reports



UNIT III: ENTREPRENEURSHIP AND ENTREPRENEURS

Unit Objectives

In this this unit, students will:

- Define an entrepreneur
- Identify the characteristics of successful entrepreneurs
- Compare the advantages and disadvantages of entrepreneurship
- Explain why a business succeeds or fails
- Use tables to organize information

Lesson	Objectives
3.1 Traits of Successful Entrepreneurs	<ul style="list-style-type: none">• Identify traits of entrepreneurs• Compare and contrast the traits of people who become entrepreneurs with actual profile of entrepreneurs• Use a table to organize information
3.2 Advantages and Disadvantages of Being an Entrepreneur	<ul style="list-style-type: none">• Research the pros and cons of being an entrepreneur• Use a table to organize information
3.3 Reasons a Business Succeeds or Fails	<ul style="list-style-type: none">• Identify the factors that determine the success of a business• Explain the purpose, importance and parts of a business plan• Use a table to organize information



UNIT IV: TECHNOLOGY FOR BUSINESS: USING EXCEL

Unit Objectives

In this this unit, students will:

- Use the basic features of Excel to complete various business projects
- Use Excel to analyze and solve problems

Lesson	Objectives
4.1 Introduction to Excel Basics	<ul style="list-style-type: none">• Discuss the purpose of Excel tool• Start Excel, Explore the Excel window, ribbon, toolbar and commands• Identify command buttons that are the same in Word• Explore the Excel workbook• Explore worksheet elements• Navigate the worksheet
4.2 Enter and Format Values, Dates and Labels	<ul style="list-style-type: none">• Enter text, dates and numbers• Select worksheet cells• Edit worksheet data• Format cell data• Print spreadsheet data• Create a sales invoice and timesheet
4.3 Use Formulas & Functions/Work with Templates	<ul style="list-style-type: none">• Use basic formulas for addition, subtraction, multiplication & division• Using SUM, MAX, MIN, AVG, COUNT functions• Create a budget• Complete a sales journal and payroll register• Create an expense report using a template



4.4 Create Charts

- Explore reasons for charting data
- Create charts (column, line, pie)
- Apply chart options
- Chart sales, expense and investment data

4.5 Sort and Filter Data

- Sort data
- Filter data
- Sort and filter data



UNIT V: CAREER EXPLORATION

Unit Objectives

In this this unit, students will:

- Explore different types of careers
- Identify sources to obtain information about careers
- Develop an awareness of personal abilities, skills, interests and values
- Match careers with educational goals and interests

Lesson	Objectives
5.1 Exploring Careers	<ul style="list-style-type: none">• Explore a variety of careers• Identify sources to obtain information about occupations• Research occupations and describe knowledge and skills needed.• Identify careers in high growth industries
5.2 For What Career Am I Best Suited?	<ul style="list-style-type: none">• Determine career interest areas based on an O*net career inventory• Identify personal values and the influence on career choice.• Identify careers based on their career “DNA”• Use assessment results to create a list of careers that match their interest profile.



UNIT VII: TECHNOLOGY FOR BUSINESS: USING POWERPOINT

Unit Objectives

In this this unit, students will:

- Learn to use the basic features of PowerPoint to develop slide show presentations
- Plan and develop a presentation (create outline, write script, develop slides to support script)
- Enhance a presentation
- Deliver a presentation

Lesson	Objectives
7.1 PowerPoint Basics	<ul style="list-style-type: none">• Discuss the purpose of using slides in a presentation• Explore the types of presentations: to inform, persuade, motivate, train/educate• Start PowerPoint, Explore the PowerPoint window, ribbon, toolbar and commands• Identify command buttons that are the same in Word & Excel• Navigate through a presentation• Explore presentation views
7.2 Create a Presentation	<ul style="list-style-type: none">• Explore the process of developing a presentation• Develop an outline• Apply slide transitions• Apply basic animations• Work with notes pages• Cue a script• Print a presentation• Develop an informative presentation
7.3 Enhance a Presentation	<ul style="list-style-type: none">• Work with tables, charts & SmartArt• Work with slide masters



	<ul style="list-style-type: none">• Create a Persuasive Presentation
7.4 Collaborate On and Deliver a Presentation	<ul style="list-style-type: none">• Add comments• Use handouts• Work with headers, footers and page numbers• Work with pen and annotations