

BUSINESS & COMPUTER SCIENCE EDUCATION

Business and Computer Science Education serves the entire school population through a relevant curriculum, oriented to providing career direction, job skills and a sound foundation for advanced study. The computer science component is designed to assist students in becoming computer literate before the end of their high school education. The hands-on method introduces students to technology and hardware. Every effort is made to keep both hardware and software up-to-date.

BUSINESS & COMPUTER SCIENCE COURSE DESCRIPTIONS

MICROSOFT OFFICE APPLICATIONS I - PRACTICAL (1310A)

MICROSOFT OFFICE APPLICATIONS II – PRACTICAL (1310B)

One semester each Credit 0.50 each Weight 1.00

Prerequisites: Successful completion of two semesters of Microsoft Office Applications is a graduation requirement. It is recommended that the courses be completed in Grade 9; however, the courses are open to students in all grades.

Description: These courses are designed for the student who has had little or no exposure to touch keyboarding techniques and who needs more experience managing a PC. The major objectives include learning to maintain and manage a PC, improving basic keyboarding skills, communicating using various Word documents for use in school and in career settings, managing e-mail, obtaining information from the World Wide Web, and studying careers using electronic resources. Basic PowerPoint and Excel applications will also be explored.

MICROSOFT OFFICE APPLICATIONS I - GENERAL (1309A)

MICROSOFT OFFICE APPLICATIONS II – GENERAL (1309B)

One semester each Credit 0.50 each Weight 1.02

Prerequisites: Successful completion of two semesters of Microsoft Office Applications is a graduation requirement. It is recommended that the courses be completed in Grade 9; however, the courses are open to students in all grades.

Description: These courses are designed for students with an existing general understanding of the PC and word processing skills who are also fairly proficient with touch keyboarding. The courses fit the needs of both the college-bound and non-college-bound student. The goal is to equip students with Microsoft Office and computer skills for use in school as well as to prepare them for adapting to computer hardware and software changes in the future on a personal and vocational level. These courses are faster-paced than the Practical level courses and cover Word, Excel, PowerPoint, Outlook, and Front Page, as well as integrating Office applications, research on the Internet, and other applications in greater depth. A career unit stressing employment searching protocols and research skills applying MLA and APA citing are included.

MICROSOFT OFFICE APPLICATIONS I - COLLEGE (1308A)

MICROSOFT OFFICE APPLICATIONS II – COLLEGE (1308B)

One semester each Credit 0.50 each Weight 1.04

Prerequisites: Successful completion of two semesters of Microsoft Office Applications is a graduation requirement. It is recommended that the courses be completed in Grade 9; however, the courses are open to students in all grades.

Description: These courses are designed for the student who is proficient with touch keyboarding and who has a good command of computer skills. These courses move rapidly, covering all content in the General courses but in greater depth. They also cover advanced skills and applications in Microsoft Office.

Note: Microsoft Office Applications (any level) does not meet the Vocational Education requirement for graduation but the course is a separate requirement for graduation.

COMPUTER TECHNOLOGIES (1311)

One Semester Credit 0.50 Weight 1.04

Prerequisites: This course is open to students in Grades 10, 11, and 12 who have successfully completed Office Applications and Algebra I.

Description: This course will explore the areas of spreadsheets, computer-generated presentations, and database management. It will also include the creation of Web pages and it will have computer hardware, software, and statistical data about buying computers and peripherals. It will serve as an introduction, or as a complement, to the computer courses offered in the department.

ACCOUNTING I - COLLEGE (1305)

Full Year Credit 1.00 Weight 1.04

Prerequisites: This course is open to students in Grades 11 and 12.

