

# BUSINESS, COMPUTER, and INFORMATION TECHNOLOGY

## COURSES OFFERED

### Grade 9

Introduction to Business	# 7403
Keyboarding/Microsoft Word	# 7503
Windows Applications 1 (Sem./FT)	# 7406
Windows Applications 1 (FY/PT)	# 7407

### Grade 10

Introduction to Business	# 7403
Keyboarding/Microsoft Word	# 7503
Windows Applications 1 (Sem./FT)	# 7406
Windows Applications 1 (FY/PT)	# 7407
Windows Applications 2 (Sem./FT)	# 7410
Principles of Accounting 1	# 7505
Principles of Accounting 2	# 7605

### Grades 11, 12

Keyboarding/Microsoft Word	# 7503
Windows Applications 1 (Sem./FT)	# 7406
Windows Applications 1 (FY/PT)	# 7407
Windows Applications 2 (Sem./FT)	# 7410
Web Page Design	# 7908
Business Communications	# 7905
Sports and Entertainment Management	# 7506
Entrepreneurship	# 7907
Business Management/International Business	# 7606
Principles of Accounting 1	# 7505
Principles of Accounting 2	# 7605
Honors Advanced Accounting 1	# 7705
Honors Advanced Accounting 2	# 7805
Honors International Business	# 7508
Honors Finance and Investments	# 7509

### MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION:

The computer classes contained in the Business, Computer, and Information Technology section incorporate training to prepare students for Microsoft Office Specialist (MOS) certification. The American Council on Education is recommending these certifications (MOS) be recognized for college credit. To earn Microsoft Office Specialist certification and potential college credit, students must pass Microsoft Office Specialist certification examinations. Examinations are available in Word, PowerPoint, Excel, and Access. To prepare for these certifications, students should follow the sequence: **Keyboarding/Microsoft Word, Windows Applications 1, and Windows Applications 2.** Upon demonstrated proficiency, students will be provided the opportunity to complete the **Microsoft Office Specialist (MOS)** certification exams.

**INTRODUCTION TO BUSINESS** No. 7403  
**Full Year/Full Time**  
**Grades 9, 10** Credit 1.0

If you are looking for an exciting course that tackles issues such as current business topics, types of business organizations and economic systems, as well as personal financial planning, then Introduction to Business is for you. Decision-making skills, economics, entrepreneurship, management styles, investment securities, consumerism, banking, money management, taxes, and accounting will all be explored in this dynamic course. In addition, students will participate in a financial literacy unit, MONEY\$MART, developed by the University of Pittsburgh, Katz Graduate School of Business. Making wise decisions and establishing short and long-term financial goals are essential "life skills" that young people often fail to benefit from during their early wealth-building years. Learn how to organize your future financial picture with a sound economic education.

**Criteria for Selection** -None.

**KEYBOARDING/MICROSOFT WORD** No. 7503  
**Semester/Full Time**  
**Grades 9, 10, 11, 12** Credit .5

Students will utilize several software packages in a networked classroom environment to learn the keyboard. Students will master the keyboard by the TOUCH system while using correct keyboarding techniques. Students will apply their skill to produce word processing documents using Microsoft Word. Reports, term papers, letters, tables, and outlines have never been easier! Proofreading, composing, technique refinement, and skill development are important aspects of this course.

**Criteria for Selection** -None.

**WINDOWS APPLICATIONS 1** No. 7406  
**Semester/Full Time**  
**Grades 9, 10, 11, 12** Credit .5

This is a hands-on course in which students will use Microsoft Office XP and the Windows operating environment. Online practice exams are used to prepare for Microsoft Office Specialist (MOS) certification for Word, Excel, Access, and PowerPoint. Students will acquire software skills that will prepare them for college and beyond! The course will include four components of the Microsoft Office XP suite:

- **Word** - Students will become proficient in completing basic and advanced applications in Word such as document formatting, tabs, tables, graphics, research papers, and basic web integration.
- **Excel** - This "number crunching" package will be used as a tool to create spreadsheets and graphs to analyze and solve business-related applications.
- **Access** - This database package will be used to create, maintain, and manipulate large data files.
- **PowerPoint** -The basics of using PowerPoint will be included to enable students to create presentation slides combining text, charts, drawings, and clip art.

**Criteria for Selection** - 'C' or better in Keyboarding (7503).

**WINDOWS APPLICATIONS 1** No. 7407  
**Full Year/Part Time**  
**Grades 9, 10, 11, 12** Credit .5

This part-time course meets the needs of students who want to obtain computer skills but have a full schedule or want to back it against Physical Education or Science labs. (See above for course description.) Keyboarding is a prerequisite for this course. However, if you have not taken Keyboarding, you MUST do so during the first semester while concurrently taking this full year/ part time course. This is an excellent way to master those much needed computer skills!

