

BUSINESS EDUCATION

<u>COURSE OFFERINGS</u>	<u>SEMESTERS</u>	<u>GRADE LEVEL</u>	<u>PAGE</u>
Personal Finance	1	9, 10, 11, 12	8
Microsoft Publisher	1	9, 10, 11, 12	8
Introductory Computer Applications.	1	10, 11, 12	8
Advanced Computer Applications.	1	10, 11, 12	9
Multimedia Production	1	10, 11, 12	9
Accounting I	2	10, 11, 12	9
Accounting II	2	11, 12	10
Web Design & Development I	1	11, 12	10
Web Design & Development II	1	11, 12	10

****FEES SUBJECT TO CHANGE**

PERSONAL FINANCE - 504

Prerequisites: None

Length of Course: 1 semester

Credit: 1/2

Course Fee: None

For: Grades 9, 10, 11, 12

Description: While focusing on the student's role as citizen, student, family member, consumer, and active participant in the business world, personal finance informs the student of their various financial responsibilities. The material covered will focus on current trends and issues consumers face in the marketplace.

MICROSOFT PUBLISHER – 510

Prerequisites: None

Length of Course: 1 semester

Credit: 1/2

Course Fee: None

For: Grades 9, 10, 11, 12

Description: This class is intended to cover Microsoft Publisher and desktop publishing. It will cover the fundamentals of Publisher and expose students to practical examples of the computer as a useful desktop publishing tool. To acquaint students with the proper procedures to create professional quality publications suitable for course work, professional purposes, and personal use.

INTRODUCTORY COMPUTER APPLICATIONS - 506

Prerequisites: None

Length of Course: 1 semester

Credit: ½

Course Fee: None

For: Grades 10, 11, 12

Description: Students will learn concepts and skills needed to begin mastering Microsoft Office. **Word:** Business and Personal Communications; **Excel:** Business and Personal Finances using spreadsheets; **Access:** Using Databases; **PowerPoint:** The Power of Presentations.

ADVANCED COMPUTER APPLICATIONS – 507

Prerequisites: Successful completion of Introductory Computer Technology Applications

Length of Course: 1 semester

Credit: 1/2

Course Fee: None

For: Grades 10,11,12

Description: Students will continue to practice and reinforce skills needed to master Microsoft Office. **Word:** Advanced Business and Personal Communications; **Excel:** Business and Personal Finances using spreadsheets; **Access:** Using Databases; **PowerPoint:** The Power of Presentations.

MULTIMEDIA PRODUCTION - 520

Prerequisites: None

Length of Course: 1 semester

Credit: 1/2

Course Fee: None (students are required to have jump drive)

For: Grades 10, 11, 12

Description: Students will use Adobe Premiere Elements 3.0 to create, edit and share movies using the PC. Students will also be taking digital pictures and turning them into video clips. This class will provide hands on experience using Adobe Premiere to create a highlight film and an instructional film. After finishing this portion of the course, students will have a skill set that will allow them to produce high quality movies and DVDs ideal for home or business use. Students will learn how to use Photoshop CS2. Students will learn how to manipulate, modify, and restore photos using Photoshop CS2. After finishing this portion of the course students will be able to restore old photos and modify images for various uses. This class will be beneficial for students interested in Web Design classes or journalism classes.

ACCOUNTING I - 501

Prerequisites: None

Length of Course: 2 semesters

Credit: 1

Course Fee: \$42.00

For: Grades 10, 11, 12

Description: First-year accounting emphasizes learning the step-by-step process of the accounting cycle. These procedures are used for service businesses (proprietorship), and merchandising businesses (partnership). Automated accounting concepts will be integrated. (Ch. 1 -16)

ACCOUNTING II - 502

Prerequisites: Successful completion of Accounting I

Length of Course: 2 semesters

Credit: 1

Course Fee: \$42.00

For: Grades 11, 12

Note: Accounting II as a class is offered only if adequate enrollment.

Description: Accounting II will continue to emphasize learning step-by-step procedures. These procedures are used for merchandising businesses (corporation). Automated accounting concepts will continue to be integrated reinforcing the paper/pencil portion of the class. (Ch. 17 – 26)

WEB DESIGN AND DEVELOPMENT I - 540

Prerequisites: Must have completed Multimedia Production

Length of Course: 1 semester

Credit: ½

Course Fee: None

For: Grades 11, 12

Description: Using the latest web authoring software technology, students will go from learning all the basic functions to fully understanding how to get Web sites up and running.

WEB DESIGN AND DEVELOPMENT II - 541

Prerequisites: Successful completion of Web Design and Development I

Length of Course: 1 semester

Credit: ½

Course Fee: \$8.00

For: Grades 11, 12

Note: Web Design and Development II as a class is offered only if adequate enrollment.

Description: This course is designed to introduce students to Macromedia's suite of Web-authoring applications, and show the student how to use them to create appealing and cutting-edge multimedia.