

BUSINESS TECHNOLOGY

The curriculum of the Business and Technology Department is structured to give students the opportunity to explore and learn a variety of technology-based business skills necessary to meet their career goals, prepare for advanced study, and to become better consumers and investors in the 21st Century. Students completing business technology courses develop computer and business skills currently used in today's world. These courses serve as keystones for success in advanced courses at the college level, for building future career leadership ability through an understanding of the various fields of business, and for using technology to achieve personal goals.

18001(CP) BASIC WEB DESIGN

College Prep

(.25 credit)

This course is designed to provide the necessary skills and training in the field of Web Design. The class will focus on web page planning, basic design, layout and construction, setup and maintenance of a web site, HTML, and various web page and image creation tools. This course is taught in a PC environment, but all skills are transferable to the Macintosh. Students will develop a portfolio of sites during the course. While extensive computer experience is not required to enroll in the class, it is important to be familiar with Windows XP, word processing, and the Internet. The course is self-paced allowing students to progress at their own speed. This course satisfies the Unified Arts credit requirement.

(Quarter course, open to grades 9, 10, 11, 12)

18010(H) ADVANCED WEB DESIGN

Honors

(.5 credit)

This course is designed to provide advanced skills and training in the field of Web Design. The class will focus on advanced web page planning and design, editing HTML code, creating templates and style sheets, working with CSS styles, creating forms, scrolling lists and drop down menus. Other topics will include: Image maps, behaviors, using Spry widgets, interactive forms, and media objects. Students will develop a portfolio of sites during the course. Successful completion of Basic Web Design is required to enroll in the class, unless otherwise approved by the instructor. It is important to be familiar with Windows, file management, word processing, and the Internet. The course is self-paced, allowing students to progress at their own speed. This course satisfies the Unified Arts credit requirement.

Semester course, open to grades 9, 10, 11, 12

18021 MICROSOFT WORD WITH KEYBOARDING TECHNIQUES

College Prep

(.25 credit)

This course is designed to introduce students to the basic concepts of word processing as applied to letters, outlines, tables, and academic reports while refining and reinforcing to keyboard quickly, accurately and with correct techniques. Students will learn to blend these computer skills to use the primary applications of Microsoft Word software and to apply them competently to school projects. This will prepare students for the workplace and post-secondary education. This course satisfies the Unified Arts credit requirement.

(Quarter course, open to grades 9, 10 or by departmental approval)

18031 BASIC COMPUTER SOFTWARE APPLICATIONS

College Prep

(.5 credit)

This course is designed to provide students an introduction to Microsoft Windows, and Microsoft Office 2010. Students will prepare and produce communications, presentations, publications, and reports using Microsoft Word, Excel, Access, PowerPoint, the Internet, and other technology tools. Students will be exposed to practical business examples of the computer as a useful tool. They will analyze, select and apply appropriate software to accomplish specific tasks using Microsoft Office and other software applications. Students will employ technology application skills for critical, problem solving, and will use an exercise-oriented approach that allows learning by doing. This course satisfies the Unified Arts credit requirement.

(Semester course, open to grades 9, 10, 11, 12)

18040 ADVANCED COMPUTER SOFTWARE APPLICATIONS/

MS WORD, POWERPOINT, EXCEL AND ACCESS

Honors

(.5 credit)

This course is designed to provide the necessary skills and training in **MS Office Professional**. The hands-on approach includes Word application to create tables, charts, form letters, mail merges and newsletters, advanced PowerPoint presentations using visual elements, animation and graphical presentations, Excel applications using formulas and functions, preparation of graphs, interacting with the Internet, and database concepts that allow students to structure, and create database tables, query a database, print reports, and prepare graphic presentations. This course is strongly recommended for students planning to attend a two or four year college or entering a career in business upon graduation. This course satisfies the Unified Arts credit requirement.

(Semester course, open to grades 10, 11, 12)

18061 PERSONAL FINANCE AND DECISION MAKING College Prep (.25 credit)

This course is designed to educate high school students about sound money management skills and the financial planning process, and help students begin to develop positive behaviors that are necessary to attaining financial maturity and achieving a secure future. Students will investigate daily life survival skills and wise money management in today's consumer world. Students will investigate goals and career choices for future planning, banking, budgeting, and credit. Effective allocation of money for credit, savings, investing, and everyday living expenses will be explored. This course satisfies the Unified Arts credit requirement.

(Quarter course, open to grade 11, 12 - seniors will only be allowed to take this course in Terms 1, 2 or 3)

18081 BUSINESS PRINCIPLES AND MANAGEMENT College Prep (.5 credit)

Business Principles and Management teaches students to understand and appreciate the importance of business in our economy. Students gain an understanding of the activities involved in the successful operation of a business and learn to make decisions in the role of a business owner/manager. In addition, guest speakers from businesses are invited to share their expertise with the class, and students are invited to shadow a business person from the community in a career of their choice. This course satisfies the Unified Arts credit requirement. (Semester course, open to grades 10, 11, 12)

18091 ENTREPRENEURSHIP College Prep (.5 credit)

This course is designed to teach students the basic skills necessary to start, own and operate a business. Topics will include the social, ethical, legal, economic and financial management aspects of business ownership. Students will write a business plan using current computer software. Career awareness of the many opportunities in entrepreneurship will be presented. Students in this class will also participate in DECA competitive events. This course satisfies the Unified Arts credit requirement.

