

Business Services & Technology

Courses Offered	9	10	11	12
Career/Computer Applications	•			
Digital Design	•	•	•	•
Business Management		•	•	•
Programming I		•	•	•
Microsoft Academy		•	•	•
Web Authoring I & II		•	•	•
Accounting I & II		•	•	•
Yearbook		•	•	•
Accounting III & IV			•	•

Accounting I

Grades 10, 11, 12

1 Trimester | ½ credit

In this course, you will be introduced to the fundamental language of business, which is accounting. The course will cover a service business accounting cycle, covering basic accounting terminologies, execution of basic business transactions, and preparation of financial reports. Furthermore, Microsoft Excel will be incorporated in the course to aid students in their preparation for the mandatory state Certipoint Excel Associate exam.

Accounting II

Prerequisite: Accounting I

Grades 10, 11, 12

1 Trimester | ½ credit

In this course, students will gain knowledge in financial statement and analysis, banking procedures such as cash control, the use of checking accounts, and reconciling bank statements. Additionally, they will learn about payroll including how to calculate time cards, compute commissions, and complete payroll records. The course will also cover the completion of an accounting cycle for a merchandising corporation. Microsoft Excel will be incorporated into the course, specifically to help students prepare for the mandatory state Certipoint Excel Associate exam in this course.

Accounting III

Grades 11, 12

1 Trimester | ½ credit

Prerequisite: Accounting II

Students will complete the accounting cycle for a merchandising corporation and work with accounting for publicly held corporations, cash funds, inventories, payables and receivables, and plant assets and depreciation. Hands-on experience may be provided using mini practice sets.

Accounting IV

Grades 11, 12

1 Trimester | ½ credit

Prerequisite: Prior Successful Completion of Accounting I, II, & III

Accounting for partnerships will be explored, including financial statements and liquidation issues. Ethics in accounting will also be covered, as well as any topics not completed previously. The emphasis for this class will be to gain experience and expertise in computerized accounting, using practice sets and simulations.

Business Management

Grades 10, 11, 12

1 Trimester | ½ credit

Prerequisite: Career/Computer Applications

This course is designed to provide an understanding of the business environment with emphasis on entrepreneurship. Students will explore the economic and legal requirements of doing business. Hands-on projects will include creating a (fictional) business and writing a business plan.

Career/Computer Applications

Grade 9

1 Trimester | ½ credit

Required course for all freshmen.

Students will utilize Xello in career exploration and research, as well as create an Educational Development Plan for setting SMART goals and planning courses they will take throughout high school. Students in this course will review core computer skills, commonly used computer applications and improve keyboarding technique, speed, and accuracy. In addition, students will prepare for a career by identifying individual areas of interest and aptitudes; gaining job search skill; successfully completing job applications; and completing a resume and cover letter.

Digital Design

Grades 9, 10, 11, 12

1 Trimester | ½ credit

Prerequisite: Career/Computer Applications

The objective of this course is to prepare students to employ and manipulate technology in publishing, design, and business presentations. Students will learn the essentials of professional design principals, typography, layout, file formats and production techniques. Additionally, learning to think about audience and medium and how those affect the way you craft your message will be covered. In the end, students will have a more critical eye for design, and production techniques. You will have valuable skills you can use in professional and social settings, from editing photographs, to creating a newsletter for an organization you belong to, to developing an effective marketing campaign for a small business. Adobe software will be utilized in production of various marketing materials.

Microsoft Academy

Grades 10, 11, 12

1 Trimester | ½ credit

Prerequisite: Business Management

This course is designed to cover competency in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Access. Students who complete the class can gain industry certification from Microsoft. Microsoft Office Specialist (MOS) certification provides validation of knowledge, skills, and abilities relating to Microsoft Office Applications. Students taking this course will be guided in an independent setting, where they will get to choose which program(s) they want to focus on.

Programming I

Grades 10, 11, 12

1 Trimester | ½ credit

This class is an introduction to computer science and teaches the foundations of computer science and

basic programming, with an emphasis on helping students develop logical thinking and problem-solving skills.

At the end of the trimester, students should be able to design, code, test, and debug at entry level. Students will have the opportunity to take a Certipoint IT Specialist: JavaScript industry certification test at the end of the course.

Web Authoring I

Grades 10, 11, 12

1 Trimester | ½ credit

This course is a project-based course that teaches students how to build their own web pages. Students will learn the languages HTML and CSS and will create their own live homepages to serve as portfolios of their creations. By the end of this course, students will be able to explain how web pages are developed and viewed on the Internet, be able to analyze and fix errors in existing websites and create their very own multi-page websites. This course requires the Certipoint IT Specialist: HTML & CSS exam.

Web Authoring II

Grades 10, 11, 12

1 Trimester | ½ credit

Prerequisite: Web Authoring I (earning a grade of “C” or better) also Recommended: Programming I

This course will start with a review of Web I materials and advance into learning how to incorporate JavaScript into HTML files to work collaboratively and independently design, develop and implement function and responsive web pages using the foundational skills from Web I. Students will have the opportunity to take a Certipoint IT Specialist: JavaScript industry certification test at the end of the course.

Yearbook

Grades 10, 11, 12

3 Trimesters | 1.5 credits

Prerequisite: Application/Instructor’s Approval

This is a full-year course with its main objective the production of the yearbook. Students are responsible for business activities such as selling and distributing the book and selling ads to local businesses. They also select the theme, plan pages, select pictures and write yearbook copy. The course is open to sophomores, juniors and seniors who must submit a written application to the Yearbook Advisor. Staff members must be mature, responsible, reliable, and creative. They must also be willing to assume full responsibility for deadlines and camera equipment.