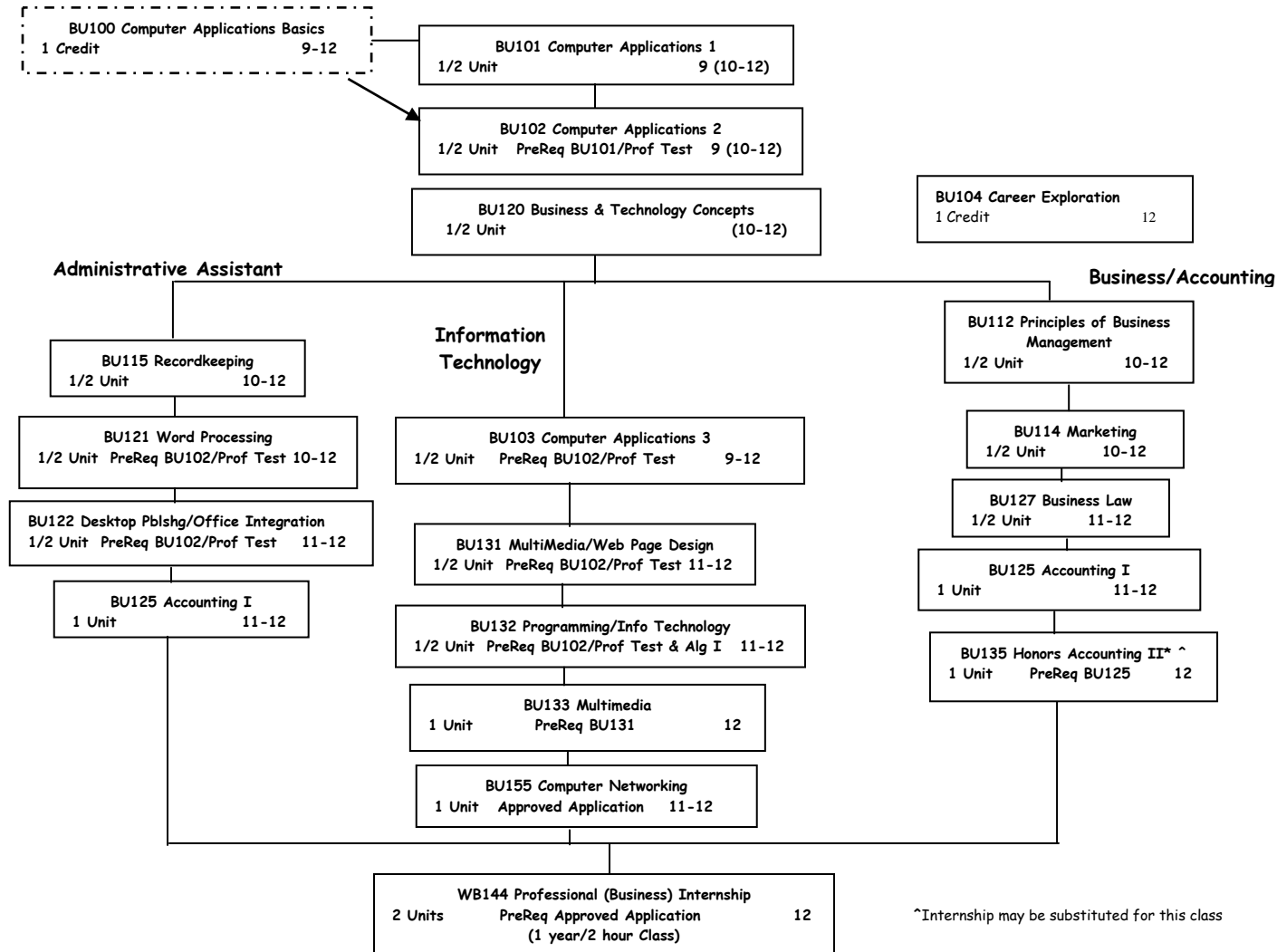


BUSINESS DEPARTMENT

Course		Level	Course		Level
BU100	Computer Applications Basics	9-12	BU125	Accounting I	11-12
BU101	Computer Applications 1	9-12	BU127	Business Law	11-12
BU102	Computer Applications 2	9-12	BU131	Web Page Design	11-12
BU103	Computer Applications 3	9-12	BU132	Programming/Information Technology	11-12
BU112	Principles of Business Management	10-12	BU133	Multimedia	12
BU114	Marketing	10-12	BU135	Honors Accounting II*	12
BU115	Recordkeeping	10-12	BU155	Computer Networking (KC)	11-12
BU120	Business & Technology Concepts	10-12	BU104	Career Exploration	12
BU121	Word Processing	10-12	BU141	Pre-Vocational Studies	10
BU122	Desktop Publishing	11-12	BU151/161	Vocational Studies I & II	11-12

