

BUSINESS & INFORMATION TECHNOLOGY EDUCATION

The Business & Information Technology Department's goal is to provide courses for students that are relevant, realistic, and current with technology and business practices.

Business Courses

Foundations of Business & Management

Honors Business & Management (CHS)

Marketing & Advertising

Small Business Management

Accounting Courses

Accounting 1

Accounting 2

Honors Accounting 3 (CHS)

Personal Finance

Computer Courses

Microsoft Office Apps 1

Microsoft Office Apps 2

Honors M.O. App 3 (CHS)

Web Page Design

Honors Web Design (CHS)

Mobile Apps Technology

BNY Mellon / CCAC Early College Program	
<ul style="list-style-type: none"> Earn up to 18 FREE college credits at CCAC (credits easily transfer to other schools). Potentially earn a professional certificate to help you get a better-paying job. Take one of the classes below to get started. See Mrs. Sprys or Mr. Sorby for more information. 	
CCAC Early College Program	Must take to be eligible: (need one class)
Accounting Track	<ul style="list-style-type: none"> Accounting (any level)
Business Management Track	<ul style="list-style-type: none"> Foundations of Business. & Mgmt Honors Business & Mgmt* Small Business Mgmt Marketing & Advertising

HONORS BUSINESS & MANAGEMENT (CHS)**Credit Value: .5****(College in High School - Carlow)****(#5020)****Periods Per Week: 5****Semester: Either****Prerequisites: 80% or higher in another business course or previous or current enrollment in any Honors/CHS course****Open to Grades: 10, 11, 12**

This College in the High School business course is designed to be an introduction to the fields of business and management, while providing an opportunity to explore possible career options. General business concepts including business structures, global commerce, economics, and social responsibility will be investigated. Additionally, students will build a working knowledge of crucial aspects of running and managing business such as production, business operations, marketing and technology. Management theories, including entrepreneurship, management functions, ethics and human relations, will be studied while emphasizing communication and teamwork. An interview with a small business owner is required to enrich student learning. Lastly, the culmination of the course is the creation of an abbreviated business plan in small groups. Seeking CHS credit is optional. *This course is the Honors version of Foundations of Business & Management.

College/University: Carlow University (May be accepted as an elective at other institutions)**Course Equivalent/Credits:** BSM 103: Introduction to Business & Management / 3 credits**Cost:** \$75 per credit/\$225 (2023-24)**Registration Deadline:** See instructor for deadline**Requirement for credit:** Final grade of a C (71.5%) or better.**Summer Assignment:** No

**FOUNDATIONS OF BUSINESS
& MANAGEMENT****Credit Value: .5****(#5130)****Periods Per Week: 5****Semester: Either****Prerequisites: None****Open to Grades: 9, 10, 11, 12**

This course explores the world of business to learn about the wide range of business careers available to you. You will discover the basics of business decisions, international business, the banking system, how technology impacts business, types of businesses, small business management, and more. Projects and activities take a detailed look at marketing decisions, management and leadership, and individual career possibilities and their important roles in business and society.

*For a more challenging version of this class, that carries CHS weighting, consider taking Honors Business & Management.

SMALL BUSINESS MANAGEMENT

(#5140)

Periods Per Week: 5
Prerequisites: None**Credit Value:** .5**Semester:** Either
Open to Grades: 10, 11, 12

Do you want to be your own boss and own your own business? How about becoming a manager? Learn about how entrepreneurs start, manage, market, finance and make decisions for a small business. The creation and presentation of a fictitious company's business plan (abbreviated) is used to provide the opportunity to experience, first-hand, all of the necessary decisions for starting and running a small business. The resulting artifact may be used as a part of students' Career Readiness portfolio and help students prepare for the real world and their post high school education. Students will also present elevator speeches, Shark Tank-style. There are many different management styles: which style would you have?

MARKETING & ADVERTISING

(#5115)

Periods Per Week: 5
Prerequisites: None**Credit Value:** .5**Semester:** Either
Open to Grades: 9, 10, 11, 12

Have you ever seen the same ad on TikTok again and again? Why do *Air Pods* cost so much, is it because of quality or simply the brand name? Marketing & Advertising provides an overview of the four main elements of marketing: deciding on a good or service to sell, its price, where to sell it, and how to promote the product with a focus on current trends in advertising and social media platforms. This semester course will use case studies to explore why businesses choose to sell particular products, make branding and packaging decisions, and create a social media presence to reach customers. We will discuss advertising and promotional strategies in detail. Several projects including the creation of a Promotional Campaign will be an integral part of this course, creating a hands-on learning environment.

