

BUSINESS

COURSE: Introduction to Business/Human Services

Grades eligible: 9 – 10

Prerequisite: None. (Required of all students in the School of Business/Human Services)

Course Number: 4511

Course Description: *Introduction to business provides an overview of the world of business. This course surveys the four major areas of business including: marketing, management, computers/information systems, and accounting/finance. Each of these areas also includes the tasks and skills involved in each career possibility. In addition, this course provides essential academic and life success skills such as effective study habits, note taking, test-taking strategies, goal setting and others to help students to be successful in their high school career. Most of the course work is project-based as students work individually and in groups to develop solutions to common business problems and situations.*

COURSE: Computer Applications I

Grades eligible: 9 – 12

Prerequisite: None

Course Number: 4563

Course Description: *Information Processing I gives the beginning student an opportunity to master touch keyboarding on the computer. Skills taught include computer literacy, word processing (letters, reports, etc.), power point (presentation software), spreadsheets (number crunching), and Internet use.*

COURSE: Computer Applications II

Grades eligible: 10 – 12

Prerequisite: A grade of “C” or better in Computer Applications I

Course Number: 4564

Course Description: *Information Processing II is a one-year course taught on IBM computers that is designed to further skills acquired in Information Processing I. Students will receive further exposure to the Microsoft Office Suite software program and to complex formatting skills needed in today’s business world. Emphasis will be on independent time management and decision-making skills.*

COURSE: Computer Applications III

Grades eligible: 11 – 12

Prerequisite: A grade of “C” or better in Computer Applications II

Course Number: 4565

Course Description: *Information Processing III is taught in the IBM lab and is designed to enhance and enrich the student’s knowledge of computers with diversified programs for word processing, database, spreadsheets, and telecommunications.*

COURSE: Money Management (Record Keeping)

Grades eligible: 9 – 12

Prerequisite: None

Course Number 4506:

Course Description: *Recordkeeping is a one-year course designed to prepare students for financial skills needed in both their personal lives and for entry-level accounting clerk positions. The course provides an introduction to the regular accounting course career path.*

COURSE: Accounting I+

Grades eligible: 10 – 12

Prerequisite: A grade of “C” or better in Algebra I or Recordkeeping

Course Number: 4507

Course Description: *Accounting I is an introduction to the system of recording and summarizing business and financial transactions. It teaches the recording of debit and credit transactions in varied business situations and for personal use.*

+ this course receives 2+2+2 college articulation

COURSE: Accounting II+

Grades eligible: 11 – 12

Prerequisite: A grade of “C” or better in Accounting I

Course Number: 4508

Course Description: *Accounting II refines and enhances the student’s skills in applied accounting through difficult simulated business situations and develops skills in analyzing, verifying, and reporting the results. This course will be taught in the IBM lab utilizing networked accounting software.*

+ this course receives 2+2+2 college articulation

COURSE: Accounting III

Grades eligible: 11 – 12

Prerequisite: A grade of “C” or better in Accounting I, II and teacher recommendation

Course Number: 4560

Course Description: *This is a class in which students will review, reinforce, and enhance the concepts they learned concerning automated accounting during instruction in Accounting II. Comparison and use of alternative automated accounting software will be accomplished by completing a simulation using Automated Accounting 6.0 and another using an alternative accounting software program. Students will learn how to use an automated tax software package as well. The second half of the traditional Advanced Accounting textbook will be completed emphasizing the use of spreadsheets and other computer applications as available. Students will learn about real-world accounting through either job-shadowing or completion of an internship with a local accounting firm.*

COURSE: Marketing

Grades eligible: 10 – 12

Prerequisite: None

Course Number: 4505

Course Description: *Marketing provides preparation for the largest job market of the future (marketing/retail sales).*

Marketing is designed for those students who are interested in one or more of the following: would like to own and operate their own business in the future; plan on working in some area of marketing/retail sales; want to round out their high school business curriculum; or be better prepared for a course of study in business at the college level.

COURSE: Introduction to Networking

Grades eligible: 10 – 12

Prerequisite: A grade of “C” or better in Computer Applications I (can be taken concurrently or with teacher permission)

Course Number: 4562

Course Description: *Students will learn the theory and skills associated with connecting multiple personal computers and multiple sites together. They will learn how to connect (for sharing) computer resources such as printers and file storage. Students will learn how to design computer networks and will have the opportunity to develop small networks in a working laboratory. The course includes hands-on experience installing, configuring, maintaining and trouble shooting computer networks and network hardware such as hubs, switches and routers. This course will help prepare students for professional certifications. Students will be prepared to take the Microsoft Networking Essentials certification test. This course helps prepare students for attaining Microsoft Certified Professional and CISCO certifications.*

COURSE: Computer Graphics Design

(see Visual Arts for description)

COURSE: Internet Exploration and Web Page Design

Grades eligible: 10 – 12

Prerequisite: A grade of “C” or better in Computer Applications I or Keyboarding Skills with teacher permission

Course Number: 4651

Course Description: *this is a one-year course which combines Internet Exploration (learning to use the Internet as a resource) and Web Page Design. This course provides students with practical “hands-on” applications for using the Internet to research a variety of topics using e-mail, choosing service providers, using a variety of search engines, gopher, newsgroups, and much more. The Web Page Design portion of the class uses a variety of resources while considering the value of study, careers, security, and ethical issues. Students will develop a working knowledge in the use of the programming languages HTML and Java Script. Students will also learn to use HTML, Editors, FrontPage and Dream weaver allowing them to create and design Web Pages that can be posted on the Internet. During this course, students will be able to use the Internet, design Web Pages and relate their use and function in a multitude of business and entrepreneurship activities.*

COURSE: Entrepreneurship

Grades eligible: 11 – 12

Prerequisite: Passed Algebra IA and Intro to Business

Course Number: 4504

Course Description: *Students...would you like to be your own boss? If you do, then this is the class for you! In Entrepreneurship, students will study business planning, management, marketing, and basic financial concepts. You will also gain valuable hands-on working experience doing planning, inventory, stocking, and finance work for an on-campus site. Plus, the students will have the opportunity to experience it also being on-line. Don't miss out on this realistic job opportunity.*