

Business Department Curriculum Overview

9th Grade	10th Grade	11th Grade	12th Grade
<i>Required</i>	<i>Required</i>	<i>Required</i>	<i>Required</i>
Pract Keyboarding Skills	Practical Computer Skills	None	None
<i>Electives</i>	<i>Electives</i>	Accounting I	Accounting I
		Accounting I – Hnrs.	Accounting I – Hnrs.
		Business Law	Business Law
		Business Management	Business Management
		Computer Prog. – BASIC I	Business Math
		Computer Prog. – BASIC II	Computer Prog. – BASIC I
		Computer Prog. I	Computer Prog. – BASIC II
		Fund of Web Page Design	Computer Prog. I
		Intro to Marketing	Fund of Web Page Design
		Personal Financial Management	Intro to Marketing
			Personal Financial Management

Course Descriptions (Courses listed alphabetically by course title)

Most courses listed below satisfy the graduation requirement in Practical Arts or Vocational Education. Those followed by a (VO) indicate those which satisfy the vocational course requirement.

Accounting I *160* **(VO)** **Phase 2** **SUS/GSV** **8203310** **[Year]**

This course teaches basic concepts and procedures of accounting theory. Students receive an overview of accounting from the viewpoint of the sole proprietorship, the partnership, and the corporation. Both service and merchandising businesses are studied. Students are taught to perform both manual and computerized accounting functions.

Prerequisite: Junior or senior standing and a cumulative average of 3.0 or better

Accounting I-Honors *161* **(VO)** **Phase 3** **SUS/GSV** **8203310** **[Year]**

This course teaches basic concepts and procedures of accounting theory. Students receive a detailed overview of accounting from the viewpoint of the sole proprietorship, the partnership, and the corporation. Both service and merchandising businesses are studied. Topics covered are the accounting cycle, special journals, ledgers, payroll, taxes, plant assets and depreciation, uncollectible accounts, inventory, notes and accruals. Students are taught to perform both manual and computerized accounting functions.

Prerequisite: junior or senior standing and a cumulative average of 3.5 or better

Business Management *152* **(VO)** **Phase 2** **SUS/GSV** **8215200** **[Semester]**

This course is designed to introduce the student to the field of business management. Included are different philosophies of management, principles of management, problem-solving techniques, entrepreneurship, human resources relations and case studies in management. Students will use a software-based business simulation that teaches introduction to business, entrepreneurship, management, and supervision.

Prerequisite: junior or senior standing

Business Law *170* **(VO)** **Phase 2** **SUS/GSV** **8215130** **[Semester]**

Business Law is designed to familiarize the student with those laws that affect his/her daily life. The course includes such topics as a basic introduction to the law and the system of government in the United States, the difference between crimes and torts, laws for minors, families, and consumers, contracts, buying and selling, using credit, insurance, and employment.

Prerequisite: junior or senior standing



Practical Computer Skills *121* (VO) Phase 2 SUS/GSV 8200330 [Semester]

This course, a requirement for sophomores, is designed to introduce students to the care and uses of microcomputers and to give them an opportunity for as much hands-on experience as possible. Students learn how to use and combine the software applications MS Office through lab exercises and special projects. Specifically, students will demonstrate the use of Word, Excel, Access, and PowerPoint as well as Internet Explorer. This course is available for dual enrollment.

Prerequisite: Practical Keyboarding Skills

Practical Keyboarding Skills *112* (VO) Phase 2 SUS/GSV 8200320 [Semester]

A requirement for freshmen, the course is designed to provide opportunities that will allow students to understand the capabilities, applications, and social implications of computer technology. The course includes instruction on the computer components and terminology, its capabilities and limitations, mastering the keyboard using the touch system, and MS Word.

Prerequisite: None

Web Page Design *135* (VO) Phase 2 SUS 8207430 [Semester]

The purpose of this course is to have students successfully access information on the Internet and to introduce them to creating and maintaining a web page. The topics covered will include, but not be limited to, the World Wide Web, FTP, electronic mail, search engines, HTML and creating a web page using Dreamweaver CS3. The course is being considered for dual enrollment.

Prerequisite: successful completion of Practical Computer Skills