(Semester course, open to grades 11, 12)

18100(H) / 18101(CP) COLLEGE ACCOUNTING I Honors/College Prep (1 credit)

This course introduces the financial foundation for any career of your choice. It is an introduction to the principles, concepts, and procedures of beginning accounting and it will acquaint the students with the various business forms used such as; journals, ledgers and financial statements through the steps of the accounting cycle. Accounting is the "language of business" and having a grasp of the language and application will help put you in demand for entry level business jobs and/or post-secondary education. Accounting software will be introduced in this class. This course satisfies the Unified Arts credit requirement.

(Full year course, open to grades 10, 11, 12)

18110 ADVANCED ACCOUNTING II Honors (.5 credit)

Accounting II is designed for students who want to further explore accounting or finance as a possible career choice. Students will comprehend accounting control systems, general accounting adjustments, payroll and tax records, inventory, and notes payable and receivable. In addition, students will analyze and interpret financial statements. Partnerships and Corporations will also be covered. Accounting software will continue to be used in this curriculum. This course satisfies the Unified Arts credit requirement.

Prerequisite: Successful completion of Accounting I (Full year course, open to grades 11, 12)

18121 FINANCIAL MATHEMATICS USING EXCEL College Prep (.5 credit)

This course will include the study of a variety of financial mathematical concepts and skills using Microsoft Excel. Topics will include: Percentages, Bank Services, Payroll, Taxes and Insurance, Purchasing Merchandise, Markup and Markdown, and Calculating Interest. Students will work with Excel to create applications using formulas and functions and What-If Analysis. Students will develop an understanding of financial mathematics and Microsoft Excel that will provide real world connections and practical applications of Math in a business atmosphere. This course satisfies the Unified Arts credit requirement. (Semester course, open to grades 10, 11, 12)

18141 COMMUNICATIONS AND BROADCASTING College Prep (.5 credit)

Students will learn the basics of video production by participating in the pre-production, production, and post production of the WCAT morning announcements. Students will rotate as crew members to learn the setup and operation of cameras, microphones, the audio mixer, and the application of special effects as members of the production crew. Students will also learn video editing techniques as they produce short videos which will air during the morning meeting period. Students

will be required to video school related activities that may occur outside of normal school hours. This course satisfies the Unified Arts credit requirement.

(Semester course open to grades 10, 11, 12)

18151 ACCOUNTING WITH QUICKBOOKS/ FINANCIAL CONCEPTS WITH EXCEL

College Prep

(.5 credit)

Accounting with QuickBooks is designed for students who want to further explore accounting or finance as a possible career choice. Students will use the accounting software QuickBooks to computerize accounts receivable, payables, chart of accounts, inventory, invoices, statements, banking functions and manage revenue and expenses. In addition, students will produce computerized balance sheets and profit and loss statements. This course will include the study of a variety of financial concepts and skills using Microsoft Excel. Topics will include: Bank Services, Payroll, Taxes and Insurance, Purchasing Merchandise, Markup and Markdown, Interest, Credit and Mortgages, Annuities, Stocks and Bonds, Depreciation, Financial Statements and Business Statistics. Students will work with Excel to create applications using formulas and functions and What-If Analysis. Students will develop an understanding of financial mathematics and Microsoft Excel that will provide a solid foundation for those interested in a business management profession. This course satisfies the Unified Arts credit requirement.

Prerequisite: Successful completion of first semester Accounting I (Semester course, open to grades 11, 12)

18161 SPORTS MANAGEMENT

College Prep

(.5 credit)

This course will help students develop an understanding of how management and marketing principles and strategies are applied in the sports and entertainment industry. Students will explore the history of the industry, products, economic impact, pricing, strategies, promotions, branding, licensing, research and careers. Students will also analyze actual strategies, plans, and management techniques-through case studies. This course satisfies the Unified Arts credit requirement. (Semester course, open to grades 11, 12)

18181 MARKETING/DECA

College Prep

(.5 credit)

This course is an introduction to retail marketing and management. Students will learn and apply the foundations and functions of marketing, management and learn to make rational economic decisions. Marketing analysis and segmentation, types of consumers, promotion, advertising, selling, and careers in marketing are among the wide range of topics covered. Computers will be incorporated and will include business simulations. Students will have the opportunity to join DECA, is an international marketing association for high school students. Membership in the high school division is restricted to students with a career interest in hospitality, finance, sales and service, business administration and/or entrepreneurship. DECA programs are co-curricular, meaning programs complement nationally recognized curriculum standards in the classroom and then go further to incorporate realistic, educational experiences not available through classroom instruction alone. A major responsibility of this course is running the school store. The goal of the class is to provide students with a well-rounded introduction into the exciting and ever-changing world of operating a business. This course satisfies the Unified Arts credit requirement. (Semester course, open to grades 10, 11, 12)

18191 MARKETING II

College Prep

(.5 credit)

This course offers students the opportunity to continue to develop their marketing/management skills. Topics will include e-commerce and store management. A major responsibility of this course is running the school store. This includes merchandising, inventory control, management, security, and marketing of the school store. Students will complete comprehensive marketing projects. Students will also have the opportunity to join DECA. This course satisfies the Unified Arts credit requirement.

Prerequisite: Successful completion of Marketing/DECA (Semester course, open to grade 12)

18071 BUSINESS FOUNDATIONS

College Prep

(.25 credits)

Do you want to be a doctor? Lawyer? Engineer? CEO? Understanding business basics is essential for ALL careers.

Business Foundations will give you a broad exposure to business activities including economics, communication, entrepreneurship, ethics, management, marketing and more. This class is HIGHLY recommended for all students with an interest in business and provides the groundwork for future business courses. This class satisfies the Unified Arts credit requirement. (Quarter course open to 9th graders)