COURSE TITLE: Computer Information Systems

PREREQUISITE: Keyboarding

DESCRIPTION: Computer Information Systems provides students with opportunities to develop professional level skills in a project-oriented approach through the use of the Microsoft Office software package. Students can become eligible to take any of the Microsoft Office User Specialist (MOUS) exams for MOUS certification.

MAIN TOPICS: Explore computer concepts.

Manage computer systems.
Produce word processing documents.

Develop electronic spreadsheets.

Develop and manage databases.

Develop multimedia presentations.

Communicate through networks and telecommunication.

Explore ethical issues related to computers and computer systems.

Develop employability and resume skills.

Create a portfolio.

CREDIT INFO: This course provides one elective credit required for the Standard or Advanced Diploma.

COURSE TITLE: Advanced Computer Information Systems

PREREQUISITE: Computer Information Systems or Using Word, Using Excel/Access, or Software Integration from the 2001-02 school year.

DESCRIPTION: Advanced Computer Information Systems provides students with a comprehensive understanding of the Microsoft Office software package and an opportunity to refine their skills through a variety of project and research activities. Through integration, students will be able to analyze, synthesize, and evaluate authentic situations and apply the appropriate technology to solve problems efficiently and effectively. When completed, students will be able to take any of the MOUS core and/or master exams.

MAIN TOPICS: Use advanced word processing functions.

Use advanced spreadsheet functions.

Use advanced database functions.

Enhance multimedia presentations.

Produce desktop published documents for print and electronic distribution.

Design and produce web pages.

Maintain and troubleshoot systems.

Execute network activities.

Implement programming activities.

Explore legal and ethical issues.

Develop employability skills, a resume, and a portfolio.

Examine of all aspects of industry:
Planning
Management
Finance
Technical and production skills
Underlying principles of technology
Labor issues
Community issues
Health, safety, and environmental issues

CREDIT INFO: This course provides one elective credit required for the Standard or Advanced Studies Diploma.

Course Syllabus

COURSE TITLE: Accounting

PREREQUISITE: None

DESCRIPTION: The first year of accounting provides students a thorough background in the basic accounting procedures used to operate a business. The accounting procedures presented will also serve as a sound background for employment in office jobs and preparation for business and accounting courses in college.

MAIN TOPICS: Understand the accounting cycle for a service business.

Understand the accounting cycle for a merchandising business.

Implement payroll and banking procedures.

Implement accounting for special procedures.

Understand business ethics.

Develop career exploration and employability skills.

Examine all aspects of industry:
Planning
Management
Finance
Technical and production skills
Underlying principles of technology
Labor issues
Community issues
Health, safety, and environmental issues

CREDIT INFO: This course provides one elective credit required for the Standard or Advanced Studies Diploma.

Course Syllabus

COURSE TITLE: Advanced Accounting

PREREQUISITE: Accounting

DESCRIPTION: This course expands on topics learned in the first-year course while adding new topics about management accounting, cost accounting, not-for-profit accounting, and financial analysis. Strong emphasis is placed on using computerized accounting packages. The second year of accounting helps to qualify students for jobs and careers at higher levels than one year of study would allow. It also provides excellent background and preparation for college accounting courses and for business majors. Students who have completed two years of accounting generally are more successful in their first year of college accounting than students without that background.

MAIN TOPICS: Using technology to implement accounting procedures.

Understanding accounting concepts in inventory

Understanding accounting concepts in depreciation.

Understanding accounting concepts in payables and receivables.

Exploration of specialized accounting systems.

Organization of partnerships.

Understanding business ethics.

Enhancing career exploration and employability skills.

Examining all aspects of industry:
Management
Planning
Finance
Technical and production skills
Underlying principles of technology
Labor issues
Community issues
Health, safety, and environmental issues

CREDIT INFO: This course provides one elective credit required for the Standard or Advanced Studies Diploma.

COURSE TITLE: Business Management

PREREQUISITE: None

DESCRIPTION: Students study basic management concepts and leadership styles as they explore business ownership, planning, operations, marketing, finance, economics, communications, the global marketplace, and human relations. Quality concepts, project management, problem solving, and ethical decision making are an integral part of the course. Student leadership skills may be enhanced by participation in school-based or virtual enterprises, job shadowing, internships, and/or the Future Business Leaders of America (FBLA).

MAIN TOPICS: Demonstrate workplace readiness skills.

Examine all aspects of industry.

Address elements of student life.

Differentiate the organization and characteristics of business.

Examine economic factors affecting business.

Identify the scope of management.

Conduct financial activities.

Conduct marketing activities.

Conduct business operations.

Administer human resources functions.

Develop communication skills for business.

Enhance career exploration and employability skills.

CREDIT INFO: This course provides a half-credit elective required for the Standard or Advanced Studies Diploma.

COURSE TITLE: Business Law

PREREQUISITE: None

DESCRIPTION: Students gain an understanding of legal relationships, such as those between employer and employee, debtor and creditor, government and business, and landlord and tenant. Students also develop an understanding of the elements of contracts, sales transactions, and negotiable instruments. Business law has a major impact on the lives of young persons, adults, and business firms. The student will achieve an understanding of the legal principles that will be useful throughout life.

MAIN TOPICS: Examine the foundations of a legal system.

Identify contracts.

Examine rights and responsibilities of consumers.

Explore criminal law.

Explore tort law.

Understand personal/family law.

Identify concepts in international law.

Examine legal aspects of employment.

Understand types of business organizations.

Explore business law careers.

Participate in a mock interview, create a resume, and create written job-related communications.

Examine all aspects of industry.

CREDIT INFO: This course provides a half-credit elective required for the Standard or Advanced Studies Diploma.

COURSE TITLE: Advanced Keyboarding

PREREQUISITE: Keyboarding

DESCRIPTION: Advanced keyboarding is a foundation course for all Business/occupational programs requiring the use of the computer and is recommended as a preparation for all academic and occupational areas. As a basic communications course, students learn to key and format various documents using the touch system with Word Perfect and Word. Students apply their keyboarding skills to the production of letters, memos, tables, and reports.

MAIN TOPICS: Identify computer system components.

Boot, access, and exit operating system and software.

Manipulate data/software/operating system using function keys, icons, bars, and pull-down menus.

Improve keyboarding techniques.

Key and format letters, memoranda, reports, outlines, and tables from prepared and rough draft material.

Key and format columns, tables, graphs, and charts.

Produce documents incorporating graphic elements.

Obtain assistance for preparing documents via electronic and hard copy references and documentation.

Troubleshoot computer problems.

Develop a resume.

Create a portfolio.

Participate in pre-employment and employment activities.

CREDIT INFO: This course provides one-half elective credit required for the Standard or Advanced Studies diploma.