

# VIRTUAL ENTERPRISE

7<sup>TH</sup> GRADE: TECHNOLOGY APPLICATIONS FOR BUSINESS

MS. GILLEN

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## COURSE DESCRIPTION

•Technology Applications for Business, the first course in the VE-JV Career Academy, provides technology applications activities that are built around an entrepreneurial theme. Students will use Word, Excel, PowerPoint, Adobe Photoshop, Adobe Illustrator and Web-development software to develop projects and create materials needed for their new business ventures. Projects are designed to develop students' skills in technology, research, communications, problem-solving, and critical thinking as well as provide them with an understanding of careers and the process of starting a business.

## COURSE OBJECTIVES

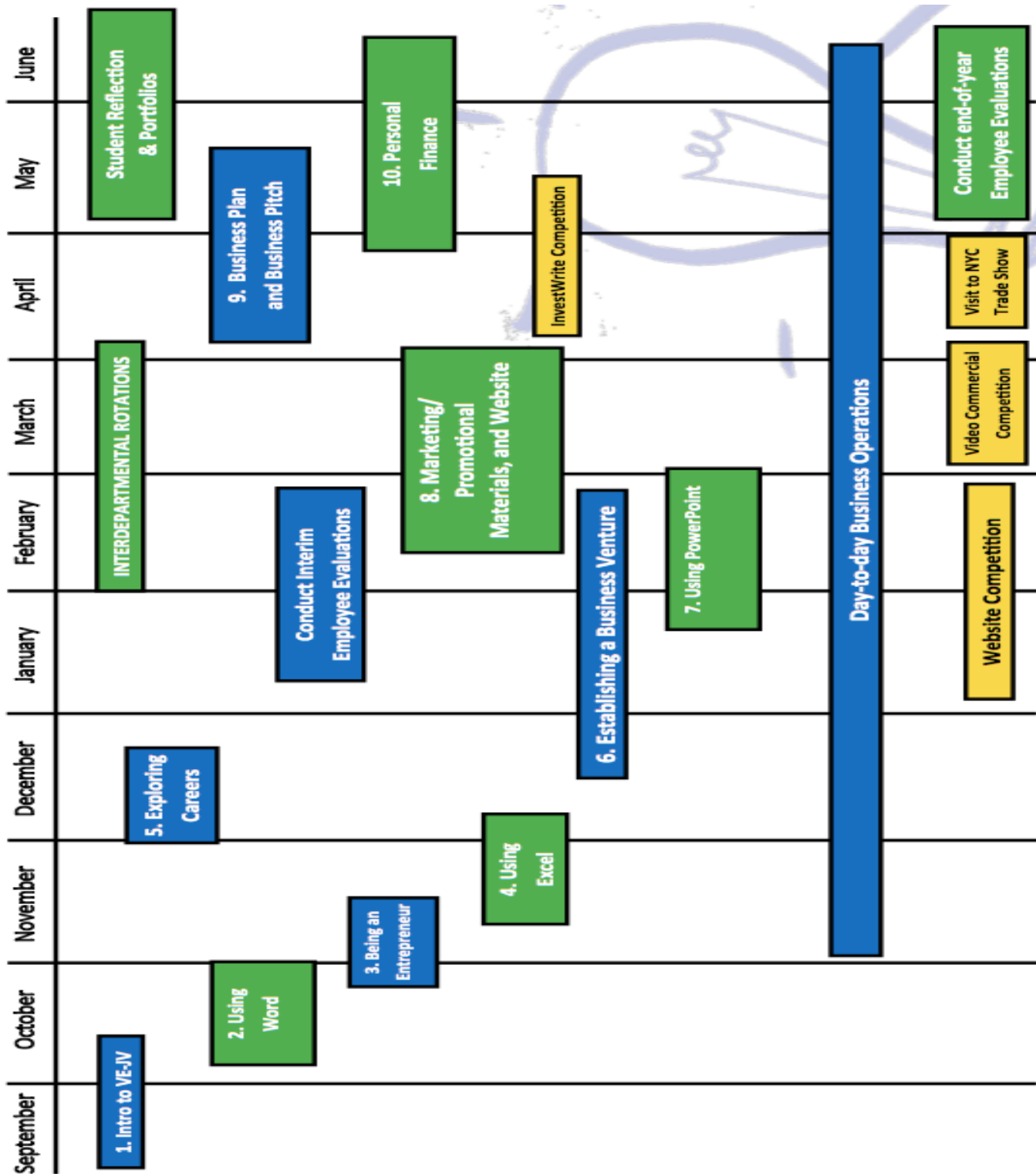
- This course is designed to teach about entrepreneurship and business and how to use technology to create business documents. Each unit combines entrepreneurship and technology applications skills to produce documents used in business. Students who complete this course will:
  - Manage computer files
  - 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

## UNITS OF STUDY

- Unit 1: Orientation
- Unit 2: Technology for Business: Using Word/Google Docs
- Unit 3: Entrepreneurship and Entrepreneurs
- Unit 4: Technology for Business; Using Excel/Google Sheets
- Unit 5: Career Exploration
- Unit 6: Establishing a Business Venture
- Unit 7: Technology for Business: Using PowerPoint/Google Slides
- Unit 8: Marketing
- Unit 9: The Business Plan and Business Pitch
- Unit 10: Personal Finance

## EVALUATION

- DAILY PROGRESS LOGS:** Each employee will be required to maintain a Daily Progress Log to track how he or she manages his or her time. You will keep track of your
- ATTENDANCE** Punctuality and attendance will factor into your grade.
- SELF-ASSESSMENT** The ability to assess honestly your performance in the VE and to reflect on the meaning of the VE experience is critical to success in the course. These assessments will take a variety of forms, including: the Reflective Journal, Individual Goal Setting Worksheets, Progress Logs, and post-test evaluations.
- PORTFOLIO DOCUMENTS** This should include a minimum of five (5) pieces of work that you produced within your department. Documents must be submitted in hard copy form. If a document has gone through several revisions, all drafts should be submitted. These products will become part of your VE Portfolio.



VIRTUAL ENTERPRISE WEBSITE:

<https://veinternational.org/jv/>

VIRTUAL ENTERPRISE PORTAL (YOU WILL GET A USERNAME AND PASSWORD)

<https://portal.veinternational.org>

