BUSINESS TECHNOLOGY & EDUCATION

869 Full Year Word Processing **no level** **9-10-11-12** **full year** **2 periods** **2.5 credits**

Students utilize the standard keyboard techniques they learn while they become proficient Microsoft Work, word processing users. The course will emphasize formatting documents such as personal business letters, book reports, and term papers.

870 Half Year Word Processing **no level** **9-10-11-12** **F or S** **2 periods** **1.25 credits**

Students who would like to learn the standard keyboard technique and word processing software basics but who have limited time should take this course. Emphasis will be placed on the introduction of formatting applications using Microsoft Word.

866 Microsoft Office 2010 **no level** **9-10-11-12** **full year** **2 periods** **2.5 credits**

This course will focus on the understanding and utilization of the 2010 Microsoft Office software package; students will have the opportunity to earn Microsoft Office Certification. This software is widely used in businesses and homes today. The tools learned in this class will enhance students' ability to express their ideas and solve problems. Each term will offer a different section: Term 1 covers PowerPoint, Term 2 students learn Word, and in Term 3 students are exposed to Excel, Onenote, Outlook, Publisher and Acces. Lastly, during Term 4, students demonstrate their proficiency as they create, edit and print documents using this versatile software package.

867 Money Matters:
An Introduction to Personal Finance **no level** **9-10** **F or S** **2 periods** **1.25 credits**

This semester-long course is designed to introduce students to financial literacy and related concepts in preparation for their future. Students will learn about financial goal setting and decision making, this will involve career choices and planning. Students will learn important consumer skills such as budgeting, saving, investing, credit cards, as well as banks and their services including loans.

Professional speakers in the field of finance will visit class throughout the semester.

855 Accounting 1 **ACP** **10-11-12** **full year** **4 periods** **5 credits**

Credits may be used to meet mathematics requirements.

This course will give students a thorough background in the basic accounting procedures used to operate a business. The accounting procedures presented will also serve as a solid background for either employment opportunities and or studying business classes in college. Financial literacy units to be studies include investing, personal checking accounts, and income taxes.

Computers will be used extensively for classroom activities and projects.

856 Accounting 2 **ACP** **11-12** **full year** **4 periods** **5 credits**

Credits may be used to meet mathematics requirements.

This course will address the fundamental principles of Accounting 1 at a more in-depth level. Students understanding of fixed assets, depreciation, payroll accounting, bad debts and the evaluation of accounts receivable, accrued income and expenses, and corporate accounting will be further enhanced. Students who would like to seek employment in an accounting firm after graduation, or who wish to study accounting in college should take this course.

Computers are used extensively.

868 Web Site Development **no level** **10-11-12** **full year** **2 periods** **2.5 credits**

The goal of the course is to give students a complete overview of web page development as it is used in the business world.
Using WordPress, a content management system, students create web sites. They build engaging and interactive web pages using digital images, animated gifs, podcasts, pdfs, movies and other elements that are found on web pages as well as the programming aspects of designing a web page, including HTML and cascading stylesheets (css).

864 Interactive Multimedia **no level** **9-10-11-12** **full year** **2 periods** **2.5 credits**

Use the same programs as the professionals to learn how easy it is to create your own exciting computer movies. Combine images, sound, digital movies, text and animation in your own project. A sampling of the programs we use include Flash, Photoshop, iMovie, Illustrator, audacity and Garageband. You will not believe your eyes and ears when you have completed your project.
Students who wish to enroll should understand computer fundamentals.

857 Business Law **no level** **10-11-12** **F** **4 periods** **2.5 credits**

This one-semester course will make business law meaningful to students. Laws relating to minors, consumers, and business firms will be discussed along with contracts, warranties, real estate laws, and product liability. Current events in the media, related to business law, will be included in the course.

862 International Business **no level** **10-11-12** **S** **4 periods** **2.5 credits**

In our global economy it pays to be informed about international businesses and the global market. Students will be introduced to the economic, cultural and political factors that affect international trades and transactions. They will also learn about fundamental aspects of global business management including labor relations.

863 Marketing and Management **no level** **10-11-12** **F** **4 periods** **2.5 credits**

This course provides practical knowledge and authentic experiences in marketing. Find out how new products reach the marketplace?

Will your product be a trendsetter? To be successful you will need to learn about global markets and being an effective manager.

860 Entrepreneurship **no level** **10-11-12** **F or S** **4 periods** **2.5 credits**

Thinking of starting your own business, this course is for you! This course provides the opportunity to understand how a small business really works; the steps to start and manage a successful small business. Become financial literate, design your business card, negotiate your lease and inform the press! Students research and then invite guest speakers who can help them in this process.

861 Financial Planning and Banking **no level** **11-12** **F or S** **4 periods** **2.5 credits**

The Financial Planning and Banking course is designed to prepare students to establish financial goals, money management skills, saving and investing strategies, and study the trends of the economy from a national and global perspective. Personal finance will prepare students to make informed financial decisions, manage resources and establish goals related to saving and future purchases. This course will help students gain the knowledge they need to manage their finances upon graduation.

875 Business Independent Study **no level** **10-11-12** **time & credits to be determined by Director**

The Business Independent Study is available to students who are enrolled and passing one or more business courses with teacher approval.

Business Office Technology Certificate

Students may take 17.5 credits from the following lists to earn the Business Technology Certificate.
Courses indicated with an asterisk are required and then you may select any combination of the electives to fulfill the requirements.

REQUIRED COURSES: *

***855**	**Accounting I**	**(5 credits)**	**10-11-12**
***861**	**Financial Planning and Banking**	**(2.5 credits)**	**10-11-12**

ELECTIVE COURSES:

856	**Accounting 2**	**(5 credits)**	**11-12**
857	**Business Law**	**(2.5 credits)**	**10-11-12**
863	**Marketing and Management**	**(2.5 credits)**	**10-11-12**
862	**International Business**	**(2.5 credits)**	**10-11-12**
860	**Entrepreneurship**	**(2.5 credits)**	**10-11-12**
864	**Interactive Multimedia**	**(2.5 credits)**	**9-10-11-12**