

## BUSINESS & INFORMATION TECHNOLOGY – HIGH SCHOOL COURSES - 2009-2010

### **BUSINESS COOPERATIVE INTERNSHIP (679920, 21)**

**(Formerly Cooperative Office Education-COE)**

**Grades: 10, 11, 12                      Credit: one or two**

**Corequisite: Student must be concurrently enrolled in a business course.**

Business Cooperative Internship allows students to apply what they have learned in the classroom to the real world. The internship experience combines a business course with employment in a business-related field that reflects the student's current career interests. The program offers valuable work experience, enhances employment skills, and develops marketable skills. This course, taken in conjunction with another business course, will earn one to two units of credit. Students who successfully complete 396 hours of supervised on-the-job training in a related occupation will earn one credit. Students who successfully complete 720 hours of supervised on-the-job training in a related occupation will earn two credits.

### **FINANCE (612000) - MICROSOFT CERTIFICATIONS**

**Grades: 9, 10, 11, 12                      Credit: one**

This course is designed to introduce the student to the basic concepts of personal finance and its increasingly important impact on consumers. Units of study cover the basic principles needed for effective personal financial management and the practical applications of banking, planning and budgeting, taxes, credit, insurance, housing, investing, and retirement planning. Students will also develop a keen understanding of consumer rights, responsibilities, and protection related to the units of study. Finance offers the students the opportunity to learn the skills necessary to manage personal finances and make sound financial decisions through a variety of methods that include the Internet, mathematics applications, financial publications, financial software applications, hands-on activities, and group projects. The cooperative education (Business Cooperative Internship--679920) method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year.

**Industry certification may be available as part of this course. Students successfully completing this course may be eligible to earn a Career and Technical Education diploma seal. Students successfully completing this course in conjunction with another one credit course within the same program area will satisfy the sequential elective requirement for the standard or modified standard diploma. Successful completion of this course in conjunction with a corresponding industry certification may qualify for a student selected verified credit.**

### **IB BUSINESS AND MANAGEMENT SL (613508)**

**Grades: 10, 11, 12                      Credit: one**

The IB Business and Management SL course is designed to provide a broad introduction to the basic principles and practices of businesses and other organizations, both profit-making and nonprofit in nature. Fundamental principles and skills are studied in local, national and international context, thus affording the opportunity to reflect the differences in perspectives and cultures. Instruction includes units in introduction to business, marketing, finance, accounting, and human resource management. For students attending base schools that have the IB program, this course may serve as an elective ("Sixth Subject") in the IB Diploma program or may be taken independently for an IB certificate. These IB students are required to take the IB exam, and the course carries a weighted credit of .5 on the student's GPA. The cooperative education (Business Cooperative Internship--679920) method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year. **Industry certification may be available as part of this course. Students successfully completing this course may be eligible to earn a Career and Technical Education diploma seal. Students successfully completing this course in conjunction with another one credit course within the same program area will satisfy the sequential elective requirement for the standard or modified standard diploma. Successful completion of this course in conjunction with a corresponding industry certification may qualify for a student selected verified credit.**

## **IB BUSINESS AND MANAGEMENT HL (613509)**

**Grades: 11, 12                      Credit: one**

**Prerequisite: IB Business and Management I SL (613508)**

This course is the second segment of a two-year series. It will continue and expand the curriculum of the first-year course and will require a written research project. The class is designed to promote the importance of exploring business issues from different cultural perspectives, to encourage a holistic view of the world of business, to enable the student to develop the capacity to think critically, and to enhance the student's ability to make decisions. Through the assessment of data from a variety of sources, students will identify social factors, cultural factors, and ethical considerations in the actions of organizations as well as examine the impact of the actions of organizations on the internal and external environment. For students attending base schools that have the IB program, this course may serve as an elective ("Sixth Subject") in the IB Diploma program or may be taken independently for an IB certificate. These IB students are required to take the IB exam, and the course carries a weighted credit of .5 on the student's GPA. The cooperative education (Business Cooperative Internship--679920) method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year. **Industry certification may be available as part of this course. Students successfully completing this course may be eligible to earn a Career and Technical Education diploma seal. Students successfully completing this course in conjunction with another one credit course within the same program area will satisfy the sequential elective requirement for the standard or modified standard diploma. Successful completion of this course in conjunction with a corresponding industry certification may qualify for a student selected verified credit.**