Business Career Paths



COURSE NUMBER BU100 COMPUTER APPLICATIONS BASICS (SP810)

CREDIT: 1

PREREQUISITES: None

Grade: 9-12 **Strongly recommended for freshmen**

Students will learn keying skills in order to interact with the computer and to develop competencies for personal use. Basic computer operation will be learned as students become acquainted with word processing, spreadsheet, and database software.

**COURSE NUMBER BU101 COMPUTER APPLICATIONS 1
(Keyboarding & Formatting I – B201)**

CREDIT: 1/2

PREREQUISITES: None

Grade: 9-12 **Strongly recommended for freshmen**

Students will learn and build on keying skills in order to interact with the computer and to develop competencies for personal and business use. Basic word processing skills will be developed while learning to format reports, letters, memos, and tables. This class is designed for students with low or no keyboarding skills. Students with accurate keying skills of 25 words a minute or higher and a basic knowledge of word processing and formatting may bypass this course by passing a proficiency test. *(Students may enroll and receive 3 hours dual credit for OFTC 110.)*

**COURSE NUMBER BU102 COMPUTER APPLICATIONS 2
(Computer Concepts & Software Applications – B202)**

CREDIT: 1/2

PREREQUISITES: Passed BU101 Computer Applications 101 or BU101 Proficiency Test

Grade: 9-12 **Strongly recommended for freshmen**

Students will learn to access the Internet, perform Web searches, and use E-Mail. Using Microsoft Office software, students will refine word processing skills while reinforcing formatting competence and develop skills in using graphics, spreadsheet, and presentation graphics software. Throughout the course, students will be enriching their computer vocabulary. This class is designed for students with adequate keyboarding skills and minimal application experience. *(Students may enroll and receive 4 hours dual credit for CITA 151.)*

**COURSE NUMBER BU103 COMPUTER APPLICATIONS 3
(Information Processing IA – B214A)**

CREDIT: 1/2

PREREQUISITES: Passed BU102 Computer Applications 102

Grade: 9-12 **Recommended for sophomores**

Students will utilize project-based learning to develop advanced Microsoft Office skills by integrating Word, Excel, and PowerPoint, and Access. Advanced skills will include: linking/embedding files/objects and importing/exporting from one application to another. Students will perform advanced Internet searches and use electronic communication to submit work to the instructor. Formatting expertise will be demonstrated through completion of various projects. This class is designed for students with adequate keyboarding skills and considerable application experience.

**COURSE NUMBER BU112 PRINCIPLES OF BUSINESS MANAGEMENT
(Business Technology Concepts B –B200B)**

CREDIT: 1/2

PREREQUISITES: None

Grade: 10-12

This course provides students with a sound fundamental introduction to the world of management and the skills needed to operate a successful business. It provides challenges faced in this rapidly evolving business environment. The course will stress concepts of management, marketing, finance, human relations, and communications skills. *(Students may enroll and receive 3 hours dual credit for BUSN 103 by completing this course and BU114 Marketing)*

COURSE NUMBER BU114 MARKETING**(Business Ownership/Management A –B224A)**

CREDIT: 1/2

PREREQUISITES: Passed BU102 Computer Applications 102

Grade: 10-12

This Internet-driven course will provide students with the fundamental principles and concepts of marketing. Students will develop critical thinking and decision-making skills through the application of marketing principles and will relate marketing principles to a diverse population and global society. All areas of marketing will be addressed with special emphasis on the sports and entertainment marketing industries. Computer simulations, cooperative learning, lecture/discussion, in-class activities, student projects, student presentations, and a culminating final project covering all topics discussed throughout the semester will be utilized through the duration of the course. *(Students may enroll and receive 3 hours dual credit for BUSN 103 by completing this course and BU112 Principles of Business Management)*

COURSE NUMBER BU115 RECORDKEEPING**(Information Processing II B - B215B)**

CREDIT: 1/2

PREREQUISITES: None

Grade: 10-12

Students wishing to develop a broad knowledge of business operations and the basic skills they will need to keep financial records in sales or support occupations would benefit from this course. A step-by-step approach will be used to master tasks using electronic spreadsheets, computerized recordkeeping methods, and Internet-related activities.