PERSONAL FINANCE

(#5110)

Periods Per Week: 5
Prerequisites: None**Credit Value:** .5**Semester:** Either
Open to Grades: 10, 11, 12

Enroll in the most useful class you could ever take! Learn how to organize your financial future in one semester. Personal Finance teaches how to make wise financial decisions, starting with creating a short-term financial goal (non-financial goals are accepted if you don't have a job). Topics covered include keeping and balancing your online checkbook, budgeting, analyzing credit opportunities, credit scores and reports, savings and investing basics, insurances, federal taxes, consumer skills, and more. These are essential "life skills" that young people often fail to establish in the early wealth-building years. A virtual simulation software is also utilized, providing the ability to make real life financial decisions.

ACCOUNTING 1**(#5000)****Period Per Week:** 5
Prerequisites: None**Credit Value:** .5**Semester:** Either
Open to Grades: 9, 10, 11, 12

Did you know that Accounting is one of the fastest growing and highest paying fields in the country? If you are considering a career in business or becoming a small business owner, then this course is for you. Accounting 1 is a single semester course that will give you essential business skills, including a strong foundation of accounting fundamentals, the basics of financial analysis, record keeping, and financial reporting. Also, by using a connected system of online work papers and software applications, you will gain an understanding of accounting information systems.

Successful accounting students may pursue more advanced accounting skills by advancing through Accounting 2 & Honors Accounting 3 and may earn college credit.

ACCOUNTING 2**(#5005)****Periods Per Week:** 5
Prerequisites: 70% or above in Accounting 1**Credit Value:** .5**Semester:** Either
Open to Grades: 9, 10, 11, 12

If you felt “balanced” in Accounting 1, then you should take this semester long course. A more in-depth exploration of accounting procedures and trends builds upon the knowledge gained in Accounting 1. In Accounting 2, students will learn to use Special Journals and analyze different transactions such as issuing stock, depreciation, and inventory management. Students will complete an Accounting Simulation that reviews the accounting cycle and allows students to perform daily procedures as they would in a real business setting. Accounting 2 provides a great opportunity for students to assess their interests in accounting and finance as a potential career. Successful accounting students may pursue more advanced accounting skills by advancing through Honors Accounting 3 and may earn college credit.

HONORS ACCOUNTING 3**(College in High School - Carlow)****(#5010)****Periods Per Week:** 5
Prerequisites: 89% or above in Accounting 2**Credit Value:** .5**Semester:** Either
Open to Grades: 10, 11, 12

Honors Accounting 3 is perfect for the student who has acquired a strong interest in accounting or finance and plans to pursue one of these fields in college. Students will learn more in-depth accounting procedures for corporations such as uncollectible accounts, dissolutions of partnerships, and corporate financial statements. In addition, business simulations, internet projects, and online working papers will play an integral part of this class.

Students have the opportunity to take this course as a **College in High School** course and receive university /college credit upon successful completion of the course requirements.

College/University: Carlow University (May be accepted at other universities /colleges)
Course Equivalent/Credits: Carlow University ACC104 Introduction to Financial Accounting/ 3 credits
Cost: \$75 per credit/\$225 (2023-24)
Registration Deadline: See Teacher
Summer Assignment: No

MICROSOFT OFFICE APPLICATIONS 1**Credit Value: .5****(#5100)****Periods Per Week: 5**
Prerequisites: None**Semester: Either**
Open to Grades: 9, 10, 11, 12

Did you know that businesses, colleges, scientific fields, and other industries do not use Google Docs or Slides? Make your career in any occupation or industry and college easier and more successful with basic knowledge of Microsoft Word, Excel and PowerPoint, with an overview of Access. Microsoft Office Applications 1 is a hands-on course providing an introduction to office technology software using Microsoft 365. Students will also be exposed to concepts such as file management, computer and internet basics and internet research. Throughout the course students will create an array of projects from flyers and newsletters, to creating and formatting company spreadsheets, databases and multimedia presentations.

Completion of this course allows enrollment into an advanced level of this course, Microsoft Office Applications 2. Beyond that, taking Honors Microsoft Office Applications 3 is available to College in High School credit at LaRoche University.

