Williston High School
CTE Business Department

Freshman Year		Sophomore Year	
		½ credit	Keyboarding I
		*½ credit	Windows Application I
½ credit	Keyboarding I	½ credit	Windows Application II
*½ credit	Windows Application I	½ credit	Word Processing I
½ credit	Word Processing I	½ credit	Word Processing II
		½ credit	Desktop Publishing
½ credit	Intro to Business	½ credit	Intro to Business
		1 credit	Accounting 1-2
		½ credit	Entrepreneurship
Junior Year		**Senior Year**	
½ credit	Keyboarding I	½ credit	Keyboarding I
*½ credit	Windows Application I	*½ credit	Windows Application I
½ credit	Windows Application II	½ credit	Windows Application II
½ credit	Word Processing I	½ credit	Word Processing I
½ credit	Word Processing II	½ credit	Word Processing II
½ credit	Desktop Publishing	½ credit	Desktop Publishing
½ credit	Web Design	½ credit	Web Design
½ credit	Multimedia Applications	½ credit	Multimedia Applications
½ credit	Intro to Business	½ credit	Intro to Business
1 credit	Accounting 1-2	1 credit	Accounting 1-2
1 credit	Accounting 3-4	1 credit	Accounting 3-4
½ credit	Entrepreneurship	½ credit	Entrepreneurship
½ credit	Business and Personal Law	½ credit	Business and Personal Law
½ credit	Personal Finance	½ credit	Personal Finance

*Recommended for graduation
Students must take Keyboarding I if they did not make standards for Keyboarding in the 7th grade.
If you wish to register for a higher level course, you can challenge the course by making arrangements for testing with an instructor.

◆ Keyboarding I

Class Type:	Elective
Grade Level:	9-12
Credit:	1/2
Pre-requisite:	None
Extra Costs:	None

The purpose of this class is to develop touch-keyboarding skills. The focus will be on mastery of the keyboard through the touch system. Some time will be spent learning to type term papers and personal correspondence.

◆ Windows Application I

Class Type:	Recommended
Grade Level:	9-12
Credit:	1/2
Pre-requisite:	**Keyboarding I or pass Jr. high Keyboarding test**
Extra Costs:	None

Window's Vista will be the operating system. The *Microsoft Office Professional Office Suite* software will be used as our application software. *Word 2007* will be the word processing software used to create, edit, revise, and print business documents. *PowerPoint 2007* will be used to create business presentations for use on the overhead and slide projector. *Excel 2007* spreadsheet software will be used to create and analyze business trends and solve business problems. *Access 2007* database software will be used to create databases to help solve business data management problems. Development of communication skills necessary for successful career development will also be a part of this class.

◆ Windows Application II

Class Type:	Elective
Grade Level:	10-12
Credit:	1/2
Pre-requisite:	Windows App. 1
Extra Costs:	None

Advanced business applications using *Microsoft Office 2007Professional* will be covered. *Word 2007* will be used to learn advanced word processing skills. *PowerPoint 2007* will be used to create advanced business presentations. *Excel 2007* will be used to learn spreadsheet applications for forecasting and analysis. *Access 2007* will be used to work on complex date management problems. Integration of graphics into all application software will be stressed.

◆ Word Processing I

Class Type:	Elective
Grade Level:	9-12
Credit:	1/2
Pre-requisite:	**Keyboarding I or pass 7th grade challenge**
Extra Costs:	None

The purpose of this class is to continue improvement in word processing skills. The class will concentrate on basic word processing techniques in order to produce personal and business correspondence, manuscripts, letters, tables, and other documents. Students will practice following instructions, solving problems, composing and preparing a neat and usable copy.

◆ Word Processing 1I

Class Type:	Elective
Grade Level:	10-12
Credit:	1/2
Prerequisite:	**Word Processing I**
Extra Costs:	None

The class is designed to provide skill development in the electronic procedure of producing and editing written documents. The course will use word processing software to develop the competencies of creating, formatting, editing/revising, and printing. Improved productivity of electronically produced business letters, reports/manuscripts, table/tabulations with an increase in keyboarding speed and accuracy is emphasized. Proofreading document composition and communication competencies are included.

◆ Desktop Publishing

Class Type:	Elective
Grade Level:	10-12
Credit:	1/2
Pre-requisite:	None
Extra Costs:	None

The class will introduce students to the personal computer to learn the process of creating a professionally designed and printed document. *Windows XP, Microsoft Word 2007,* Publisher, and *Adobe Illustrator* as well as scanners, will be used to assist students in sizing and inserting photos, graphics, and line drawing to the text copy. Instruction will be provided to produce an original layout for a newsletter, catalog, brochure and other materials that could be published. Laser and color inkjet printers will be used for printing documents.