COURSE NUMBER BU120 BUSINESS AND TECHNOLOGY CONCEPTS (B200A)

CREDIT: 1/2

PREREQUISITES: None

Grade: 10-12

Business and Technology Concepts will provide an overview of being a citizen in a global economy. Procedures for recording and reporting financial data are introduced. Students cover such topics as budgeting, money management, wise use of credit, taxes, savings and investments and human services. Students may be introduced to topics and careers in financial services, marketing, or management. The use of the computer lab is incorporated into learning these skills. Successful completion of this course will satisfy the consumer education requirement.

COURSE NUMBER BU121 WORD PROCESSING (B215A)**(Information Processing II A - B215A)**

CREDIT: 1/2

PREREQUISITES: Passed BU102 Computer Applications 2

Grade: 10-12

Students will refine and greatly expand the skills they acquired in Computer Applications by developing strong advanced word processing skills. Emphasis will be placed upon problem solving and special applications. Through independent practice, students will improve keying skills to employable levels. *(Students may enroll and receive 3 hours dual credit for OFTC 111.)*

COURSE NUMBER BU122 DESKTOP PUBLISHING**(Information Processing IB – B214B)**

CREDIT: ½

PREREQUISITES: Passed BU102 Computer Applications 2

Grade: 11-12

Students will use desktop publishing software to create newsletters, calendars, brochures, advertisements, and other business documents. Students will be exposed to different imaging programs for use in documents. Students will use created images and the internet to research information for use in various projects. Students will create and design their own business to create professional desktop publishing documents. Students will create cover letters, thank you letters and resumes to develop employability skills. *(Students may enroll and receive 3 hours dual credit for CITA 244.)*

COURSE NUMBER BU125 ACCOUNTING I (B204)

CREDIT: 1

PREREQUISITES: None--Recommended: Passed BU102 Computer Applications 2

Grade: 11-12

Accounting is said to be the "language of business". Students will learn that accounting is important to everyone not just accountants. All businesses must keep records and financial information. Using both manual and computerized methods, steps in the accounting cycle for a service and merchandising business will be studied. To enhance each cycle, a project will be completed using real-life forms and documents. *(Students who complete both BU125 and BU135 may receive 3 hours dual credit for ACCT 100.)*

COURSE NUMBER BU127 BUSINESS LAW**(Business Ownership/Management B – B224B)**

CREDIT: 1/2

PREREQUISITES: None

Grade: 11-12

Business Law focuses on both the substance and the process of our legal system and reflects many social and ethical issues. Students will become familiar with contracts, the buyer and seller relationship, bailments, the debtor and creditor relationship, as well as a variety of other law topics. Actual legal cases are studied and the rules of law are discussed and analyzed.

COURSE NUMBER BU131 WEB PAGE DESIGN**(Computer Operations & Programming IB – B254B)**

CREDIT: 1/2

PREREQUISITES: Passed BU102 Computer Applications 2

Grade: 11-12

Students will strengthen advanced Web searching skills and use other advanced Internet features. Students will use the HTML language with commercial software to design and create web pages. Students will be introduced to FrontPage to create and present web pages. Students will also be introduced to image modification programs used in designing web pages. *(Students who complete both BU131 and BU133 may receive 6 hours dual credit for CITW 110 and CITW 115.)*

COURSE NUMBER BU132 PROGRAMMING/INFORMATION TECHNOLOGY**(Computer Operations & Programming IA – B254A)**

CREDIT: 1/2

PREREQUISITES: Passed BU102 Computer Applications 2

Passed 2 semesters of Algebra I or shows evidence of strong problem solving skills

Grade: 11-12

Students use structured programming principals to design business programs for input/output, arithmetic, and logic operations. Related concept chapters provide a foundation for how the computer actually processes data and how hardware, software, procedures, and people work together in an information processing installation. BU132 is part of an articulated program with Kaskaskia College.