MICROSOFT OFFICE APPLICATIONS 2**Credit Value: .5****(#5101)****Periods Per Week: 5**
Prerequisites: 60% or above in Microsoft Office Appl. 1**Semester: Either**
Open to Grades: 9, 10, 11, 12

This hands-on course will introduce more projects using Microsoft 365. Creating formal proposals and professional form letters will benefit students in the chosen career path. Advanced charts and formulas as well as creating amortization tables (information about paying back loans) in Excel will be explored. Why not learn how to make professional-looking PowerPoint presentations? Students will create presentations with web integration, advanced animations, charts, and more will also be taught as every business and college student must conduct presentations. Topics in Microsoft Publisher will also be covered on how to construct exciting publications, design creative newsletters, and make interesting tri-fold brochures.

Students earning an 89% or higher in Microsoft Office Applications 2 are eligible for college credit by moving on to Honors Microsoft Office Applications 3 (CHS).

MICROSOFT OFFICE APPLICATIONS 1 & 2**Credit Value: 1.0****(#5102)****Periods Per Week: 5**
Prerequisites: See above**Semester: Both**
Open to Grades: 9, 10, 11, 12

**HONORS MICROSOFT OFFICE
APPLICATIONS 3****Credit Value: .5****(College in High School - La Roche)
(#5103)****Periods Per Week: 5****Semester: Either****Prerequisites: 89% or above in Microsoft Office Appl. 2****Open to Grades: 10, 11, 12**

Honors Microsoft Office Applications 3 will introduce advanced projects that will be added to the student's portfolio. Some concepts explored include creating online forms, creating blog posts, using macros, multi-media presentations and advanced Internet skills. Students will work with more advanced concepts in Microsoft 365 to create personalized career documents for future use.

Students have the opportunity to take this course as a **College in High School** course through LaRoche University's Scholar program and receive college credit upon successful completion of the course requirements.

College/University: La Roche University (May be accepted at other universities /colleges)**Course Equivalent/Credits:** La Roche University ISTC1005 / 3 credits**Cost:** \$235 (2023-24)**Registration Deadline:** See Teacher**Summer Assignment:** No

WEB PAGE DESIGN**Credit Value: .5****(#5145)****Periods Per Week: 5****Semester: Either****Prerequisites: None****Open to Grades: 9, 10, 11, 12**

This course is designed as an introduction to web page design and will provide students with the basics of creating a personal web site using various online tools, the basics of HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). Students will be introduced to the planning and designing of effective web pages, along with the concepts of enhancing their pages using text formatting, hyperlinks, image maps, forms, images, and other multimedia elements. At the end of this course students will have a fully functional personal multi page website. Prior knowledge of HTML or web design is not required.

Time will also be spent discussing topics such as the Internet and its impact on our lives, technological history, and careers related to the technology field.

HONORS WEB PAGE DESIGN**Credit Value: .5****(College in the High School - Pitt)****(#5148)****Periods Per Week: 5****Semester: Either****Prerequisites: Enrolled in an honors level course or
89% or above in Web Page Design****Open to Grades: 10, 11, 12**

Honors Web Page Design is a fast pace, college level introduction course to web page design. This course will provide a basic understanding of the methods and techniques of developing a simple to moderately complex Web site. Using the standard HTML and CSS, students will be instructed on creating and maintaining a simple web site. To further enhance the sites, Java Script, will be introduced. Finally, web site design and layout techniques as well as basic search engine analysis will be added to enhance the students practical design skills.

Students have the opportunity to take this course as a **College in High School** course and receive university /college credit upon successful completion of the course requirements.

College/University: University of Pittsburgh**Course Equivalent/Credits:** University of Pittsburgh CA0134 / 3 credits**Cost:** \$75 per credit/\$225 (2023-24)**Registration Deadline:** See Teacher**Summer Assignment:** No

MOBILE APPLICATIONS TECHNOLOGY**Credit Value: .5****(#5155)****Periods Per Week: 5****Semester: Either****Prerequisites: None****Open to Grades: 9, 10, 11, 12**

Have you ever wanted to create your own app? Smart phones and tablets have changed the way the world uses technology to communicate, conduct business, enjoy entertainment, and use educational tools. Students will use these skills to create live, functioning apps that will operate on mobile devices. In the first part of the course students will learn to use these powerful tools and to evaluate existing apps. After gaining an understanding of the technology, students will learn the steps of the app development cycle and basic programming language.