

BUSINESS AND COOPERATIVE VOCATIONAL EDUCATION

solving problems. The study of accounting will prepare students for employment, assist them in keeping personal records, and form a basis for future experiences in finance. College credit is available through an articulation agreement with the St. Louis Community College District.

ACCOUNTING 2 (Honors Option) 037121/037122

Grades: 11-12

ACCOUNTING 2

1 CTE Credit

Prerequisite: Accounting 1

This second-year accounting course gives the student an opportunity to apply the basic principles learned in the first-year course to a variety of systems and methods commonly found in business. Some of these are cost accounting, departmentalized accounting, automated accounting, corporate accounting, and managerial accounting. Computers will be used in automated accounting and spreadsheet applications. Accounting 2 provides the foundation of skills and knowledge with which to confidently and competently enter the world of work or pursue advanced study in college. Students may register with Missouri Baptist University through this course and receive college credit. An honors grade may be earned, and students may also participate in the Business Internship Program.

ACCOUNTING 3 037131/037132

Grade: 12

ACCOUNTING 3

1 CTE Credit

Prerequisite: Accounting 2 or Teacher Approval

College Accounting uses an integrated approach to teach accounting. Students first learn how businesses plan for and evaluate their operating, financing and investing decisions and then how accounting systems gather and provide data to internal and external decision makers. This year-long course covers all the learning objectives of a traditional college level financial accounting course plus those from a managerial accounting course. Topics include an introduction to accounting, accounting information systems, time value of money, and accounting for merchandising firms, sales and receivables, fixed assets, debt and equity. Other topics include statement of cash flows, financial ratios, cost-volume profit analysis and variance analysis. Students may register with Missouri Baptist University through this course and receive college credit.

ADOBE FLASH

037490

Grade: 10-12

ADOBE FLASH

1/2 CTE Credit

Prerequisite: None

In this course, students will use Adobe Flash to develop rich media content utilizing vector graphics and animation. Students will learn to develop storyboards, create and manipulate graphics and text, develop animation using the timeline, and create interactive elements using Actionscript 3.0. This course gives students a competitive edge in today's technologically driven society as they acquire skills using the leading industry software. Upon completion of this course, students are eligible to become Adobe Certified in Flash.

AP COMPUTER SCIENCE A (Honors Option)

Grades: 11-12

039321/039322

+AP COMP SCI

1 CTE Credit

Prerequisite: Intro to Computer Science

The major emphasis of this course is on programming methodology, algorithms, data structures, and object oriented programming. Computer applications are used to develop student awareness of the need for these topics, as well as to provide topics for individual programming assignments. The student will be prepared to take the College Board Advanced Placement examination in Computer Science. A weighted grade is given.

BUSINESS INTERNSHIP 1

037711/037712

Grade: 12

BUS INTR 1

15 Work hours per week – 1/2 CTE credit per semester

20+ Work hours per week – 1 CTE credit per semester

Prerequisite: Enrollment in any Business Class (excluding Keyboarding) and Consent of Coordinator. Minimum GPA of 2.0 required.

This program of instruction in business and office occupations combines classroom instruction with on-the-job experience. Students attend school each day and work an average of 15 hours (1 credit) or 20-plus hours (2 credits) per week. In addition to receiving school credit, students are paid an hourly wage by their employer. Examples of supervised work experience situations include: computer data entry, bank teller, receptionist, accounting clerk and administrative assistant.

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BUSINESS INTERNSHIP 2

037721/037722

Grade: 12

BUS INTR 2

15 Work hours per week – 1/2 CTE credit per semester

20+ Work hours per week – 1 CTE credit per semester

Prerequisite: Enrollment in any Business Class (excluding Keyboarding) and Consent of Coordinator. Minimum GPA of 2.0 required.

This program of instruction in business and office occupations combines classroom instruction with on-the-job experience. Students attend school each day and work an average of 15 hours (1 credit) or 20-plus hours (2 credits) per week. In addition to receiving school credit, students are paid an hourly wage by their employer. Examples of supervised work experience situations include: computer data entry, bank teller, receptionist, accounting clerk and administrative assistant.