COURSE NUMBER BU133 MULTIMEDIA**(Web Page & Interactive Media I – B284)**

CREDIT: 1

PREREQUISITES: Passed BU131 and/or BU122 & Instructor's Approval

(Completed application, limited class size)

Grade: 12

This course is designed to provide students the opportunity for real-world application of the techniques learned in Web Page Design and/or Desktop Publishing. This course replaces Advanced Web Page Design and still covers the new instruction of Dream Weaver, Flash, and Photoshop. Workplace skills as well as communication skills (thinking, listening, composing, revising, and editing) will be integrated throughout this course. Enrolled students will be responsible for the school's photography, press releases, school newsletter, and the school's website. Students interested in journalism or who have strong writing skills are also encouraged to apply. *(Students who complete both BU131 and BU133 may receive 6 hours dual credit for CITW 110 and CITW 115.)*

COURSE NUMBER BU135 HONORS ACCOUNTING II* (B205)

CREDIT: 1

PREREQUISITES: Passed Accounting I **or if** Independent Study: Consent of instructor

Grade: 12

Students will apply basic accounting concepts and procedures to corporate merchandising and manufacturing businesses. Both financial and managerial accounting concepts will be covered. Selected problems will be completed manually while others will be completed using computerized methods. A computerized practice set will be completed. Independent Study may be an on-line course with KC (*Students who complete both BU125 and BU135 may receive 3 hours dual credit for ACCT 100.*)

COURSE NUMBER BU155 COMPUTER NETWORKING (B274)

CREDIT: 1

PREREQUISITES: Approved Application

Grade: 11-12

This class is taught at Kaskaskia College by KC instructors during the Fall Semester. The student will be responsible for Kaskaskia College tuition, lab, and book fees. Through dual credit, the student will receive both Centralia High School and Kaskaskia College credit. Enrollment may be limited based upon the participation of other high schools in the Kaskaskia College district. Applications for the program may be picked up from counselor. The following course descriptions are taken from the official Kaskaskia College website:

CITN 112 A+ Certification This course will prepare the student to master the A+ Certification Exam. The student will gain knowledge, skills, and customer relation expertise for a successful computer service technician. (Course prepares students to pass the A+ Certification Examinations.) 4 Hours Credit at KC

CITN110 Cisco Networking Basics Cisco Networking Basics is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. This course introduces Cisco Networking Academy Program students to the networking field. The course focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open Systems Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. 4 Hours Credit at KC

COURSE NUMBER BU104 CAREER EXPLORATION (600)

CREDIT: 1

PREREQUISITES: Grade: 12

This year-long course is designed to assist young adults to successfully graduate from high school and start on a solid career path. A smooth transition from school-to-career is the goal. Main topics include career development, job attainment, job survival, basic skills in written and verbal areas, math calculations, leadership and self-development. Students accepted and enrolled in WB141 Cooperative Work must concurrently be enrolled in this course.

COURSE NUMBER BU141 PRE-VOCATIONAL STUDIES BASICS (SP800)

CREDIT 1

PREREQUISITES:

Grade: 10

A study of basic work skills required in getting and holding a job will be covered. Students within the cross-categorical program will learn how their personality, skills, aptitude and attitude, affect job performance and career evaluations. Students will familiarize themselves with a variety of careers that are available in the working world.

COURSE NUMBER BU151 VOCATIONAL STUDIES I BASICS (SP803)

CREDIT: 1

PREREQUISITES: BU141 Pre-Vocational Studies

Grade: 11-12

This class will help students within the cross-categorical program improve job-related skills. Students will work with such practical procedures such as reading help wanted ads, completing job applications, and recognizing positive and negative behaviors during an interview. Class time will be spent discussing work values, getting along with others on the job, and going over the components of a resume. This course meets the State Consumer Education requirement.

COURSE NUMBER BU161 VOCATIONAL STUDIES II BASICS (SP803)

CREDIT: 1

PREREQUISITES: BU151 Vocational Studies I

Grade: 12

This class will help students within the cross-categorical program gain experience developing and writing a resume and letters of application. Students also will do activities and complete evaluations that will help prepare them to know at which job/career fields they would be most successful. The class will include activities and projects about budgeting, checking accounts, using credit wisely, and finding their own place to live. This course meets the State Consumer Education requirement.