

Business & Computer Technology

399320, KeyCode, PJHS

7th grade, 1 semester

KeyCode is a one-semester course designed to cover the state keyboarding and computer science coding block standards.

Emphasis is placed on the following: understanding the importance of Career and Technical Student Organizations (CTSO), soft skill development, operation and management

of classroom equipment, touch-typing method, simple document formatting, and the computer science-coding block. A minimum of 5 weeks shall be dedicated to

students using keyboarding skills as they relate to formulating algorithms as well as create, analyze, test and debug computer programs in order to solve real-world problems. A text-based programming language is required to accomplish these tasks.

399040, Exploring Business Applications, PJHS

8th grade, 1 semester

Prerequisites: KeyCode, required for all 8th graders

Software Used: Office 2019

EBA is designed to prepare students for the transition into 9th grade. This course is the culmination of skills mastered beginning in the 5th grade, while adding database and electronic presentation skills. The course is designed to provide students with an understanding of business, industrial and scientific areas in which the computer is used.

388930, Introduction to Business and Marketing, PJHS

8th Grade, 1 semester

Introduction to Business is a one-semester course designed to highlight each of the Business and Marketing Technology career clusters and pathways for the Division of Career and Technical Education. Emphasis is placed on the following:

- understanding the importance of Career and Technical Student Organizations (CTSO)
- soft skill development
- Career Clusters and pathways as offered at the high school level including, Business Management and Administration, Information Technology, Finance, Hospitality and Tourism, Transportation, Distribution and Logistics, and Marketing Sales and Services.

492120, Survey of Business, PJHS & PHS

9-12, 1 year, 1 credit

Software: Microsoft Office 2019

This course is designed to provide students with the fundamental computer skills necessary to do well in high school and in virtually all jobs today. In the area of word processing, students will learn the fundamental skills necessary to create and edit the most widely used documents, including the use of bullets, numbered lists, special characters, borders and shading, fonts, and paragraph and line spacing. Internet searching skills and citing Internet sources are stressed as students research and create a simple PowerPoint presentation. In the area of spreadsheets, students will be expected to create and edit simple spreadsheets. Students will have the opportunity to test to earn Microsoft Specialist Certificates in Word, PowerPoint, and Excel.

492100, Computerized Accounting I, PHS-Honors

10-12, 1 year, 1 credit

Prerequisites: Survey of Business

Computerized Accounting is a two-semester course with emphasis on basic accounting principles as they regulate to both manual and computerized financial systems. Instruction is on an integrated basis, using computers and electronic calculators as the relationships and processes of manual and computerized accounting are represented. Students will have entry-level skills in accounting and entry-level jobs could be attained.

492110, Computerized Accounting II, PHS-Honors

10-12, 1 year, 1 credit—ADE approved math credit beyond Algebra II.

Prerequisite: Computerized Accounting I

Computerized Accounting II is a two-semester course designed to provide students with the knowledge, understanding, and skill necessary for successful careers in accounting. Partnership as well as departmental, corporate, and cost accounting systems are components of the course. Emphasis is given to the computerized/automated functions in accounting.

492090, Principles of Banking

10-12, 1 year, 1 credit

Prerequisites: Survey of Business

Principles of Banking is a two-semester course that assists the student in understanding the American banking system. Students study the Federal Reserve System, banking and the economy, functions of depository institutions, and daily transactions of depository institutions. This curriculum is adopted from the American Bankers Association.

492330, Marketing Business Enterprise, PHS-Honors

10-12, 1 year, 1 credit

Prerequisites: Survey of Business

Marketing students will find out what it takes to market a product or service in today's fast-paced business environment. Students will learn the fundamentals of marketing using real-world business examples. Students will learn about buyer behavior, marketing research principles, demand analysis, distribution, financing, pricing, and product management.

465070, Programming Year 1, PHS

Grades 9-12 1 year/ 1 credit

This course provides foundation understandings of concepts in computer science that are necessary for students to function in an ever-changing technological world. Students will begin to explore, apply, and move toward mastery in skills and concepts related to Computation Thinking and Problem Solving; Data and Information; Algorithms and Programs; Computers and Communications; and Community; Global, and Ethical Impacts. Emphasis will be placed in programming/coding. Students may receive a Computer Science Flex credit for successful completion of this course. A student receiving a computer science flex credit can substitute that credit in place of the 4th math credit requirement or the 3rd science credit (except for Biology) requirement for either Smart Core or Core graduation paths.

Career Development

399280, Career Development, PJHS

8th, 1 semester,

Prerequisites: Required for all 8th graders

Career Development is a one semester course designed to teach career development through research and understanding of self and the world of work for college and career readiness. Career research and decision-making with education and training plans for exploration and development will be core standards. Students will be knowledgeable of career options, and the personal skills, aptitudes, and employer expectations of future careers of choice. Students will identify personal traits and characteristics for a better understanding of self in their pursuit of finding a meaningful, fulfilling and rewarding career. Through better recognition and understanding of personal interests, values, aptitudes and abilities students can assess how they relate to the world of work in order to acquire the skills necessary for appropriate placement in the workforce. The major goal of Career Development is to prepare students to take responsibility and become engaged in their own futures. Students will have the fundamental knowledge to take advantage of learning opportunities while adapting to changing personal needs and trends of local, national, and global economies.