♦ Web Design(Telecommunications)

Class Type:	Elective
Grade Level:	11-12
Credit:	1/2
Prerequisite:	Windows Applications 1
Extra Costs:	None

The class will provide practice and understanding using a personal computer and appropriate software to access and utilize the Internet as well as other electronic telecommunication equipment in a business environment. Students will learn to conduct research, graphic interfaces, and other information available through the Internet or information stored electronically in remote sites to conduct business projects and activities. Students will be using *Frontpage 2000* Dreamweaver to create web pages. They will also be creating computer programs using *Visual Basics*, the programming language.

♦ Multimedia Applications

Class Type:	Elective
Grade Level:	11-12
Credit:	1/2
Prerequisite:	None
Extra Costs:	None

This class will give students an opportunity to explore multimedia presentations. Students will use many types of software applications and information such as graphics, video, audio, etc. to develop Multimedia presentations. Students will learn terminology, how to create and gather information, and how to put together presentations using Adobe Premiere, Adobe Encore, MS 2007 PowerPoint and Photoshop Software. Students will be given the opportunity to individually and cooperatively create multimedia presentations of interest to them.

♦ Intro to Business

Class Type:	Elective
Grade Level:	9-12
Credit:	1/2
Pre-requisite:	None
Extra Costs:	None

General Business is a practical subject for all students. In everyday living it is essential to have a good understanding of our economic system, how businesses are organized, the need for well-trained workers, how to efficiently manage your money and the importance of communication and transportation.
General Business will also give students an appreciation of consumer rights and responsibilities, the function of banks and their services, the function of credit and how to use the credit wisely, the importance of having a savings plan, and the study of life, health, property, and automobile insurance.

♦ Accounting 1-2

Class Type:	Elective
Grade Level:	10-12
Credit:	1
Pre-requisite:	None
Extra Costs:	None

This course is a study of financial records needed to manage a business properly. The first course in recording records deals with a sole proprietorship, and a corporation type of business. Businesses' financial activities are studied by planning, keeping, analyzing, and interpreting financial records. The accounting information is done by hand with the use of calculators. This course gives students basic knowledge of accounting procedures and prepares them for advanced accounting. Students will also use accounting software and spreadsheet software to complete some assignments and projects.

♦ Accounting 3-4

Class Type: Elective
Grade Level: 11-12
Credit: 1
Pre-requisite: Accounting 1-2
Extra Costs: None

> This is an advanced course in recording records, mainly dealing with partnerships and corporations. The advanced course is designed for students who have one or more of the following goals in mind:
> 1. To become an accounting clerk or accountants' assistant.
> 2. Major in accounting or business administration in college.
> 3. Broaden and improve knowledge about business procedures and the use of accounting records.
> 4. Better understand the relationship between automated data processing and manual processing of accounting data.
>
> Computers are used frequently throughout the year. All reinforcement activities and simulations are prepared on computers.

♦ Entrepreneurship

Class Type: Elective
Grade Level: 10-12
Credit: 1/2
Pre-requisite: None
Extra Costs: None

> The class will provide an opportunity for students to explore self-employment benefits versus risks, and to develop specific competence in starting a small business. The course will include information about the characteristics of an entrepreneur, economics and the nature of small business, using and developing feasibility studies, business plan development, types of ownership, location, financing, record keeping, management, promotion, legal issues, business protection, and utilizing programs for entrepreneurship. Specific emphasis will be placed on individual requirements, using feasibility studies, business plan development, and preparation of a financial operating package.

♦ Business and Personal Law

Class Type: Elective
Grade Level: 11-12
Credit: 1/2
Pre-requisite: None
Extra Costs: None

> This course is designed to provide an awareness of the law as it relates to the student's role as a consumer. The course provides knowledge necessary for high school students to live and work as productive citizens in today's society. Emphasis is placed on principles of the law, enforcement, the court system, crimes and torts, law for minor and consumer awareness. The course is supplemented by speakers from the community and class field trips.

♦ Personal Finance

Class Type: Elective
Grade Level: 11-12
Credit: 1/2
Pre-requisite: None
Extra Costs: None

> The class introduces the students to the world of money management and finance. They will learn what they can do with their money by learning about financial options and responsibilities. They will also see the consequences of mismanaged finances. This class can help students navigate the financial decisions they face today and tomorrow. Some of the concepts introduced are consumer purchasing strategies, consumer credit, investing, insurance, sources of funding, and accounting. Students will also be participating in the Stock Market Game.