

Business and Computer Sciences

Pathways and Courses	Grades	Prerequisites
Business, Management, and Administration		
General Business	9, 10, 11, 12	
Personal Finance	10, 11, 12	
Accounting	10, 11, 12	
Entrepreneurship	10, 11, 12	
Sales and Marketing	10, 11, 12	
Business Law 1	10, 11, 12	
Business Law 2	10, 11, 12	Business Law 1
Information Technology		
Web Page/Game Design	10, 11, 12	Digital Foundations (formerly Keyboarding 1 & 2)
Coding 1 (Programming 1)	9, 10, 11, 12	Algebra
Coding 2 (Programming 2)	9, 10, 11, 12	Coding 1 (Programming 1)
Coding 3 (Programming 3)	9, 10, 11, 12	Coding 2 (Programming 2)
AP Computer Science	11, 12	Coding 3 (Programming 3)
Foundational Knowledge and Skills		
Digital Foundations (formerly Keyboarding 1 & Keyboarding 2)	9, 10, 11, 12	
Digital Literacy (formerly Digital Literacy/ Computer Applications)	10, 11, 12	Digital Foundations (formerly Keyboarding 1 & Keyboarding 2)
Work Experience & Employment Skills	11, 12	Offered in Business and Work Experience Departments
Business Teacher's Aide	10, 11, 12	

BUSINESS, MARKETING EDUCATION AND COMPUTER SCIENCES

The purpose of business and marketing education is to provide instruction in the basic principles of business. Through a variety of business courses, students study personal finance, develop techniques for making wise consumer decisions, master economic principles, and learn how businesses operate. In addition, business educators play a prominent role in developing the knowledge, skills, and attitudes necessary for students to succeed in the workforce. The multifaceted discipline of business and marketing education includes subject matter areas focusing on the functional areas of business (management, marketing, finance, accounting, entrepreneurship), factors affecting business (economics, international business, business law), acquiring basic skills (information technology and communication), and examining business from different perspectives. Information technology is one of the most important components of business and marketing education. In this critical area, students learn to use computers and related software applications, as tools, to accomplish the major functions of business

Business, Management, and Administration Pathway

GENERAL BUSINESS "T"

Elective: 9, 10, 11, 12

Length of Course: One Trimester

Prerequisite: None

This course is designed to introduce students to the exciting world of business. Areas of interest will include types of businesses, how businesses make money, how businesses interact with their community and other businesses, and what it takes to be a successful businessperson. Upon completion of this course you will be issued a Tech Prep certificate if you meet Tech Prep requirements. This will allow you to bypass certain classes at St. Cloud Technical and Community College.

PERSONAL FINANCE "T"

Elective: 10, 11, 12

Length of Course: One Trimester

Prerequisite: None

"Who wants to be a millionaire"? Learn how in this class by applying practical personal finance procedures. Areas covered are as follows: careers, gross and net pay, budgeting, preparing income tax returns, checking and banking services, various investments, insurance needs and coverage, using credit and consumer loans. Guest speakers visit this class and share their knowledge and experiences.

ACCOUNTING "T"

Grade 10, 11, 12

Length of Course: One trimester

Prerequisite: None

Accounting is the language of business! If you are thinking of any Business Major in college, this class is a must! This course is designed for the college/community college/business school student and anyone interested in running their own business. In this course you will develop an understanding of the basic principles of the accounting cycle, working with accounting procedures that are used in the workplace today. You will also learn about the wide variety of careers available to someone with an accounting background.

ENTREPRENEURSHIP

Elective: 10, 11, 12

Offered: One Trimester

Prerequisite: None

If you've ever thought of having your own construction company, day care center, hair and nail salon, or dental office, this class will help you learn what is needed. You will learn how to figure out how much money is needed to start your business and where it might come from. You'll learn about planning, government helps and requirements, taxes, and necessary reports and data to make your business successful. The class gives you the privilege of working in the school store for a hands-on experience in working with small business and using your ideas to make it more successful. What is the best way to motivate people so that your business can grow and be successful? How do you find and hire great employees? This class examines the functions of managers in making a business successful. You'll be introduced to human resource issues, learn how to give and take dynamic interview. You'll get to hone your skills by participating in the school coffee shop.

SALES AND MARKETING

Grade 10, 11, 12

Length of Course: One trimester

What makes an ad "good"? Do you want to become a successful salesperson? How can you figure out what consumers want and if they will buy your new product or service? In this class we will explore these topics and also investigate methods for setting the right price, and determining the right promotion strategies.

BUSINESS LAW 1 (Criminal & Civil Law)

Grade 10, 11, 12

Length of Course: One trimester

"Ignorance of the law is no excuse." Know your rights and responsibilities in everyday business transactions. Law enforcement and court procedures are studied through participation in jail/police department class trips, mock trial, and contact with legal and law enforcement professionals. We will study the law of crimes and torts (criminal and civil law).

