

BUSINESS EDUCATION COURSE SELECTIONS

Title: Accounting 1
Unit Credit: 1
Prerequisite: None
Suggested Grade Level: 10, 11
Course Number: 500100TH (½ unit)/ACCT1A
 500101TW(1 unit)/ACCT1B

This course is designed to help the student develop skills necessary for the highly technical interaction between accounting and business, to develop an understanding of the steps of the accounting cycle as applied to several different kinds of business operations, and to develop an understanding of accounting concepts, principles, and practices. Use of the computer in simulated activities gives the student an opportunity to see the advantages of technology in accounting procedures.

Title: Accounting 2
Unit Credit: 1
Prerequisite: Accounting 1
Suggested Grade Level: 11, 12
Course Number: 500500TH (½ unit)/ACCT2A
 500501TW(1 unit)/ACCT2B

This course expands the student's understanding of accounting subsystems and develops an understanding of various methods of internal control procedures. Students develop competence in using subsidiary ledgers, in preparing financial statements and skill in performing end-of-period procedures. The student will demonstrate the use of accounting principles through the use of computer software and simulated activities.

Title: Integrated Business Applications 1(Computer Technology)
Unit Credit: 1
Prerequisite: Keyboarding
Suggested Grade Level: 10, 11, 12
Course Number: 502001TW(1 unit)/CTECH1B

This course is designed to teach students how to process data into useful information by using database, spreadsheet, word processing, graphics and presentation software. Other content areas include computer systems, system software, and information needs of business, industry, and government. *This course may meet the computer science requirement.*

Title: Business and Personal Finance
 (Financial Management)
Unit Credit: ½
Prerequisite: Keyboarding Recommended
Suggested Grade Level: 10, 11, 12
Course Number: 513100TH (½ unit)/FINMGMTA
 513101TW(1 unit)/FINMGMTB

This course introduces the student to the elements of finance: understanding money, budgeting, obtaining credit, maintaining checking/savings accounts, computing payroll, and various types of investments. The student will use the computer as a tool to manage finances.

Title: Entrepreneurship
Unit Credit: 1 **Suggested Grade Level:** 10, 11, 12
Prerequisite: Keyboarding Recommended **Course Number:** 540000TH (½ unit)/ENTREA
 540001TW(1 unit)/ENTREB

This course is designed to provide a general overview of the American enterprise system with special emphasis on small business ownership. An important part of the course is development of business and managerial leadership skills related to the functions of planning, organizing, staffing, directing, and controlling a small business.

Title: Keyboarding
Unit Credit: ½ **Suggested Grade Level:** 9, 10, 11, 12
Prerequisite: None **Course Number:** 510000TH (½ unit)/KEYA
 510001TW(1 unit)/KEYB

This course provides the student an opportunity to master the skill of entering alphabetic, numeric, and symbolic information on a keyboard and ten-key pad using the touch method of keystroking. Emphasis is placed on development of speed and accuracy, proper techniques, and correct fingering. The student will develop skill in keying, formatting, and editing problems such as letters, memoranda, reports, and announcements.

Title: Multimedia

Unit Credit: 1 **Suggested Grade Level:** 10,11,12
Prerequisite: Keyboarding **Course Number:**503000TH(1/2 unit)503001TW(1)
 or BCA or teacher recommendation

This course is designed to provide the student with the knowledge and skills needed for entry level positions in multimedia and web publishing. Multimedia combines computer-based text, graphics, audio and video within an interactive environment. *This course may meet the computer science requirement.*

Title: Web Page Design and Development
 (Multimedia/Web Publishing 2)
Unit Credit: ½ or 1 **Suggested Grade Level:** 11, 12
Prerequisite: Keyboarding or BCA or **Course Number:**503100TH (½ unit)/MULMED2A
 Teacher Recommendation 503101TW(1 unit)/MULMED2B

This course is designed to provide the student with the knowledge and skills needed to design Web pages. Students will develop skills in designing, implementing, and maintaining a Web site using authoring tools. *This course may meet the computer science requirement.*

