

BUSINESS AND INFORMATION TECHNOLOGY DEPARTMENT –

COURSE DESCRIPTIONS

The courses that follow have suggested sequences listed. However, students in other grade levels may take a particular course with department approval.

CONSUMER ECONOMICS (Grades 9-12)

Course Code #106 2.5 Credits

This half-year course will help students establish the necessary knowledge and skill to build a secure financial future. Students will establish a financial plan, learn how to budget, discover investment strategies and options, and understand how to establish and use credit wisely. Students will also learn to use the banking system and financial services. The course will ensure that students develop a sound understanding of insurance. As students explore careers in the financial industry they will also participate in the New Jersey Stock Market Game. This course fulfills the financial literacy graduation requirement.

ACCOUNTING I (Grades 10-12)

Course Code #101 5 Credits

The main purpose of this course is to prepare students for entry-level jobs in bookkeeping and accounting, in both small and large businesses. This course is a must for the student who is thinking of entering into his or her own business or partnership. We will address the impact of technology on Accounting with integrated computerized accounting activities using Peachtree Accounting, Glencoe Integrated Accounting Spreadsheet Templates, Internet activities and illustrations of real world documents.

The Accounting Cycle for a service business and merchandising business, which includes a comprehensive study of accounting for depreciation of plant and equipment, uncollectible accounts receivable, inventories, notes payable and receivable, partnerships and corporations. Regardless of your plans for the future, accounting would be a valuable asset.

RETAIL MARKETING (Grades 11-12)

Course Code #110 5 Credits

Prerequisite: Business Management

Do you want to own your own retail business someday? You will learn all phases of retailing: financing, buying, selling, pricing, display, stock control, and advertising.

Students will apply these phases daily by working in and operating The Caper Tiger School Store

BUSINESS LAW (Grades 10-12)

Course Code #103 2.5 Credits

This half-year course provides you with an understanding of what our legal system actually is, how it works, its importance in all areas of business, and what it means to you personally. The students do Internet research on many famous court cases. Areas studied include criminal law, civil law, court and prison systems, and in-depth study of business contracts.

Suggested Sequel: Consumer Economics

BUSINESS MANAGEMENT (Grades 9-10)

Course Code #132 2.5 Credits

Today's students are actively involved in business organizations at all levels. Whether you are an employee, manager, entrepreneur, concerned citizen, or a consumer, involvement in business organizations is numerous and varied. These personal experiences provide a foundation for a meaningful and systematic study of business, organizations, and management.

The Business Management course provides a critical understanding of how business organizations work and are managed--their goals, strategies, structures, technologies, environments and the motivations and interests of the people involved. Activities and assessments promote critical

thinking and decision-making, while addressing the importance of technology & the global nature of business.

COMPUTER APPLICATIONS (Grades 9-12)

Course Code #115

2.5 Credits

This half-year course will introduce students to the basics of Microsoft Office 2007. Upon completion, students will be able to create and format documents in Microsoft Word; create, format, and analyze workbooks in Microsoft Excel; enter, organize, and manage databases in Microsoft Access and create and format presentations in Power Point. After taking this course, students will be able to use these computer skills in their everyday lives.

Suggested Sequel: Advanced Computer Applications

THE 21st CENTURY OFFICE (Grades 10-12)

Course Code #108

2.5 Credits

Prerequisite: Advanced Computer Applications

This course is designed to help students apply the skills they learn in Advanced Computer Applications and Office Publications in Business to practice. Students who successfully complete this course will be on their way to a career in the world of Business. The course will provide practical and community-based projects that help students establish relationships in the business community while they hone their skills in records management, office procedures, human relations, interviewing, event planning, organization, customer service, and leadership. A key component of the course includes the completion of an individualized career plan and working closely with the instructor to gain employment or higher education.



OFFICE PUBLICATIONS IN BUSINESS (DESKTOP PUBLISHING) (Grades 9-12)

Course Code #111

2.5 Credits

Prerequisite: Computer Applications or teacher approval

This is a hands-on, half-year course that will teach students the basics of desktop publishing. Students will learn how to design and create newsletters, invitations, flyers, menus, business cards and numerous other business publications using Microsoft Publisher 2007. This is a practical course for all students who enjoy using the computer.

Suggested Sequel: Graphic Design/Web Page Design

GRAPHIC DESIGN (Grades 10-12)

Course Code #112 2.5 Credits

Prerequisite: Office Publications in Business

Interested in Graphic Design? This hands-on, half-year course will continue to build on the Introductory Desktop Publishing course. Students will learn the latest programs: Adobe InDesign CS3, Adobe Photoshop CS3 and Adobe Illustrator CS3. This is a very marketable skill for students who are planning to enter the job market directly as well as those who will study graphic design in college.

Suggested Sequel: Graphic Design/Web Page Design

ADVANCED COMPUTER APPLICATIONS **(Grades 10-12)**

Course Code #114

2.5 Credits

Pre-requisite: Grade of B+ in Computer Applications

Students will build on their knowledge of Microsoft Word 2007 to create and format various documents including research papers, cover letters and resumes, tables, mailing labels and directories and newsletters. After completion of this course, students are encouraged to take Microsoft Office Specialist Exam for certification to validate their skill in using Microsoft Word 2007. Passing this test would make them a standout when applying for a position in the work force.

