

BUSINESS & INFORMATION TECHNOLOGY

Business Basics

(30001)

Grade 9-10 1 semester ½ credit

This course is designed to increase the student's opportunities to succeed in work after graduation or continue their education at a community college or university. Students are introduced to the American economy and the role that business plays in the economic well-being of America. Topics included are business-government relations, forms of business ownership, finance, management, marketing and economic concepts.

Marketing Concepts

Grade 9-10 1 semester ½ credit

Marketing Concepts will be an introduction to the marketing world. It will include topics such as introduction to sales, promotions, distribution of goods, stock handling, pricing and product planning. It will be used as an extension to the Basic Business class. This class will give the student a well-rounded image of the business world facing them.

Basic Keyboarding & Formatting

(30003)

Grade 9-10 1 semester ½ credit

This class is for those who **did not** have Keyboarding in Junior High

This course is planned to introduce the basic skills in keyboarding techniques for typewriter style keyboards and ten-key numeric keypads including computers. Major emphasis in class is placed on keyboarding techniques, proofreading and correcting errors in documents that will be used in other classes and the future.

Introduction to Computers*

(30002)

Grade 9-10 1 semester ½ credit

Prerequisite: Jr. High Keyboarding and/or Basic Keyboarding

This course is designed to increase their opportunities to succeed in work after graduations or continue their education at a community college or university. Students will learn to use computers as tools in conjunction with related software and operating systems. Topics included are keyboarding/proofing, computer concepts/components, understanding Windows and the Web/Internet, and introduces the Microsoft Office 2000 programs.

***Course required for Graduation**

Information & Software Systems I

(30007)

Grade 10-11-12 1 semester ½ credit

Prerequisite: Introduction to Computers

This course is designed to increase their opportunities to succeed in work after graduations or continue their education at a community college or university. Students will learn to make decisions, to produce professional documents and to communicate via Internet. Microsoft software, required by business and colleges/universities, is covered in the course. Software instruction includes beginning **Word 2003** level 1 and **Excel 2003** Level 1. Students successfully completing the course may select to sit for Microsoft Office Specialist* (MOS) Core Certification

*Microsoft Office Specialist (MOS) – Contact Class Teacher for MOS Testing procedures and requirements.

Information & Software Systems II

(30008)

Grade 10-11-12 1 semester ½ credit

Prerequisite: Introduction to Computers

This course is designed to increase their opportunities to succeed in work after graduations or continue their education at a community college or university. Students will learn to make decisions, to produce professional documents and to communicate via Internet. Microsoft software, required by business and colleges/universities, is covered in the course. Software instruction includes beginning **PowerPoint 2003** level 1, **Access 2003** level 1, and **Outlook 2003** Level 1. Students successfully completing the course may select to sit for Microsoft Office Specialist* (MOS) Core Certification

*Microsoft Office Specialist (MOS) – Contact Class Teacher for MOS Testing procedures and requirements

Advanced Information & Software Systems III

(24001)

Grade 10-11-12 1 semester ½ credit

Prerequisite: Information and Software Systems I

This course is for students wishing to pursue Microsoft **Word** Level 2 & 3 and MOS Expert Certification. Students will work with the teacher to develop specific course goals, based upon the student's career and educational goals after graduating from high school. Students will also develop a course portfolio. Students successfully completing the course may select to sit for MOS Expert Certification in Microsoft Word.

*Microsoft Office Specialist (MOS) – Contact Class Teacher for MOS Testing procedures and requirements

Advanced Information & Software Systems IV

(24002)

Grade 10-11-12 1 semester ½ credit

Prerequisite: Information and Software Systems II

This course is for students wishing to pursue Microsoft **Access, PowerPoint** Level 2 and MOS Expert Certification. Students will work with the teacher to develop specific course goals, based upon the student's career and educational goals after graduating from high school. Students will also develop a course portfolio. Students successfully completing the course may select to sit for MOS Expert Certification in Microsoft Excel and PowerPoint Core certification.

*Microsoft Office Specialist (MOS) – Contact Class Teacher for MOS Testing procedures and requirements

Introduction to Web Design

Grade 10, 11, 12 1 Semester ½ credit

Introduction to Web Design is a skill-level course designed to prepare students to plan, design, create and maintain web pages and sites. Students will learn the fundamentals of web page design using HTML, and Dreamweaver, and graphics editing using Fireworks. Students will work in a project passed environment to create a working website. Students will learn to create pages, add hyperlinks, make tables and frames, create forms, integrate images, and set styles.

Principals of Multimedia

Grade 10, 11, 12 1 Semester ½ credit

In Principals of Multimedia, instruction will include image editing programs to manipulate scanned images, computer graphics, and original artwork. Instruction will include creating graphical headers, interactive menus and buttons, and visually appealing backgrounds. Students will use hardware and software to capture, edit, create, and compress audio and video clips. Additionally, students will learn how to produce pod cast, and VCDs and DVDs.

JAVA Programming

(52125, 51526)

Grade 11, 12 1 year 1 credit

Prerequisites: Computer experience and interest in Computer Programming.

JAVA Programming is a course designed to introduce the student to JAVA software development. Students will write platform-independent object-oriented code for conventional, Internet-and Intranet-based applets and applications. Topics covered include graphical user interface (GUI) development; multimedia (images, animation, and audio); graphics strings, exception and security; application portability. A number of programming assignments will be given to enable the student to build real-world JAVA applications.

Students may take the course for high school and RVC (CIS 240) dual credit.

Web Page Design and Development**(30011)**

Grade 11, 12 1 Semester ½ credit

Prerequisite: Computer experience and interest in Web Design.