**Criteria for Selection** - 'C' or better in Keyboarding (7503).

**OR**

Enrollment in Keyboarding/Microsoft Word during Semester 1.

**WINDOWS APPLICATIONS 2** No. 7410  
**Semester/Full Time**  
**Grades 10, 11, 12** Credit .5

If you enjoyed Windows Applications 1 and want to take your skills to a higher level, then this is the course for you. Microsoft Office XP software will be used. Online practice exams are used to prepare for Microsoft Office Specialist (MOS) certification for Word, Excel, Access, and PowerPoint. Additional software packages, such as Publisher and Front Page will be explored.

Upon demonstrated proficiency, students will be provided the opportunity to complete the Microsoft Office Specialist (MOS) certification exams. In this course you will:

- Complete advanced applications in Word, Excel, PowerPoint, and Access.
- Use Microsoft Publisher to create professional-looking desktop publishing documents such as announcements, brochures, and newsletters.
- Create basic web pages using Microsoft Front Page.

**Criteria for Selection** - 'C' or better in Windows Applications 1 (7406 or 7407).

**WEB PAGE DESIGN** No. 7908  
**Semester/Full Time**  
**Grades 11, 12** Credit .5

This semester course will provide you with the knowledge and experience that will unleash the power of the Internet and give you the "edge" in whatever career you choose to pursue. With a strong emphasis on HTML coding and Design Concepts, you will be able to produce eye pleasing, content rich web sites. HTML - the language of the Internet is the first step in becoming a professional web designer. Additionally, an in-depth knowledge of the resources available via the Internet will give you the skills that you will need now and in the future. Other topics covered include:

- Basic HTML coding.
- Advanced HTML coding (Tables, Frames, Forms, and Cascading Style Sheets).
- Design considerations.
- Understanding the "behind the scenes" working of the Internet.

- Understanding and using E-mail resources.
- Keeping current on topics of importance through mailing lists.
- Manipulating images, sounds, and video to include in a web page.
- Adding cut and paste java scripts and java programs to a web page.

**Criteria for Selection** - 'C' or better in Keyboarding(7503).

**BUSINESS COMMUNICATIONS** **No. 7905**  
**Specializing in PowerPoint**  
**Semester/Full Time**  
**Grades 11, 12** **Credit .5**

Business Communications is a valuable and practical course designed to benefit ANY individual who plans for a professional career in ANY field. The course will focus on four main areas of communication:

- Interpersonal – Strong networking and interpersonal skills will enable you to succeed in today's diverse global workplace.
- Written – Learn the steps to writing effective business documents such as letters, memos, and reports – then use the power of Word 2000 to make your documents have visual appeal!
- Oral – The ability to address a small group, board of directors, or a large audience is a powerful asset. Refine your oral communication skills; become a skilled PowerPoint presenter.
- Telecommunications – Networking fundamentals along with new and emerging communication technologies will be covered. The Internet will be used as a research and communication tool. Use E-mail for classroom communication.
- Business Communications is essential for anyone who wants to be successful on the job and for anyone who aspires to business leadership.

**Criteria for Selection** - 'C' or better in Keyboarding (7503).

**SPORTS AND ENTERTAINMENT**  
**MANAGEMENT** **No. 7506**  
**Semester/Full Time**  
**Grades 11, 12** **Credit .5**

The Sports and Entertainment Management Course was developed in response to national and regional growth in the Sports and Entertainment sector of the economy and the recognition of its inclusion in over 100 College and University Business Programs. The course is interdisciplinary in nature with a focus on the management of venues, sports, musicians, artists, and events. The course will develop critical thinking, decision making, and communication skills through real world applications aimed at preparing students to handle specific tasks associated with the industries. Job shadowing opportunities will be provided along with field trips and speakers designed to provide future managers with a solid business foundation as well as knowledge of the unique facets of the Sports and Entertainment Industries.

**Criteria for Selection** - None.

**ENTREPRENEURSHIP** **No. 7907**  
**Semester/Full Time**  
**Grade 12** **Credit .5**

Have you ever dreamed of owning and operating your own business? Would you like to be a decision maker and the boss? In this semester course, students learn the basics of business ownership starting with a concept and then developing that idea into an actual business plan. Some of the topics covered include forms of business ownership, site location, promoting the product or service, and employee relations.

Learn what it takes to be a successful entrepreneur. The success stories of Dave Thomas (Wendy's), Debbie Fields (Mrs. Fields Cookies) and Bill Gates (Microsoft) all began with an idea, a plan, and entrepreneurship know-how!

