

BUSINESS

0303001 Semester 1
0303002 Semester 2

ACCOUNTING I
Prerequisite: None
Grades 10-12

1 Unit

Accounting is an essential course for anyone planning a college major in business or an immediate career in the business world. This course is especially appropriate for small business (single ownership or partnership) operation. Emphasis is placed on why financial records are kept, how they are kept, and how to use them as guidelines for decision making. **Internet use is an integral part of this course.** *Qualifies for articulated Associate of Applied Science (A.A.S.) credit at St. Charles Community College (not A.A. transfer credit).*

0303051 Semester 1
0303052 Semester 2

ACCOUNTING II
Prerequisite: Successful completion of Accounting I or teacher recommendation
Grades 11-12

1 Unit

In this second-year accounting course, students will apply the basic principles learned in the first-year course to methods commonly found in business, especially corporations. Students will prepare and analyze financial statements and budgets, and use computers to further explore accounting. This course helps students match the rapid pace of college accounting required for any business degree and to be better qualified for an entry-level accounting job. **Internet use is an integral part of this course.** *May qualify for dual credit at Lindenwood University.*

0303271 Semester 1
0303272 Semester 2

AP ECONOMICS (AND PERSONAL FINANCE*) – NCAA-approved
Prerequisite: None
Grades 11-12

1 Unit

The purpose of the AP Economics course is to give students a thorough understanding of the principles of micro and macro economics that apply to the functions of individual decision makers, both consumers and producers, within the economic system. It places primary emphasis on the nature and functions of product markets, and includes the study of factor markets and of the role of governments in promoting greater efficiency and equity in the economy. The study of national income and price-level determination and also developing students' familiarity with economics performance measures, the financial sector, stabilization policies, economic growth, and international economies will be included. Students are expected (although not required) to take the Advanced Placement Micro Economics and Macro Economics exams.

*The personal finance proficiency test will be administered in accordance with the state graduation requirements. Students must pass the proficiency test with a 70% or higher and maintain a B grade average in AP Economics in order to gain credit for personal finance.

BUSINESS COMPUTER PROGRAMMING I

See Computer Science and Software Engineering

0303753

BUSINESS COMPUTER PROGRAMMING II
Prerequisite: Business Computer Programming I
Grades 9-12

.5 Units

This course is a continuation of Business Computer Programming I and focuses on more advanced programming skills including how to test monitor, debug and maintain computer programs. Students will explore the world of game programming and learn how to write their own code. **Internet use is an integral part of this course.** *Qualifies (in conjunction with Business Computer Programming I) for articulated Associate of Applied Science (A.A.S.) credit at St. Charles Community College (not A.A. transfer credit).*

0303153

BUSINESS ENTREPRENEURSHIP / JUNIOR ACHIEVEMENT **.5 Units**

Prerequisite: None
Grades 11-12

The primary goal for this course is to introduce students to our nation's free enterprise system, the operation of small businesses and entrepreneurs and the impact of the economy and marketing trends on business. The students will operate a student company (or corporation) in which they will decide what product to sell, calculate its retail price, how to market the item, and how much profit (or loss) was made. Students will share the profits of the company for the semester. All textbook materials are provided by Junior Achievement. *Qualifies (in conjunction with Introduction to Business) for articulated Associate of Applied Science (A.A.S.) credit at St. Charles Community College (not A.A. transfer credit).*

0303501 Semester 1	BUSINESS TECHNOLOGY	1 Unit
0303502 Semester 2	Prerequisite: None	
	Grades 11-12	

This course is designed to prepare students for college business classes and to develop the qualities, knowledge, and skills necessary for entry-level business employment. Areas of study include: Microsoft Office: Word, Access, Excel, PowerPoint, and Publisher; voice recognition software, iPads, resume writing, interview skills, 21st Century technology, movie making, and much more. Senior students enrolled in this course may obtain a part-time business job as described in Business/Cooperative Work Experience. **Internet use is an integral part of this course.**

0303651 Semester 1	BUSINESS/COOPERATIVE WORK EXPERIENCE	1-2 Units
0303652 Semester 2	Prerequisite: Enrollment in Business Technology	
	Grade 12	

Students receive on-the-job training in a business/office situation. The instructional program is planned, supervised, and evaluated by both the teacher-coordinator and the employer. One unit of credit is earned for working 10 to 19 hours each week. Two units of credit are earned for working 20 or more hours each week. The amount of credit may be different each semester.

