

Amundsen Educational Center

Individual Courses and Cost Sheet

Homeschool 2017 Edition

Course	Minimum Grade	Cost Including Books
Accounting I.....	Grade 11	\$610
Business English	Grade 12	\$390
Digital Literacy I*	Grade 9	\$275
Digital Literacy II*	Grade 9	\$275
Digital Literacy III*	Grade 9	\$275
Job Readiness.....	Grade 11	\$278
Microsoft Excel*	Grade 10	\$300
Microsoft PowerPoint*	Grade 10	\$300
Microsoft Publisher	Grade 10	\$300
Microsoft Word*	Grade 10	\$300
QuickBooks	(see description)	\$600
Microsoft Office Specialist Certificate Exam		\$150
Digital Literacy for Teachers*	homeschool parent	\$83.75
OneNote for Teachers*	homeschool parent	\$83.75
Teaching with Technology*	homeschool parent	\$83.75

Course Schedules

Fall 2017 Semester

Accounting I:	September 11-October 25 Mondays 3:30-5pm Wednesdays 2:30-4pm	Microsoft Courses:	Open Enrollment Flexible M-Th mornings
Business English:	September 5-December 20 Wednesdays 10-11:15am	QuickBooks:	October 30-December 20 Mondays 3:30-5pm
Digital Literacy:	Online only, open enrollment		Wednesdays 2:30-4pm
Job Readiness:	September 5-December 20 Wednesdays 8:45-10am	Courses for Parents:	Online only, open enrollment

Course Descriptions

ACCOUNTING I (50 maximum course hours)

This course begins with the basics of money management and tracking and moves into tracking and recording finances in a business setting. Completes the basic merchandising accounting cycle, from source documents through financial statements, using special journals, subsidiary ledgers, and adjusting entries.

Taught as a prerequisite for our Accounting II and QuickBooks courses, students will develop a strong foundation for further studies in Accounting and management of their personal finances. This class is open to the community and is offered on-campus only. Students must be in grade 11 or receive instructor approval before enrolling in this course. Students who excel in Accounting I will be offered the option to take Accounting II and QuickBooks at the instructor's discretion.

Text used: Alpha Omega Lifepac, Accounting 10 Unit Set

BUSINESS ENGLISH (20 maximum course hours)

Students will learn basic grammar and punctuation. They will learn how to write basic business letters and emails, effective communication in today's business world, and develop a resume and cover letter. This course is available on campus only.

Text used: Essentials of Business Communication, 10th ed.

DIGITAL LITERACY I (30 maximum course hours)

This online course introduces students to the basics of using a computer, what the internet is and how to use it, and gives an overview of the basic Microsoft Office programs. Course is administered through Microsoft Imagine Academy, of which AEC is a program member.

DIGITAL LITERACY II (30 maximum course hours)

This online course introduces students to the basics of computer security and privacy, finding and evaluating resources on the web, and how to navigate today's digital lifestyles. Course is administered through Microsoft Imagine Academy, of which AEC is a program member.

DIGITAL LITERACY III (30 maximum course hours)

This online course introduces students to Windows, Microsoft Word, Microsoft PowerPoint, and how to write a great resume. Course is administered through Microsoft Imagine Academy, of which AEC is a program member.

JOB READINESS (40 maximum course hours)

Job Readiness is a course with emphasis on soft skills and use of basic office equipment. Students will learn how to utilize local community resources to find a job and further their professional development. Students will do a mock interview and receive a critique regarding their interview. Students will spend two 3-4 hour segments shadowing a business professional in a field related to the student's area of study. Students will be expected to fill out appropriate paperwork before and after the job shadow and write a brief report on what they have learned.

Text used: Personal Development for Life and Work, 10th ed.

MICROSOFT EXCEL (55 maximum course hours)

Students are introduced to spreadsheet concepts and procedures. Hands-on experience in keying, editing, formatting, and using formulas, functions, and charts is covered. Curriculum prepares students for the Microsoft Office Specialist Certificate Exam in Microsoft Excel. Grading consists of online quizzes, projects, and a final project. This course can be taken online or on campus.

Course Descriptions Continued

MICROSOFT POWERPOINT (35 maximum course hours)

Students will learn the basics of a program that allows them to produce professional-looking presentations, also called slide shows. Curriculum prepares students for the Microsoft Office Specialist Certificate Exam in Microsoft PowerPoint. Grading consists of online quizzes, projects, and a final project. This course can be taken online or on campus.

MICROSOFT PUBLISHER (30 maximum course hours)

Students will learn to utilize a program that allows them to produce professional-looking publications that can be used for a variety of purposes. This course is meant to be taken on campus but some work can be done online.

MICROSOFT WORD (55 maximum course hours)

Students will learn how to use Microsoft Word in a variety of ways. Curriculum prepares students for the Microsoft Office Specialist Certificate Exam in Microsoft Word. Grading consists of online quizzes and projects. This course can be taken online or on campus.

QUICKBOOKS/ACCOUNTING II (90 maximum course hours)

After taking a tour, students will learn to set up, navigate, create new files, and record a variety of operating, investing, and financing transactions. They will use fundamental accounting concepts to create and understand financial reports and statements. They will prepare Balance Sheets, Income Statements, Cash Flow Statements, and create supporting reports for decision making. This course is offered on campus.

MICROSOFT OFFICE SPECIALIST CERTIFICATE EXAM

This 50-minute exam can be taken in Microsoft Excel, PowerPoint, Outlook, or Word. Upon passing the exam, students will receive a certificate directly from Microsoft. Earning a MOSC is a great achievement and a wonderful resume booster. Cost includes one free retake. Exam must be scheduled 2 weeks in advance.

DIGITAL LITERACY FOR TEACHERS (Online Course for Teachers/Homeschool Parents)

This 15-hour course is designed for teachers or individuals in the education field to provide them with the tools and knowledge needed to instruct students using technology. It is eligible for one non-academic credit and has been pre-approved by the Alaska Department of Teacher Education and Certification.

ONENOTE FOR TEACHERS (Online Course for Teachers/Homeschool Parents)

This 15-hour course is designed for teachers or individuals in the education field to provide them with the tools and knowledge needed to utilize the versatile uses of Microsoft OneNote. It is eligible for one non-academic credit and has been pre-approved by the Alaska Department of Teacher Education and Certification.

TEACHING WITH TECHNOLOGY (Online Course for Teachers/Homeschool Parents)

This 15-hour course is designed for teachers or individuals in the education field to provide them with the tools and knowledge needed to instruct students using technology. It is eligible for one non-academic credit and has been pre-approved by the Alaska Department of Teacher Education and Certification.