

**Holden Business Dept. 2014-2015**  
March 2015

Business class enrollment: 324

Leadership Class: The third year of the Leadership Class has been a busy one

- Students planned, organized and hosted an activity, including a working lunch, with the Life Skills class.
- All students applied for and were accepted as "Class A" volunteers with Special Olympics Missouri (SOMO)
- 'All students were Special Olympics "Buddies" and helped with the SOMO Track meet in Odessa Fall 2014
- Several class members presented at the Dec 2014 Board Meeting.
- Several class members presented at the Optimist Luncheon Dec 2014
- Students have helped increase inclusiveness and community building by:
  - conducting a structured activity each semester with the Life Skills class
  - designing and hanging locker signs and posters for academic competitors (Academic Team)
  - traveled to Holden Sr. Center and conducted an ice breaker activity and shared with the Seniors the programs and projects taking place at the high school.
- Students continue to run the recycling paper at the high school – this is an ongoing activity – including members of the Life Skills class on their respective recycling teams.
- Students are active in "Project Unify" by supporting the Holden Special Olympic athletes and developing activities to promote inclusiveness and understanding.
- Students learned business communication basics: writing press releases, writing meeting agendas, creating treasurer's reports, writing meeting minutes, conducting meetings and writing thank you letters and notes.
- Students met with Mrs. Lim with Bright Futures, Mrs. Gregory and Mrs. Jones to brainstorm, plan and implement a fundraiser to benefit needy families at Christmas
- Students have partnered with Mrs. Fee and Ceramics class students to create ceramic bowls to be auctioned off with proceeds to benefit charity
- These students have also done a wonderful job supporting teachers and classmates – when a need for help has arisen, they have been eager to get involved.
- Leadership class students have all worked concession stands to earn money to fund their projects and bring their plans to fruition

**Desktop Publishing(DTP)/Multimedia** students continue to create projects in which they learn and apply design skills and technical skills, as well as reinforce math and communication skills. (It is my hope that Multimedia II class members will again compete against each other to design tickets for the 2015 Prom)

DTP/Multimedia classes have benefitted from a DESE vocational business grant providing additional equipment and software. Students continue evaluating creation not consumption applications which we hope will more readily provide for instructionally appropriate use of the iPads in classes other than Multimedia.

**Introduction to Business** students participated in The Hour of Code – a national movement that has planned activities in December of each year. The purpose is to introduce students to computer programming. The students each completed a minimum of six java scripting activities.

**Personal Finance** students continue to use technology to learn more about issues making them better informed consumers.

Mrs. Burnett and Mrs. Darden attended the MOREnet conference in October are using to skills and knowledge acquired there to improve instruction and make more instructional resources available to students. This includes using Google Classroom and Google Docs.

- Students created accounts, completed a self-analysis, a job analysis and uploaded resume worksheets/resumes to Missouri Connections.
- Students learned business communication basics: resumes, cover letters, thank-you letters, memos, business e-mail.

**Computer Application** students continue to work with Microsoft Word, Excel, PowerPoint, Access and Publisher. Earlier this year I was able to receive new e-book from BE publishing that provided more updated activities. Students are also working with cloud saving. They are learning to use different tools such as Google Drive and Dropbox.

**Business Education** students continue to use Quia.com for formative and summative assessments. These students also continue to explore cloud computing programs, some assignments are being posted and completed using Moodle

**Supervised Business Experience (SBE)** Currently **23** students are taking advantage of the opportunity to participate in SBE.

**FBLA** – currently in its third year since Chapter reactivation. Membership growth has been slow but steadily increasing. Currently 13 active members – each competed in multiple events at the district level.

**State Qualifiers: Gene Collins (2 events) Austin Belt (2 events) Grace Fitzgerald, Brynn Wineinger, JP Talley**



Application for a DESE enhancement grant to upgrade dated equipment and software has been completed with considerable help from Mrs. Baker.

We extend our heartfelt thanks to the technology committee, the administration and the technology department for their support in funding the expansion and improvements.

Both career and technical business educators continue to be active members in the Missouri Business Education Association, the West Central District Business Educators Association and Future Business Leaders of America (FBLA). Both instructors are members of the district technology advisory committee.

Both educators continue to serve on state and local committees and attend professional development activities.

Mrs. Burnett has attended meetings and workshops conducted by the Federal Reserve Bank of Kansas City and opportunities provided through DESE Business and Career Education Dept.

Mrs. Darden has also attended a workshop conducted by the Federal Reserve Bank of Kansas City and through DESE has been able to attend the New Teacher Mentorship program.

Both department members attended the state CTE conference summer 2014, (there was no MBEA conference in October 2014) and hope to attend the state CTE conference in summer 2015.

Personal Finance began being offered as a dual credit class beginning Fall 2014. We are confident that department restructuring will result in some additional course opportunities for students. New course options added to the 2015\_2016 course catalog are Graphic Arts,

Web Design and Computer Programming.