0304053	DESKTOP PUBLISHING	.5 Units
	Prerequisite: None	
	Grades 9-12	

Students develop proficiency in using desktop publishing software to create a variety of business and promotional publications such as: newsletters, CD covers, marker boards, flyers, greeting cards, menus, magazine covers, and calendars. The course includes: desktop publishing terminology, current desktop programs and digital images to create typefaces, layouts and graphics. It is strongly recommended that students have taken Introduction to Computer Applications prior to taking this course. **Internet use is an integral part of this course.** *Qualifies for articulated Associate of Applied Science (A.A.S.) credit at St. Charles Community College (not A.A. transfer credit).*

0304063	DESKTOP PUBLISHING II	.5 Units
	Prerequisite: Successful completion of Desktop Publishing I	
	Grades 9-12	

Desktop Publishing II is the continuation of Desktop Publishing I. Students will develop advanced desktop publishing skills using industry standard software such as Adobe Photoshop, Adobe InDesign, and Adobe Illustrator. Students will gain the skills necessary to communicate effectively using desktop publishing software while producing personal and professional publications. Skills will be attained to design and edit computer graphics and images as well as concentrate on graphic manipulation and photo editing. Completion of Desktop Publishing II can lead to accreditation as an Adobe Certified, Associate in Visual Communication (ACA) which is an Industry Recognized Credential beneficial to students entering the field of technology after graduation.

0303301 Semester 1	INTRODUCTION TO BUSINESS	1 Unit
0303302 Semester 2	Prerequisite: None Grades 9-10	

A practical presentation of basic business principles. Students will explore all aspects of the business world including: marketing, management, finance, economics, ethics and social responsibility, possible careers and technology used. Workplace communication and leadership skills will be taught throughout the class. This course will also serve as a preview to all other courses offered in the business department. **Internet use is an integral part of this course.** *Qualifies (in conjunction with Business Entrepreneurship/ Junior Achievement or Personal Finance for articulated Associate of Applied Science (A.A.S) credit at St Charles community college (not A.A. transfer credit).*

0304003	INTRODUCTION TO COMPUTER APPLICATIONS	.5 Units
	Prerequisite: None Grades 9-12	

This semester course introduces students to basic keyboarding skills while working in the Windows Operating System and the business applications Microsoft Word, Excel, and PowerPoint. Learning many timesaving skills in Microsoft Office will be a powerful asset that will be a focus of this class. **Internet use is an integral part of this course. This course is strongly recommended for students interested in taking Desktop Publishing, Multimedia, or Web Page Design courses.**

0403801 Semester 1	MARKETING I	1 Unit
0403802 Semester 2	Prerequisite: None Grades 11-12	

This course is designed to introduce the student to the field of marketing, covering such topics as: advertising, promotions, product development, distribution, communication, human relations, and career exploration. Marketing students are strongly encouraged to join DECA, an Association of Marketing Students. This course is recommended for the college-bound student interested in marketing or business, as well as the non-college bound student interested in marketing occupations. Senior students enrolled in Marketing I may obtain a part-time job as described in Marketing/Cooperative Work Experience. **Internet use is an integral part of this course.** *Qualifies (if followed by Marketing II) for articulated Associate of Applied Science (A.A.S.) credit at St. Charles Community College (not A.A. transfer credit).*

0403901 Semester 1	MARKETING II	1 Unit
0403902 Semester 2	Prerequisite: Successful completion of Marketing I Grade 12	

This course is designed to give additional attention to the topics covered in Marketing I with an emphasis on personal selling, market research, pricing and entrepreneurship. This is a project-based course in which the students will have the opportunity to develop sales presentations, conduct a marketing research project as it relates to advertising, create a sales catalog using different pricing strategies and investigate the process of starting your own business. Marketing students are strongly encouraged to join DECA, an Association of Marketing Students. This course is recommended for the college and non-college bound student. Students enrolled in Marketing II may obtain a part-time job as described in Marketing/Cooperative Work Experience. **Internet use is an integral part of this course.** *Qualifies (in conjunction with Marketing I) for articulated Associate of Applied Science (A.A.S.) credit at St. Charles Community College (not A.A. transfer credit) and dual credit at Lindenwood University.*

0403851 Semester 1	MARKETING/COOPERATIVE WORK EXPERIENCE	1-2 Units
0403852 Semester 2	Prerequisite: enrollment in Marketing I or II (Marketing II students take first priority) Grade 12	

Students receive on-the-job training in a marketing/sales area of their choice. Marketing jobs provide educational opportunities beyond the school environment by working on an approved job site during the afternoon or evening. One unit of credit is earned for working 10 to 19 hours each week. Two units of credit are earned for working 20 or more hours each week. The amount of credit may be different each semester. This instructional program is planned, supervised, and evaluated by both the teacher-coordinator and employer.

0303903 **MULTIMEDIA I** **.5 Units**
Prerequisite: None
Grades 9-12

This course will introduce students to career and communication skills in digital video production, using Adobe tools. This project-based course will develop skills in the areas of project management and collaboration, design, research and communication, and professional video production. It is strongly recommended that students have taken Introduction to Computer Applications prior to taking this course. **Internet use is an integral part of this course.**

0303923 **MULTIMEDIA II** **.5 Units**
Prerequisite: Multimedia I
Grades 9-12

Multimedia II is the continuation of Multimedia I. Students will continue to develop skills in project management and collaboration, design, research and communication, and professional video production. Each project will add more challenging skills as students learn storytelling, capturing and editing video and audio, and finalizing content for DVD, web, or digital videotape. Completion of Multimedia II can lead to accreditation as an Adobe Certified Associate in Video Communication (ACA) which is an Industry Recognized Credential beneficial to students entering the field of technology after graduation. **Internet use is an integral part of this course.**