Description: The College Accounting I course provides students with a sound basic knowledge of accounting concepts and procedures. It provides a good foundation for advanced study in various areas of business. This course is intended for students interested in pursuing a future career path in business (accounting, finance, management, etc.) at the college level. The mental processes of analysis, interpretation and synthesis of accounting data receive emphasis to develop logical reasoning techniques. Exposure to manual and computer methods of accounting are provided to open vistas for career development. The course also provides a good foundation for entry into business occupations. Its work is advanced in content. The fundamentals are presented in a practical, easy-to-understand manner, teaching by example. The accounting principles described are those endorsed by the National Accounting Standards Board and the Connecticut CPA Association. This course may be taken in a student's junior or senior year for College Career Paths credit.

COMPUTERIZED ACCOUNTING (1312)

One Semester Credit 0.50 Weight 1.04

Prerequisites: Successful completion of Accounting I - College is recommended.Description: The material in this course is designed to assist students seeking to further their study of accounting through the use of computerized accounting programs. Students will use their understanding of accounting theories on the microcomputer.**BUSINESS LAW (1209)**

One Semester Credit 0.50 Weight 1.02

Prerequisites: This course is open to students in Grades 11 and 12.Description: This course will explore how business laws affect all of us in our daily lives. The course will look at laws governing credit, banking, the purchase of vehicles, computers, appliances, etc. The course will also discuss new laws as they are passed by the state and federal governments.**MANAGEMENT (1307)**

One Semester Credit 0.50 Weight 1.04

Prerequisites: This course is open to students in Grades 11 and 12. Grade 10 students may elect the course with the permission of the instructor.Description: This course deals with techniques of effective management. It covers all areas with which managers must deal. Students will study management tasks, work, organization, decision making, and problem solving concepts used in managerial situations.**INTRODUCTION TO MARKETING (1314)**

One Semester Credit 0.50 Weight 1.04

Prerequisites: This course is open to students in Grade 11 and 12 who have successfully completed Office Applications I and II.Description: This course will provide students with an understanding of the role of Marketing in the modern business/sport organization. The course will also provide a basic understanding of the fundamental topics in Marketing. Some topics that are included are: sports marketing, public relations, global marketing, distribution, promotion, endorsements, agents, managers, ethics, advertising, and market research.**INTRODUCTION TO FINANCE (1313)**

One Semester Credit 0.50 Weight 1.04

Prerequisites: This course is open to students in Grades 11 and 12 who have successfully completed Algebra I.Description: This one-semester course is designed to provide an introduction to general business and finance concepts including topics such as valuation, time value of money, the investment process, and ethics.**BASIC I - COLLEGE (1531)**

One Semester Credit 0.50 Weight 1.04

Prerequisites: This course is open to students in Grades 9, 10, 11, and 12 who have successfully completed Algebra I.Description: This one-semester course is designed to provide an introduction to the basic techniques of programming using the BASIC language. Students will become familiar with the uses and limitations of the computer by writing, running and debugging programs related to applications in mathematics.**BASIC II - COLLEGE (1532)**

One Semester Credit 0.50 Weight 1.04

Prerequisites: This course is open to students in Grades 9, 10, 11, and 12. Prior successful completion of Basic I - College is required.Description: This course is an extension of Basic I – College. The fundamentals of the BASIC language will be used for more advanced techniques and programs. Students will have the opportunity to select their own projects.**C++ PROGRAMMING (1541)**

Full Year Credit 1.00 Weight 1.04

Prerequisites: This course is open to students in Grades 11 & 12. Prior successful completion of BASIC I & BASIC II and Algebra II College is required.Description: This course is designed to teach a complete working knowledge of the C++ language, to develop a language base and to apply that knowledge to problem solving, and to use the language with proficiency.**INDEPENDENT STUDY IN BUSINESS EDUCATION or COMPUTER SCIENCE**

Credit by Arrangement Weight by Arrangement

Prerequisites: Approval of Housemaster, Business & Computer Science Education staff and Guidance Counselor is required.Description: Independent study is offered to students who have successfully completed other Business Education or Computer Science classes and who wish to continue their study *in a specific area where there is no advanced offering*. The student will write his/her own plan of activities as outlined in the Business and Computer Science Education department's guidelines.