

# Business Services & Technology

Courses Offered	9	10	11	12
Careers	•	•		
Digital Design	•	•	•	•
Yearbook	•	•	•	•
Business Management		•	•	•
Programming I		•	•	•
Microsoft Academy		•	•	•
Web Authoring I & II		•	•	•
Accounting I & II		•	•	•
Sports Marketing		•	•	•
Accounting III & IV			•	•

## Accounting I

Grades 10, 11, 12

1 Trimester | .5 credit

This course covers essential accounting concepts such as debits/credits, t-accounts, journalizing/posting transactions, worksheets, adjusting entries, and the creation of financial statements. As part of a state mandating Certification testing standard, we will start to study for the Microsoft Excel Associate Certiport test in this class.

## Accounting II

Grades 10, 11, 12

1 Trimester | .5 credit

### Prerequisite: Accounting I

This course delves into cash controls and merchandising accounting: sales, purchases, accounts payable, accounts receivable, payroll processing, payroll taxes. Students will be required to study and take the Microsoft Excel Associate Certiport test in this class. It will be used as a final exam.

## Accounting III

Grades 11, 12

1 Trimester | .5 credit

### Prerequisite: Accounting II

This course will cover capital financing, accruals/deferrals, plant assets, inventories, financial analysis, strategic decision making, and the legal and ethical principles associated with the accounting function. Students will continue to study and take Microsoft Certification Tests in Specialist Test in Excel.

## **Accounting IV**

Grades 11 ,12

1 Trimester | .5 credit

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

**Course Objective:** Inventories financial analysis, strategic decision making, and the legal and ethical principles associated with the accounting function. 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. Students will continue to study and take the Microsoft Certification Test in Excel. Quick books software could be explored as well.

## **Business Management**

Grades 10, 11 ,12

1 Trimester | .5 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.

## **Careers**

Grades 9,10

1 Trimester | .5 credit

**This is encouraged to be taken in 9th grade, but can be taken in 10th.**

Students will utilize Xello in career exploration and research, as well as update their Educational Development Plan (EDP) 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 | .5 credit

**Prerequisite:** Careers

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 principles, 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 | .5 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 | .5 credit

This course will introduce the basics of computer programming through the use of JavaScript. Students are encouraged to take Web Authoring I and II which also align with front end web development. Students will have the opportunity to take the JavaScript Certiport Certification test in this class.

## **Sports Marketing**

Grades 10, 11, 12

1 Trimester | .5 credit

This course is a 1 Trimester course that is designed for the business student seeking to understand the marketing events and the role that sports and entertainment play in the movement of products and services in the global economy. We will also review career opportunities in sports. Concepts will include creation of awareness and excitement for events, planning of events, event management and creation of new products, services and revenue streams. Students will also learn promotional concepts associated with large events. Students become familiar with real-world concepts involved with public and sporting events. They will understand the business reasons behind promotional decisions and the power that sports and entertainment carries in the marketing of products and services in the global marketplace. Students learn how sports and entertainment has become a medium used to market products and services. Key concepts covered include marketing fundamentals, consumer behavior, market research and segmentation, sponsorships and endorsements, promotional activities, digital marketing and event merchandising. Students may participate in a fantasy sports league.

## **Web Authoring I**

Grades 10, 11,12

1 Trimester | .5 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 Certiport IT Specialist: HTML & CSS exam.

## **Web Authoring II**

Grades 10, 11 ,12

1 Trimester | .5 credit

### **Prerequisite: Web Authoring 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.

## **Yearbook**

Grades 9, 10, 11 ,12

3 Trimesters | 1.0 Elective, .5 credit English

### **Prerequisite: Application/Instructor 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 advertisements to local businesses. They also select the theme, plan pages, select pictures and write yearbook copy. Students 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.