PUBLICATION MEDIA & DESIGN (Grade 12)

Course Code #128

5 Credits

Prerequisite: Graphic Design & Teacher Permission

This course was designed to provide Desktop Publishing/Office Publications in Business students with hands-on experience in the publication world. Students who have completed **Graphic Design** or **Advanced Desktop Publishing** can now gain valuable work experience in publications by putting their skills to work. Students will experience real life situations in the workplace and use the latest technological advancements in the business world by designing and producing numerous school publications

PC REPAIR & TROUBLESHOOTING (Grades 10-12)

Course Code #135

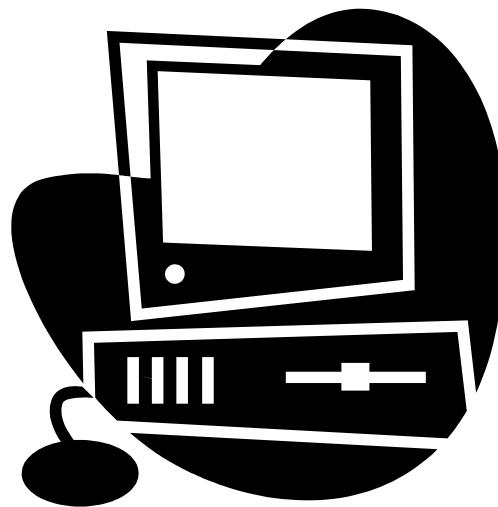
2.5 Credits

Do you have problems getting your printer to work? Did your little brother crash your hard drive? Do you enjoy taking things apart? This half-year course will transform the uninformed teenager into a computer literate technician. By the end of the course, students will have the essentials to: build, configure, install/upgrade, diagnose, repair, and perform preventive maintenance on computers.

COMPUTER PROGRAMMING – VISUAL BASIC (Grades 11-12)

Course Code #139 2.5 Credits

Microsoft Visual Basic (VB) is one of the most exciting programming languages in use today! This half-year course uses VB, an object-oriented language, to teach fundamental programming concepts. Students with no previous programming experience learn how to plan and create their own interactive Windows applications. Students will be able to develop exciting and useful real world business-related applications.



WEB PAGE DESIGN (Grades 10-12)

Course Code #124

2.5 Credits

Prerequisite: Computer Applications

Interested in learning how to create a web site? This half-year course will teach you how to design and create various types of web pages. Students will learn extensive HTML coding as well as Macromedia Dreamweaver to create personal and business web sites.

Suggested Sequel: Computer Graphics & Animation

COMPUTER GRAPHICS & ANIMATION (Grades 10-12)

Course Code #129

2.5 Credits

Prerequisite: Web Design with a B or better

Want to kick those web pages up a notch?

Learn to create layers, behaviors, and use timelines on your web pages. **How do they make those Flash animations?** Learn Macromedia Flash to create your own complex animations for the Web. **Want to make your own graphics and animations for the web?** You will also learn how to use Macromedia Fireworks which is a great graphics program intended for Web enthusiasts and professionals alike! This class is designed for serious web designers and webmasters alike!

TELEVISION & MEDIA DEPARTMENT - COURSE DESCRIPTIONS

ART OF DIGITAL MEDIA (Grades 9-10)

Course Code #131 2.5 Credits

This course will engage students in learning the principles of art through a variety of modern digital media tools. Students will learn the fundamentals of modern television, music, publication, and mixed media production techniques as they discover common elements of artistic expression. The course will also include a review of career opportunities and pathways that exist in each field. The course serves as a prerequisite for TV Media, Desktop Publishing, and Modern Music Production.

Suggested Sequel: TV/Media II

TELEVISION AND MEDIA II (Grades 9-10)

Course Code #130 2.5 Credits

Prerequisite: Successful completion of Art of Digital Media (with at least B average)

Students will function in a working television studio. The students will use information and techniques acquired in Art of Digital Media to implement a weekly news show that will be broadcast in the High School. Students will work on special projects including at least one short film of the student's choice. They will be performing, editing, sound mixing, working as talent, using camera techniques and other broadcast jobs while advancing in their knowledge of the TV industry.

Suggested Sequel: TV/Media III

TELEVISION AND MEDIA III (Grades 10-12)

Course Code #134 5 Credits

Prerequisite: Art of Digital Media & TV Media II

TV/Media III is for the student who has successfully completed TV/Media II and is going to be involved in the production of the weekly news show which will be broadcast once a week during the school year. The student needs knowledge in the mixing, sound and camera operation for a broadcast. These students will also have the opportunity to make a short film during the year. They will be responsible for two after-school activities a month during the school year, not to exceed 18 news pieces out of school. These students will also serve as mentors to the TV/Media II students in their weekly news productions. Lastly, the students will have an opportunity to work on advanced camera shooting on location as well as on Final Cut Express.

Suggested Sequel: TV/Media IV

TELEVISION AND MEDIA IV (Grades 11-12)

Course Code #140 5 Credits

Prerequisite: TV & Media III and teacher recommendation.

This is for the fourth level of a series of TV/Media Production Courses designed to provide students with skills and understandings in writing, producing, editing, and performing TV/Media Production Programs. Students in the course will assume a leadership role as they work with students in TV/Media II and III. Specific responsibilities will include: production planning, direction, producing, and the overall evaluation of the final product. Students who successfully complete this course can earn college credits for Film Production from The Richard Stockton College of New Jersey.