BUSINESS MANAGEMENT

037550

Grades: 11-12

BUS MGT

1/2 CTE Credit

Prerequisite: None

This course provides an overall perspective of the organizational structure of a business and laws that apply. Topics include human resources management, business ethics, employee relationships, management techniques, forms of business ownership, and the legal aspects of each. This is an excellent college preparatory course for the business-oriented student.

DESKTOP PUBLISHING

037280

Grades: 9-12

DESKTOP PUBL

1/2 CTE Credit

Prerequisite: Keyboarding, Integrated Computer Literacy (ICL) or MS Office

Students will create a variety of documents using industry standard software, graphics, and effective design principles. This course will assist students in producing documents that communicate effectively using the skills to apply good design. Students will learn how to produce personal and professional publications such as postcards, photo cards, flyers, business sets, newsletters and calendars. Industry standard software used includes Adobe InDesign and Adobe Photoshop. Production includes the use of digital cameras, scanners, and color laser printers.

FUNDAMENTALS OF IT/COMPUTER MAINTENANCE

037400

Grades: 9 -12

IT COMPUT MAIN

1/2 CTE Credit

Prerequisite: None

In this introductory course, you will learn the basics of computer hardware, software, networking, troubleshooting, and emerging technologies. You will learn about configuring operating systems, file and folder management, networks and network configuration, and the role of the OSI model in networking and troubleshooting. Through presentations, demonstrations, and knowledge-based exercises, you will gain a fundamental understanding of local and wide area network technologies and protocols, web browsers, identifying security risks and troubleshooting errors, and system maintenance. You will also learn about cutting-edge technologies such as cloud computing and green IT. This course will also prepare you for the CompTIA Strata IT Fundamentals certificate exam and also serves as launch pad for taking other IT courses, such as A+ Computer Maintenance, Network+, & Computer Science.

INTEGRATED COMPUTER LITERACY/KEYBOARDING APPLICATIONS

037010

Grades: 9-12

INT COMP LIT

1/2 CTE Credit

Prerequisite: None

The purpose of this course is to provide students with an opportunity to develop a strong foundation in computer and information literacy. This course is a broad introduction to the use of computers as tools for creativity, communications and organizing information. Students will learn about online tools, word processing and spreadsheet software, as well as publishing and presentation software. Students will learn how to use computers flexibly, creatively and purposefully. All learners will be able to recognize what they need to accomplish and determine how they can utilize their digital literacy skills and knowledge to best approach the task.

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INTRODUCTION TO BUSINESS

037350

Grades: 9-10

INTRO TO BUS

1/2 CTE Credit

Prerequisite: None

This course will provide a solid foundation in business principles which are immediately applicable to students lives. Through the use of interactive technology, simulations, presentations, and project management students are made aware of the integral role that they play in today's ever-changing global economy. The units presented are economics, entrepreneurship, owning and operating a business, marketing, international business, and business finance. The experiences students gain in this course will help them to succeed in future personal and business endeavors.

INTRODUCTION TO COMPUTER SCIENCE

Grades: 10-12

INT COMP SCI

1/2 CTE Credit

Prerequisite: None

This course is designed to provide students with a solid introduction to programming language. The course will provide students with a base of fundamentals in software development. Emphasis is placed on the development of problem solving algorithms and logic. Students learn to develop real life applications that involve the prerequisite to the AP Computer Science course.

MARKETING 1

047751/047752

Grades: 10-12

MARKETING 1

1 CTE Credit

Prerequisite: None

Marketing 1 introduces the student to the field of marketing. Students will know the principles of marketing which include product, price, place, and promotion. Students will be able to apply the principles of marketing to develop marketing strategies and plans in a global marketplace. This course will offer a competitive edge to those students pursuing a marketing career and/or a business major in college. Course work includes individual and group projects, guest speakers, field trips, leadership activities, business, and community involvement.

MARKETING 2

047761/047762

Grade: 11-12

MARKETING 2

1 CTE Credit

Prerequisite: Marketing 1 or Consent of Coordinator

This course is designed to provide an in-depth study in the principles of marketing. Students will be able to develop a marketing plan and explain how external factors influence marketing decisions. Students will have an opportunity to participate in class projects that are designed to encourage decision-making skills, creativity, and personal leadership development. Students may register through Missouri State University to receive college credit for this course.

