

**BUSINESS 2016-2017**  
**(Practical Arts Credit)**

<u>Freshman</u>	<u>Sophomore</u>	<u>Junior</u>	<u>Senior</u>
Computer Applications Econ. & Personal Finance	Computer Applications Soc. Software/Online Tech Business & Personal Law Econ. & Personal Finance Business Math Web Broadcasting Web Pub. & Photoshop	Accounting Computer Applications Soc. Software/Online Tech Business & Personal Law Econ. & Personal Finance Business Math Web Broadcasting Web Pub. & Photoshop Technology Repair Advanced Technology Robotics	Accounting Computer Applications Soc. Software/Online Tech Business & Personal Law Econ. & Personal Finance Business Math Web Broadcasting Web Pub. & Photoshop Technology Repair Advanced Technology Robotics

200     Accounting     (3,4)     1 sem. 0.5 cr.  
 Accounting is the recording, presenting and interpreting of financial transactions of an enterprise. Knowledge of accounting contributes to a person's ability to earn a living, an understanding of the economic activities of the business world, competence in managing personal business affairs and includes preparing personal income taxes.

203     Computer Applications     (1,2,3,4)     1 sem. 0.5 cr.  
 This course is intended to be an introduction to Microsoft office applications and Google Drive. This course will acquaint students with the proper procedures to create documents, presentations, worksheets, and databases suitable for coursework, professional purposes, and personal use. Students will be introduced to Microsoft applications such as Word, PowerPoint, Excel, and Access. The course will also utilize Google Drive applications such as Docs, Slides and Sheets. Students will be exposed to practical examples of the computer as a useful tool. Computer Applications is an exercise-oriented approach that allows learning by doing.

206     Social Software and Online Technology     (2,3,4) 1 sem. 0.5 cr.  
*Prerequisites:* Previous discipline issues and academic referrals may prevent the student from admittance to the course. Signature of this course instructor is required prior to admittance.  
 The purpose of this course is to familiarize students with the availability of online software that allows students to collaborate, edit and publish various forms of media from text, to audio, images and video, along with social networking. Students will be required to work both independently and collaboratively on tasks and projects. Knowledgeable computing skills and self-motivation are required to successfully complete this course.

208-209 Web Publishing & Photoshop (2, 3,4) 2 sem. 1.0 cr.  
*Prerequisites:* Signature of this course instructor  
 This course combines web design and graphic design. Students admitted to this course will be editors and designers of our public website, www.notredamehighschool.org. Editors will become proficient in the use of EasyPost to edit the website, learning basic HTML coding. Students will become familiar with the editing and enhancement capabilities of Adobe Photoshop. Through project work, students will learn how to use tools for selecting parts of images, retouching, creating and editing layers, special filters, and photo editing. Spreads for the website will be designed or edited as necessary using EasyPost and Photoshop. After being introduced to all aspects of the course, students will develop a personal proficiency plan to further develop their areas of interest. Students must demonstrate the ability to work independently and stay on task. Grades are determined on deadlines being met, quality of work, and classroom participation (behavior, attitude, and initiative).

- 210 Business & Personal Law (2,3,4) 1 sem. 0.5 cr.  
Business & Personal Law is designed to introduce students to the law with emphasis on personal law as well as business law. The course provides a foundation in understanding legal issues and becoming familiar with the core topics of business law, integrated with relevant personal law topics. Business law topics such as sales, agency and employment, contracts, credit, negotiable instruments and business associations will be discussed; as well as personal law topics such as juvenile justice, consumer law, family law, housing law and individual rights and liberty.
- 216 Economics & Personal Finance (1,2) 1 sem. 0.5 cr.  
Economics is a course of study to help describe how the American economy operates. While focusing on the student's role as citizen, student, family member, consumer, and active participant in the business world, the text informs students of their various financial responsibilities. This course is designed to give students the skills necessary to maximize their earning potential and strategies to manage their financial resources with an understanding of today's economy. Topics covered are career decisions, job application skills, money management, financial security, banking, investments, retirement planning, credit and risk management.
- 217 Economics & Personal Finance (3,4) 1 sem. 0.5 cr.  
Economics is a course of study to help describe how the American economy operates. The text combines explanations of economic principles with applications of these principles to the real world of the American economy. This course is designed to give students the skills necessary to maximize their earning potential and strategies to manage their financial resources with an understanding of today's economy. Topics covered are career decisions, job application skills, money management, financial security, banking, investments, retirement planning, credit and risk management.
- 220 Technology Repair (3,4) 2 sem. 1.0 cr.  
*Prerequisites:* Signature of this course instructor  
Students admitted to this course will manage a student help desk in the media center. During this time, students will assist teachers and fellow students in technology troubleshooting and repair. Students will learn basic repair techniques in both hardware and software applications. Course meetings and weekly planning sessions will be determined by the advisor. Students must demonstrate the ability to work independently and stay on task. Grades are determined based on application of technology concepts taught, deadlines being met, quality of work, and classroom participation (behavior, attitude, and initiative).
- 222 Advanced Technology (3,4) 1 sem. 0.5 cr.  
*Prerequisites:* Previous discipline issues and academic referrals may prevent the student from admittance to the course. Signature of this course instructor and attendance at all meetings are required prior to admittance.  
Advanced technology courses are available from the Missouri Virtual Instruction School program. MoVIP offers courses in 3D Art, Game Design, Java Programming, Web Design, etc. Course meetings will be determined by the advisor. Students must demonstrate the ability to work independently and stay on task. MoVIP courses require additional tuition fees (approx. \$350).
- 224 Web Broadcasting (2,3,4) 2 sem. 1.0 cr.  
*Prerequisites:* Previous discipline issues and academic referrals may prevent the student from admittance to the course. Signature of this course instructor and attendance at all meetings are required prior to admittance.  
Students in this course will learn the basics of video camera use and video production using Adobe Premiere. Students will learn the roles necessary to present a news show for the student body. Roles include anchors, camera, sound, producers, and editors. Students will also learn to webcast and will use this technology to broadcast home sporting events. Students will learn and practice the basic techniques and etiquette of sportscasting and game commentary. After being introduced to all aspects of the course, students will develop a personal proficiency plan to further develop their areas of interest. Students must demonstrate the ability to work independently and stay on task. Students must be available to attend home sporting events. Grades are determined based on deadlines being met, quality of work, and classroom participation (behavior, attitude, and initiative).

229      Robotics      (3,4)      1 sem. 0.5 cr.

Concepts in robotics are centered on utilizing the LEGO Mindstorms NXT Robots. Students learn how to program basic robot behaviors using motors and rotation, sound, light, touch and ultrasonic sensors. In-depth research lessons are based on real-world robots. Students start by learning basic robot building instructions, programming and movement, then move on to working with sensors and more complex robot behaviors. Course work will progress from step-by-step programming instructions, to creative projects and in-class competitions. In addition, students will have a unit in 3D design and printing.

211-212      Business Math      (2,3,4)      2 sem. 1.0 cr.

*Prerequisite:* Placement by counselor (Also listed in Mathematics)

Business Math is the study of mathematics needed in everyday life, regardless of occupation. The course provides for considerable practice in the use of a calculator. First semester topics include: money records, banking, net pay, fringe benefits, commission, metric measurements and cost of buying and owning a home and motor vehicle. Second semester topics include: taxes, insurance, saving and investing, credit, business analysis and statistics, profit and loss, and business in a global economy.