**Criteria for Selection** - None.

**BUSINESS MANAGEMENT/  
INTERNATIONAL BUSINESS** **No. 7606**  
**Semester/Full Time**  
**Grades 11, 12** **Credit .5**

No matter where your future interests lie, a solid foundation in business can help you reach your personal and career goals. Knowledge of business and how it operates empowers you to make better decisions for managing a business or for your own personal financial well-being. You will examine the problems and challenges of businesses operating in a global environment. Mergers and acquisitions, ethical issues, cultural differences, the securities market, and current trends in the work place will be researched and investigated. This course is recommended for those who are planning to study business.

**Criteria for Selection** - None.

**PRINCIPLES OF ACCOUNTING 1** **No. 7505**  
**First Semester/Full Time**  
**Grades 10, 11, 12** **Credit .5**

Accounting is so much a part of our business lives that accounting has been called the "language of business." Principles of Accounting 1 has been designed to serve the needs of all students who are considering a career in business or who would like an introduction to the fundamentals of accounting. Content focuses on the basics of financial analysis for sole proprietorships and partnerships. Through integrated software applications, students will develop an understanding of accounting informational systems and build a strong foundation in basic procedures.

Since accounting is a core requirement for all business majors in college (such as economics, finance, management, marketing, international business, and accounting). **Upon successful completion of Principles of Accounting 2, students are eligible to enroll in Honors Advanced Accounting 1 and 2.**

**Criteria for Selection** - None.

**PRINCIPLES OF ACCOUNTING 2**                      **No. 7605**  
**Second Semester/Full Time**  
**Grades 10, 11, 12**                                      **Credit .5**

The accounting skills acquired in Principles of Accounting 1 will be expanded this semester. Emphasis is placed on the corporate form of business, analysis of case studies, and business simulations. Students continue applications of accounting principles using realistic software for problem-solving. Whether considering a major in accounting or business at the college level. Upon successful completion of Principles of Accounting 2, students are eligible to enroll in Honors Advanced Accounting 1 and 2.

**Criteria for Selection** - 'C' or better in Principles of Accounting 1 (7505).

**HONORS ADVANCED ACCOUNTING 1**                      **No. 7705**  
**First Semester/Full Time**                                      **Honors Wt.**  
**Grades 11, 12**    **Credit .5**

This course provides an extensive background in advanced fields of accounting for those students who will be majoring in or seeking a career in Business Administration, Finance, Banking, and other areas of business. Greater depth in specialized accounting, partnership accounting, and departmentalized accounting is studied with students using spreadsheeting and financial analysis. Excel is used extensively for classroom work on the microcomputers.

**Criteria for Selection** - 'C' or better in Principles of Accounting 2 (7605).

**HONORS ADVANCED**  
**ACCOUNTING 2**    **No. 7805**  
**Second Semester/Full Time**                                      **Honors Wt.**  
**Grades 11, 12**    **Credit .5**

Spreadsheet analysis is continually emphasized with a concentration on corporate and cost accounting. This course complements accounting on the collegiate level and provides the student with a mastery of financial concepts. Excel is used extensively for classroom work on the microcomputers.

**Criteria for Selection** - 'C' or better in Honors Advanced Accounting 1 (7705).

**HONORS INTERNATIONAL BUSINESS**                      **No. 7508**  
**Semester/Full Time**                                      **Honors Wt.**  
**Grades 11, 12**    **Credit .5**

Honors International Business will provide an up-to-date and complete exploration of international business issues and practice. With a strong foundation of international business theory, this course will include current examples, cases, and insights showing how global businesses apply these concepts. Controversies in international business will be reflected upon, as will the impact of international business practices on countries, corporations, and individuals. The course will examine the role and impact of culture and also includes the exploration of numerous current world maps; helping students develop and refine a global perspective. This course adopts a truly global approach with attention given to topics that are critical to the international manager in the global business environment. Any student planning further study in International Business or Business in general or who has an interest in this topic will benefit greatly from this course.

**Criteria for Selection** - 'B' or better in prior Social Studies Course.

**HONORS FINANCE AND INVESTMENTS**                      **No. 7509**  
**Semester/Full Time**                                      **Honors Wt.**  
**Grades 11, 12**    **Credit .5**

Honors Finance and Investments will introduce you to the three areas of the finance discipline: Financial Institutions, Investments, and Business Finance. Finance is the study of money and its management. Although finance is a separate academic discipline, its roots are in accounting and economics. This course will provide you with a breadth of knowledge of finance. It is a foundation on which you may build. Topics include, but are not limited to, the role of financial markets, the role of money, the role of interest rates, the role of investment banks, financial regulations, banking, the Federal Reserve, monetary policy, currency, the time value of money, the features of stock, stock valuation, the features of bonds, bond pricing and yields, convertible securities, investment risk, investment returns, and investment companies. This course is a must for any student planning further study in finance or business in general, or who has an interest in these topics.

**Criteria for Selection** - 'B' or better in prior Mathematics Course.