BUSINESS LAW 2 (Contract Law)

Grade 10, 11, 12

Length of Course: One trimester

Prerequisite: Business Law 1

Every year you make hundreds of business contracts without even knowing it! You are bound by these contracts whether you know the law or not. In this class you will find out how people and businesses

rely on these contracts every day. You will also find out what rights you have as a minor and how to protect yourself. This course may include a courtroom observation field trip.

Information Technology

WEB PAGE/GAME DESIGN

Grade 10, 11, 12

Length of Course: One trimester

Prerequisite: *Suggested* Digital Foundations (formerly Keyboarding 1 & 2)

The use of web pages has become a universal tool that businesses and individuals use every day. Students will be given the opportunity to learn design and management skills for web page creation. We will use a variety of web editors and software to fit individual needs. Ethics, uses, software, layout, graphics, animation, and multimedia technology are some areas that will be covered in this course. In addition, we will use game design software to create your own simple games.

CODING 1 (Programming 1)

Grade 9, 10, 11, 12

Length of Course: One trimester

Prerequisite: Algebra I prior to or during this course.

The world is in need of people who can make the computer do what they want it to do. Programming is different from using programs or applications that someone else has written. You are the creator or author of the program. You will learn "BASIC" commands needed to write programs, and no previous experience is required. If you already know some "BASIC", it simply means you may be able to write more complex programs. You may follow this course with Coding 2 (Programming II.)

CODING 2 (Programming 2)

Grade 9, 10, 11, 12

Length of Course: One trimester

Prerequisite: Algebra I and Programming 1

In this course we will be adding on to what you have learned in Programming I, but we will be using a different language, Alice. It is more of an object-oriented programming language and similar coding to Java. You may follow this course with Programming III.

CODING 3 (Programming 3)

Grade 9, 10, 11, 12

Length of Course: One trimester

Prerequisite: Algebra I and Programming 2

Write your own programs and create the text boxes, check boxes, option buttons, command buttons and pull-down menus. You are in charge of making it colorful and user friendly. You will need knowledge of the "BASIC" language learned in Programming I and II. This is an introductory course in Visual Basic.

AP COMPUTER SCIENCE

Grade 10, 11, 12

Length of Course: Three trimesters

Prerequisite: Programming I, II and III or equivalent experience

You will be creating Window's applications. Previous programming experience is required (preferably Programming I, II, & III). Java is today's most widely used programming language. Java is used for the course software. This is an introductory course to Java. Most course work is independent.

FOUNDATIONAL KNOWLEDGE AND SKILLS

DIGITAL FOUNDATIONS (formerly Keyboarding 1 and Keyboarding 2)

Grade 9, 10, 11, 12

Length of Course: One trimester

This course includes skills that everyone will use in our technology-rich life—in school, on the job, and at home. During this class you will learn the correct technique for the computer keyboard and develop speed and accuracy. Students will develop the skills that are used daily in business and college by using word processing applications. Spreadsheets and graphics/desktop publishing will be introduced. Students will learn the basic formatting of personal and business documents using word processing, spreadsheets and other business application tools. Students will continue the development of keyboarding speed, accuracy, and proofreading skills.

DIGITAL LITERACY (formerly Digital Literacy/Computer Applications)

Grade 9, 10, 11, 12

Length of Course: One trimester

Prerequisite: Digital Foundations (formerly Keyboarding 1 & Keyboarding 2)

This course reflects the 21st Century marketplace expectations. Area colleges and employers emphasize the need for students to be technologically literate. Students will gain hands on experience with the word processing, spreadsheet and presentation applications found in Microsoft Office Suite, since these are the applications most widely used in the business world. Emphasis will be placed on the moral and social implications of computer technology; additional web 2.0 applications used in today's society; the human factors involved in the use of computer; and the historical development of computers.

WORK EXPERIENCE/EMPLOYMENT SKILLS

Grade 11, 12

(up to 9 Credits)

(Class: 1 Credit per trimester, Job: 2 Credits per trimester)

The Employment Skills program is for students who are interested in developing employment skills in the area of business. You will study and discuss a variety of topics with others in the class. Topics studied center around workplace practices such as: getting, holding and terminating employment: job promotions, career planning, problem solving, team work, work safety, job shadowing, and discussions in a cluster group with other students of similar career interests. You will also seek employment in a part time job related to a career interest area. This is done through a business agreement with a local employer. Your job should be chosen to assist you to gain work experience, get skill training and help you learn about the occupation you are considering. Discussion and projects in class will draw from this experience. Class will be more meaningful if your job is in your potential future career choice.

BUSINESS TEACHER'S AIDE

Trimester Offered: All

Length of Course: One Trimester; May be repeated multiple times; each trimester has separate grades

Prerequisite: Teacher approval

Would you like to work with the business department staff? Specific tasks will be assigned to you by the teacher. You must have written permission from the teacher. You are graded on a Pass/Fail basis and it involves a commitment of one hour per day.