MARKETING INTERNSHIP 1

047801/047802

Grade: 12

MKT INTR 1

15 Work hours per week – 1/2 CTE credit per semester

20+ Work hours per week – 1 CTE credit per semester

Prerequisite: Enrollment in Marketing 1 or Marketing 2 and Consent of Coordinator. Minimum GPA of 2.0 required.

This senior course provides students with an opportunity to apply marketing concepts and skills in an industry-based setting. It is necessary for the student to be enrolled in Marketing and work an average of fifteen hours per week. This course gives students a competitive edge as they acquire practical knowledge and skills useful in college and their chosen career field. Supervised employment in a related work environment will help protect the students' academic progress as they receive work experience.

MARKETING INTERNSHIP 2

047821/047822

Grade: 12

MKT INTR 2

15 Work hours per week – 1/2 CTE credit per semester

20+ Work hours per week – 1 CTE credit per semester

Prerequisite: Enrollment in Marketing 1 or Marketing 2 and Consent of Coordinator. Minimum GPA of 2.0 required.

This senior course provides students with an opportunity to apply marketing concepts and skills in an industry-based setting. It is necessary for the student to be enrolled in Marketing and work an average of fifteen hours per week. This course gives students a competitive edge as they acquire practical knowledge and skills useful in college and their chosen career field. Supervised employment in a related work environment will help protect the students' academic progress as they receive work experience.

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MICROSOFT OFFICE

037270

Grades: 9-12

MS OFFICE

1/2 CTE Credit

Prerequisite: It is recommended that students complete a keyboarding course, Integrated Computer Literacy (ICL), or teacher recommendation.

Microsoft Office is a group of powerful software applications designed to work together. Students learn advanced instruction on Word (word processing), Excel (spreadsheet), PowerPoint (graphic presentation) and are introduced to Access (data management). Using designs shared by the applications, students can quickly organize professional-looking documents and presentations. College credit is available for juniors and seniors through Missouri Baptist University.

MULTIMEDIA

037590

Grades: 9-12

MULTIMEDIA

1/2 CTE Credit

Prerequisite: None

This course provides the skills needed to create broadcast-quality video content. Students will learn audio and video digital editing techniques using Adobe Premiere. The students will learn a comprehensive set of tools to efficiently produce motion graphics and visual effects for film, video, multimedia and the web. As a final project, the student will create a multimedia project for an organization within the school. Students will use their writing, design, photography and audio/video skills to develop a concept, produce separate elements and finally, assemble and complete their project.

MULTIMEDIA 2: DIGITAL PRODUCTION 037290

Grades: 9-12

MULTIMEDIA2

1/2 CTE Credit

Prerequisite: Multimedia

This course is going to build upon the skills learned in Multimedia but will go much deeper into the focus on production. Students will learn about pre-production considerations and production techniques that were not learned before. Areas of focus will include: video space, time, composition, language, sound and communication, program planning and development, camera systems and operations, lighting tools, design and applications and audio. Also included will be a focus on directing and on new tricks in video editing.

NETWORK+ CERTIFICATION

037651/037652

NETWORK+

Grades: 11-12

1 CTE Credit

Prerequisite: None

This course provides students with the core understandings necessary to prepare for and pass the CompTIA Network+ Certification Exam. This curriculum and the certification represents, recognized internationally as a standard for entry level network technicians, prepare as a student with the skills and knowledge to implement a defined network architecture with basic network security. Furthermore, students will learn to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purpose of network technologies. Students will be able to make basic solution recommendations, analyze network traffic, and be familiar with common protocols and media types.

WEB DESIGN 1

037570

Grades: 9-12

WEB DESIGN 1

1/2 CTE Credit

Prerequisite: None

Web Design 1 provides the student with a solid knowledge base to design, build, manage and publish dynamic content for the web. This course focuses on the overall production process with particular emphasis on design elements involving layout, navigation and interactivity. The students will create web pages that effectively communicate a message to a variety of audiences. Prior computer experience is recommended.

WEB DESIGN 2

037580

Grades: 9-12

WEB DESIGN 2

1/2 CTE Credit

Prerequisite: Web Design 1

A continuation of Web Design 1, Web Design 2 focuses on the advanced techniques for communicating a message via the web. These techniques include vector animation, templates and forms, applying spry menus and other behaviors. College credit is available through an articulation agreement with St. Louis Community College.