

BUSINESS AND TECHNOLOGY CURRICULUM

Course	Semester(s)	Credit(s)	Prerequisite(s)
Computer Concepts & Software Applications	1	1	Grade 9-12
Accounting I	1	1	Grade 10-12
Web Page Design	1	1	Grade 9-12
Computer Science	1	1	Grades 10-12
Business Law	1	1	Grade 11-12
Business Management/Entrepreneurship	1	1	Grade 11-12
Cooperative Education (COOP)	2	4	Grade 12
#AP Microeconomics (Odd years)	1	1	Grade 11-12
#AP Macroeconomics (Even years)	1	1	Grade 11-12

#Alternating year class: example even year 2016-2017 or odd year 2017-2018.

Computer Concepts and Software Applications

Computer Concepts and Software Applications is an orientation-level course designed to develop awareness and understanding of application software and equipment used by employees to perform tasks in business, marketing and management. Students will apply problem-solving skills to hands-on, real-life situations using a variety of software applications, such as word processing, spreadsheets, database management, presentation software, and desktop publishing. Students will explore topics related to computer concepts, operating systems, telecommunications and emerging technologies. The development of employability skills, as well as transition skills, will be included in the course as well as an understanding of the ethical considerations that arise in using information processing equipment and gaining access to available databases.

Accounting I

This will be an excellent beginning for anyone interested in moving on to study any form of business in college. Accounting I is a course assists students pursuing a career in business, marketing, and management. This course includes planned learning experiences that develop initial and basic skill used in systematically computing, classifying, recording, verifying and maintaining numerical data involved in financial and product control records including the paying and receiving of money. Instruction includes information on keeping financial records, summarizing them for convenient interpretation, and analyzing them to provide assistance to management for decision-making. Accounting computer applications should be integrated throughout the course where applicable. In addition to stressing basic fundamentals and terminology of accounting, instruction should provide initial understanding of the preparation of budgets and financial reports, operation of related business machines and equipment, and career opportunities in the accounting field. Processing employee benefits may also be included.

Web Page Design

Web Page and Interactive Media Development I is a skill-level course designed to prepare students to plan, design, create and maintain web pages and sites. Students will learn the fundamentals of web page design using HTML, HTML editors, and graphic editors as well as programming tools such as JavaScript. Students will work in a project -based environment to create a working website. Students will learn to create pages, add hyperlinks, make tables and frames, create forms, integrate images, and set styles. Students will use image-editing programs to manipulate scanned images, computer graphics, and original artwork. Instruction will include creating graphical headers, interactive menus and buttons, and visually appealing backgrounds. Students will use hardware and software to capture, edit, create, and compress audio and video clips.

Computer Science

Computer Science is a skill-level course focused on introduction and development of basic computer programming. Students will be introduced to modern programming language and major keywords and concepts for basic programming will be presented. The course objective will be to grow student skills of logic, problem analysis, and conversion of solutions to code language. By the end of the course, students will be able to solve rudimentary programming problems and strategize ways to generate computer programs to implement a fix.

Business Law

This is a one-semester course designed to teach students how business and personal law impacts not only business, but everyday living as well. Introduces law and the origins and necessity of the legal system; provides insight into the evolution and development of laws that govern business in our society; develops an understanding of how organization and operation of the legal system impact business; develops an understanding of rights and duties within the business environment; and includes contractual responsibility, protection of individual rights in legal relationships relative to warranties, product liability, secured and unsecured debts, negotiable instruments, agencies, employer -employee relations, property ownership and transfer, landlord and tenant, wills and estates, community property, social security, and taxation.

Business Management/Entrepreneurship

Business management courses acquaint students with management opportunities and effective human relations. The students will have the opportunity to participate in the JA Titan Business Simulation. Entrepreneurship courses acquaint students with the knowledge and skills necessary to own and operate their own businesses. Topics from several fields typically form the course content: economics, marketing principles, human relations and psychology, business and labor law, legal rights and responsibilities of ownership, business and financial planning, finance and accounting, and communication. Several topics surveyed in Business Management courses may also be included.

Cooperative Education (COOP)

Cooperative Education is a capstone course designed to assist students in the development of effective skills and attitudes through practical, advanced instruction in school and on the job through cooperative education. Students are released from school for their paid cooperative education work experience and participate in 200 minutes per week of related classroom instruction. Classroom instruction focuses on providing students with job survival skills and career exploration skills related to the job and improving students' abilities to interact positively with others. For skills related to the job, refer to the skill development course sequences, the task list or related occupational skill standards of the desired occupational program. The course content includes the following broad areas of emphasis: further career education opportunities, planning for the future, job-seeking skills, personal development, human relationships, legal protection and responsibilities, economics and the job, organizations, and job termination. A qualified career and technical education coordinator is responsible for supervision. Written training agreements and individual student training plans are developed and agreed upon by the employer, student and coordinator. The coordinator, student, and employer assume compliance with federal, state, and local laws and regulations

AP Microeconomics (Odd years)

Following the College Board's suggested curriculum designed to parallel college-level microeconomics, AP Microeconomics courses provide students with a thorough understanding of the principles of economics that apply to the functions of individual decision makers (both consumers and producers). They place primary emphasis on the nature and functions of product markets, while also including a study of factor markets and the role of government in the economy. AP courses are calculated on a weighted grading scale. Students who drop an AP class at any time during the year, or who do not take the AP exam, will lose the weighted grade.

AP Macroeconomics (Even years)

Following the College Board's suggested curriculum designed to parallel college-level macroeconomics, AP Macroeconomics courses provide students with a thorough understanding of the principles of economics that apply to an economic system as a whole. They place particular emphasis on the study of national income and price determination and developing students' familiarity with economic performance measures, economic growth, and international economics. AP courses are calculated on a weighted grading scale. Students who drop an AP class at any time during the year, or who do not take the AP exam, will lose the weighted grade.