Programming Related to the Internet is a course designed for students interested in learning how to design and develop Web pages and Web sites. The course covers Web design, copyright, and marketing topics; as well as HTML programming, and HTML code generators. Additionally, students will learn about Web graphics and scripting languages used to create exciting Web pages.

Students may take the course for high school and RVC (WEB 101) dual credit.

Accounting 1**(20501)**

Grade 10-11-12 1 year 1 credit

Prerequisite: Algebra I or consent of instructor

This is a skill level course valuable to all students pursuing business, marketing and management programs. This course provides planned learning experiences and activities to develop abilities necessary for keeping, summarizing, and analyzing financial records.

In addition to stressing fundamental concepts of terminology of accounting, instruction will provide initial understanding of the preparation of financial reports, operation of business machines, computer applications, development of proper work habits and employability skills, and exploration of the career opportunities

Accounting 2**(20503)**

Grade 11-12 1 year 1 credit

Prerequisite: Accounting 1

A skill level course that builds upon the foundation established in Accounting 1. This course helps students develop a deeper knowledge of the principles of accounting with more emphasis being placed on financial statements and accounting records as they apply to partnerships and corporations.

The students will become familiar with such specialized fields of accounting as cost accounting, tax accounting and payroll accounting. In addition, skills are developed in the entry, retrieval and statistical analysis of business data using computers for accounting business applications. This course provides a strong foundation for college-bound students who plan to major in business and marketing occupations, as well as those who wish vocational preparation.

Web Team Design and Development I

Grade 11, 12 1 Semester ½ credit

Prerequisite: Teacher Request and a “B” cumulative GPA

In this course, a student may be given the opportunity to serve as an assigned Meridian District Web Page Team Member. Duties include maintaining the District’s various Web Pages for the different schools in the district. Other duties may include incorporating new web pages into the current web page. The teacher will evaluate the performance of the student. Grading will be on a pass/fail basis. In order to participate or remain in the program, the student must have at least a “B” grade point average. At this time the class is an **Independent Study** class.

Web Team Design and Development II

Grade 11, 12 1 Semester ½ credit

Prerequisite: Teacher Request and a “B” cumulative GPA

In this course, a student may be given the opportunity to serve as an assigned Meridian District Web Page Team Member. Duties include maintaining the District’s various Web Pages for the different schools in the district. Other duties may include incorporating new web pages into the current web page. The teacher will evaluate the performance of the student. Grading will be on a pass/fail basis. In order to participate or remain in the program, the student must have at least a “B” grade point average. At this time the class is an **Independent Study** class.

CISCO Networking Academy

CISCO Networking is a two-year, junior/senior program.

- **Tech Prep** – Optional. After the junior year, students are encouraged, but not required, to enroll in Tech Prep paid work-based learning. This would start during the summer between the student’s junior and senior year and continue during the senior year. Work-based learning will allow the student to earn maximum RVC credit.
- **Certification** – CISCO Networking Associate Certificate after last course.

Information Technology courses utilize the CISCO Networking Academy program, which is designed to teach students the skills needed to design, build and maintain small-to-medium-size networks. The Academy program provides students with the opportunity to enter the workforce with industry certification and/or further their education and training in the computer networking field.

CISCO Networking Academy I

Grade 11 1 semester

(52121)

The introductory course in the CISCO Networking Academy provides relevant preparation for the information technology field. The fundamentals of networking, protocols, IP addresses and concepts leading to cabling installation will be covered.

*** Students may take this course for high school & RVC (PCT 120 CISCO Networking I) dual credit**

CISCO Networking Academy II (52122)
Grade 11 1 semester
Prerequisite: CISCO Networking Academy I

The second class in the Academy will cover routing theory and router technologies. Students participate in router configuration exercises and will be introduced to LAN switching. By the end of the class, students will have the skills necessary to gain internship opportunities in the information technology sector.

*** Students may take this course for high school & RVC (PCT 122 CISCO Networking II) dual credit**

Information Technology Tech Prep Summer Internship (90007)
Grade 12 Summer
Prerequisites: CISCO Networking Academy I and II

This paid internship provides students with the chance to apply what they have learned in the classroom into “real life” situations and to experience a variety of industry settings. It is aligned with the CISCO competencies and, along with the senior year internship, allows the student to be eligible for maximum RVC credit.

Information Technology Tech Prep School Year Internship (90008)
Grade 12 School year
Prerequisites: CISCO Networking Academy I and II

This paid internship provides students with the chance to apply what they have learned in the classroom into “real life” situations and to experience a variety of industry settings. It is aligned with the CISCO competencies and, along with the senior year internship, allows the student to be eligible for maximum RVC credit.

CISCO Networking Academy III (52123)
Grade 12 1 semester
Prerequisite: C or better in CISCO Networking Academy II

Advanced routing and switching will be covered in the third course in the CISCO training sequence. During this course, students will configure routers and switches using network management techniques to find and fix network problems.

*** Students may take this course for high school & RVC (PCT 124 CISCO Networking III) dual credit**

CISCO Networking Academy IV (52124)
Grade 12 1 semester
Prerequisite: C or better in CISCO Networking Academy III

In the fourth class of the Academy sequence, project-based learning will take place. Students will complete advanced projects in network design and management. Completion of these tasks and 280 hours of instruction in the four CISCO courses will prepare students for the industry certification exam required to achieve the CISCO Networking Associate certificate. The student will also be positioned for the additional schooling required for more advanced certifications.

*** Students may take this course for high school & RVC (PCT 126 CISCO Networking IV) dual credit**