## **INFORMATION SYSTEMS (661200) - MICROSOFT/IC3 CERTIFICATIONS**

**Grades: 9, 10, 11, 12                      Credit: one**

**Prerequisite: Computer Solutions or equivalent skill**

Keyboarding instruction will be a component of this course based on student need. This computer-based course teaches students to use technology efficiently and effectively to gather and organize information, and problem-solve tasks. Through a series of software applications and activities, students will establish a strong foundation in keyboarding techniques and proficiency, manage computer systems, produce word processing documents, develop spreadsheets, databases, and multimedia presentations; and, work with telecommunications and networks. Integrating lessons with real-life business applications and cross-curricular learning activities will enable the students to become better prepared for life-long learning and problem solving. The cooperative education (Business Cooperative Internship--679920) method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year. **Industry certification may be available as part of this course. Students successfully completing this course may be eligible to earn a Career and Technical Education diploma seal. Students successfully completing this course in conjunction with another one credit course within the same program area will satisfy the sequential elective requirement for the standard or modified standard diploma. Successful completion of this course in conjunction with a corresponding industry certification may qualify for a student selected verified credit.**

## **ADVANCED INFORMATION SYSTEMS (661300) - MICROSOFT CERTIFICATIONS**

**Grades: 9, 10, 11, 12                      Credit: one**

**Prerequisite: Information Systems (661200), Computer Solutions (615030, 31, 32), Adv. Computer Solutions (660932) or equivalent skill**

Advanced Information Systems provides students with the opportunity to develop professional computer and technology skills in a project-oriented and student-centered environment. Working independently or in teams, students apply problem-solving, decision-making, creative-thinking, and communication skills to relevant, real-life situations through a series of software and peripheral applications. Instruction in current and emerging information technology includes operating systems, networking and hardware principles, document preparation, presentation tools, spreadsheet analysis and charts preparation, relational database management, technical writing, desktop publishing, copyright issues, and basic web page design. Upon completion of this course, students will be able to apply technology to analyze and solve problems and to complete technology tasks efficiently and effectively. The cooperative education (Business Cooperative Internship--679920) method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year.

**Industry certification may be available as part of this course. Students successfully completing this course may be eligible to earn a Career and Technical Education diploma seal. Students successfully completing this course in conjunction with another one credit course within the same program area will satisfy the sequential elective**

**requirement for the standard or modified standard diploma. Successful completion of this course in conjunction with a corresponding industry certification may qualify for a student selected verified credit.**

### **WEB PAGE DEVELOPMENT (663100) - ADOBE CERTIFICATIONS**

**Grades: 9, 10, 11, 12                      Credit: one**

**Prerequisite: Information Systems (661200) or equivalent skill**

This course provides students the opportunity to study, develop and design sophisticated web pages in a client-based business environment. Basics of HTML, DHTML, scripting, and the use of authoring software are covered. Students are also provided instruction in preparing and editing Web page images, applying advanced design techniques and features, creating vector animations, and managing web site directory structures. Skill development will be achieved through hands-on activities that help students to design web pages for various audiences and uses. The cooperative education (Business Cooperative Internship--679920) method is available for this course. Students combine classroom instruction and supervised on-the-job training in an approved position with continuing supervision throughout the school year.

**Industry certification may be available as part of this course. Students successfully completing this course may be eligible to earn a Career and Technical Education diploma seal. Students successfully completing this course in conjunction with another one credit course within the same program area will satisfy the sequential elective requirement for the standard or modified standard diploma. Successful completion of this course in conjunction with a corresponding industry certification may qualify for a student selected verified credit.**