0303803 **PERSONAL FINANCE** **.5 Units**
Grades 11-12

Students will learn how to maximize their earnings, create a budget, plan for major expenditures, save for the future, invest wisely, and keep financial records. Students will learn about banking, taxes, credit, insurance, the stock market, and retirement accounts. Personal Finance prepares students to handle personal financial matters as a teenager and adult, including how to make money work for them. Students will be involved in a variety of simulations and classroom activities that can put them on the road to becoming an educated consumer. This course fulfills the state requirement for .5 credits of Personal Finance. *In conjunction with Introduction to Business, qualifies for articulated Associate of Applied Science (A.A.S.) credit at St. Charles Community College (not A.A. transfer credit).*

0303853 **PERSONAL FINANCE ONLINE** **.5 Units**
Grades 11-12

Beginning with the 14-15 school year, students have the opportunity to take Personal Finance online, in a blended learning environment, which means some of the coursework will be completed online and some of the coursework will be done in class with the teacher. This course will be offered at the beginning or the end of the day and will have limited enrollment.

Students will learn how to maximize their earnings, create a budget, plan for major expenditures, save for the future, invest wisely, and keep financial records. Students will learn about banking, taxes, credit, insurance, the stock market, and retirement accounts. Personal Finance prepares students to handle personal financial matters as a teenager and adult, including how to make money work for them. Students will be involved in a variety of simulations and classroom activities that can put them on the road to becoming an educated consumer. This course fulfills the state requirement for .5 credits of Personal Finance. *In conjunction with Introduction to Business, qualifies for articulated Associate of Applied Science (A.A.S.) credit at St. Charles Community College (not A.A. transfer credit).*

0303851 Semester 1
0303852 Semester 2

COMPUTER SCIENCE & SOFTWARE ENGINEERING 1 Unit

Prerequisite: None

Qualifies for Honors credit when a 6 or higher (9 maximum) is earned on the PLTW final exam. Grade 9-12

Computer Science & Software Engineering is the first of four computer science course offerings that are planned to be phased in over the next four years (see below for phase-in process) and are part of a curriculum known as Project Lead the Way (PLTW). This is a foundation course in the computer science curriculum sequence that offers a dynamic high school program providing students with real-world learning and hands-on experience. Students will create apps for mobile devices, automate tasks in a variety of languages, find patterns in data, and interpret simulations. Students collaborate to create and present solutions that can improve people's lives. This course meets the third course requirement of the PLTW Engineering sequence. After completing this course, students are eligible to sit for AP Computer Science test.

Proposed Phase-in Process and Sequence for PLTW Computer Science Courses:

2016-17 Computer Science Applications

Students collaborate to produce programs that integrate mobile devices and leverage those devices for distributed collection and data processing. Students analyze, adapt, and improve each other's programs while working primarily in Java™ and other industry-standard tools.

2017-18 Simulation and Modeling

Students create models and simulate social, physical, and biological systems. Students apply statistics and data analysis to understand systems and predict behavior, and they compare models to complex, real data. Students create simulations to communicate central ideas in the physical, biological, and social sciences and deepen their understanding of concepts in discrete math and computer science. This course emphasizes collaboration, professional writing, and the scientific method.

2018-19 Artificial Intelligence

Students will develop artificially intelligent systems that create solutions to real problems found in science and industry. Students analyze problems for computational difficulty and analyze solutions for computational efficiency. Students engage in a wide array of applications, including automated vehicles and computer vision.

0303103

WEB PAGE DESIGN I

.5 Units

Prerequisite: None

Grade 9-12

This course will cover the fundamental concepts of Web page design and creation, Web graphics and how the Internet and World Wide Web works. Students will design and develop Web pages using Web page editing/publishing software and optimize images for Web pages. Students will combine text images, sound, and interactivity to web pages. Students will be introduced to multimedia software. It is strongly recommended that students have taken Introduction to Computer Applications prior to taking this course. **Internet use is an integral part of this course.**

0303123

WEB PAGE DESIGN II

.5 Units

Prerequisite: Web Page Design I

Grade 9-12

This course is a continuation of Web Page Design and focuses on web site planning, usability, design, page layout and graphic preparation skills necessary to produce full-functioning web pages. Includes advanced examinations of Cascading Style Sheets (CSS), WYSIWYG editors and other web technologies. Students create several web examples, incorporating more complex features and skills. Internet use is an integral part of this course. **Internet use is an integral part of this course.**

0303203

YOU AND THE LAW

.5 Units

Prerequisite: None

Grades 11-12

This course is a combination of consumer and personal law, with a strong foundation of business law, making it especially relevant and useful in students' daily lives. The following law topics will be included: civil, criminal, contract, employment, family, and housing (concerning apartment rental). In addition, occupations in the legal field will be discussed. **Internet use is an integral part of this course.**