

Business

Course	Freshmen	Sophomores	Juniors	Seniors	Prerequisite
Computer Applications/Keyboarding B209	X	X	X	X	
Exploring Business on the Internet B225	X	X	X	X	
Computer Concepts and Applications B236		X	X	X	
Desktop Publishing 1 T265		X	X	X	
Desktop Publishing 2 T765			X	X	Desktop Publishing 1
Internet/Multi-Media Communication T268			X	X	
Accounting 1 B232		X	X	X	One-year high school math
Accounting 2 B233			X	X	Accounting 1
Marketing B231		X	X	X	
Consumer Education B222		X	X	X	
Business Ownership and Concepts B783			X	X	
Global Business B790			X	X	
Sports, Recreation and Entertainment Marketing B238			X	X	
Business Law B228			X	X	
BASIC Programming B235			X	X	Computer Technology or Algebra
Internet/Multi-Media Communications 1 T268			X	X	
Marketing Cooperative Education 1 and 2 B218			X	X	16 years of age, approval of coordinator, 0.5 credit in any Applied Technology class, concurrent enrollment in at least a 0.5 credit course in Business Education (one full credit is highly recommended)
Marketing Cooperative Education 3 and 4 B216				X	Marketing Cooperative Education 2, approval of coordinator
Office Occupations 1 and 2 B239			X	X	16 years of age, approval of coordinator, Keyboarding 1
Office Occupations 3 and 4 B240				X	Office Occupations 2, approval of coordinator

Computer Applications/Keyboarding B209

Grades 9-12

Semester course - 0.5 credits

Prerequisite: None

Students develop basic skills in keyboarding techniques, internet access and computer literacy. Emphasis is placed on keyboarding techniques, accuracy development and problem-solving. Students will format documents using a word processing program, access information using the internet and learn to organize and analyze data using a database and spreadsheet program. Time will be made available for students to prepare assignments that require the use of these software applications.

Exploring Business on the Internet B225

Grades 9-12

Year course – 1 credit

Prerequisite: None

This course is a workplace simulation designed to help students become effective in an online, interactive, computer workplace. Students will use the internet and World Wide Web to complete web-based exercises. Topics include communications, marketing, business law, finance, human resources, investments, technology and career exploration.

Computer Concepts and Applications B236

Grades 10-12

Semester course – 0.5 credits

Prerequisite: None

Students study computer technology, design solutions to solve problems and use computer applications to implement solutions. The use of spreadsheets, word processing, database management, graphics, desktop publishing and internet software are integral parts of the course content.

Desktop Publishing 1 T265

Grades 10-12

Semester course – 0.5 credits

Prerequisite: None

This course is designed to introduce students to the basic hardware and software systems applied to Desktop Publishing. Hands-on projects utilizing Microsoft Publisher, Adobe Creative Suite 2 (InDesign, Photoshop and Illustrator) and Work will enable the students to gain experience applying desktop publishing skills and concepts. Practical and written examinations will enable the students to evaluate their proficiency in the skills and knowledge of the subject.

Desktop Publishing 2 T765

Grades 11-12

Semester course – 0.5 credits

Prerequisite: Desktop Publishing 1

This course builds on the theory, concepts and practices of Desktop Publishing 1. Students will produce copy using Adobe Creative Suite 2 (InDesign, Photoshop, and Illustrator) and iWork, and web page design using Macro.

Internet/Multi-Media Communication T268

Grades 11, 12

Semester course – 0.5 credits

Prerequisite: None

Students are introduced to Internet browsing, search engine techniques, electronic mail, HTML web page design, presentation software and the writing process. Each student will select topics, brainstorm ideas, organize and outline, perform on-line research and produce products.

Accounting 1 B232

Grades 10-12

Year course – 1 credit

Prerequisite: One-year high school math

This is a skill-level course that is of value to all students pursuing a background in business, finance, marketing and/or management. This course includes planned learning experiences that develop initial and basic skills used in systematically computing, classifying, recording, verifying and maintaining numerical data involved in financial and product control records including the paying and receiving of money. Instruction includes the interpretation and analysis of data to provide assistance to management for decision-making. Accounting computer applications will be integrated throughout the course. Students will use spreadsheet and automated accounting software to complete problems and simulations. Career opportunities in the accounting field will be discussed throughout the school year. Practice sets with business papers may be used to emphasize actual business records management. This course provides a technical background for college-bound students who plan a business curriculum, as well as those who wish vocational preparation. Students who successfully complete each semester with a final grade of A or B will receive credit in Accounting 100 at Triton College.

Accounting 2 B233*Grades 11, 12**Year course – 1 credit**Prerequisite: Accounting 1*

This is a skill-level course that builds upon the foundation established in Accounting 1. This course is planned to help students develop a thorough knowledge of the principles of accounting with more emphasis being placed on corporate accounting. Students study previously learned principles as they apply to more complicated types of business organizations. The students may become familiar with such specialized fields as cost and managerial accounting. Skills are developed in the entry, retrieval and statistical analysis of business data using computers for accounting business applications. Computer application accounting will be integrated throughout the course. Students who successfully complete each semester with a final grade of A or B will receive credit in Accounting 101 at Triton College.

Marketing B231*Grades 10-12**Semester course – 0.5 credits**Prerequisite: None*

This course provides a basic understanding of marketing principles. Topics include advertising, sales, retailing, wholesaling, merchandising, pricing and product development.

Consumer Education B222*Grades 10-12**Semester course - 0.5 credits**Prerequisite: None*

Students will study installment purchasing, budgeting and comparison of prices. Other topics include the consumer in the marketplace, credit, buying of goods and services (housing, food, transportation, clothing, health, recreation, home furnishings, and appliances), insurance, savings and investments, taxes, the consumer in the economy and labor and trade unions.

Note: This course fulfills the Consumer Education graduation requirement.

Business Ownership and Concepts B783*Grades 11, 12**Semester course – 0.5 credits**Prerequisite: None*

Students will focus on the development and operation of a business and understanding business concepts as they relate to entrepreneurship. Units covered will include management, marketing, finance, personnel and a business plan.

Global Business B790*Grades 11, 12**Semester course – 0.5 credits**Prerequisite: None*

This course will give students a basic understanding of international business. Topics include cultural influences, political and economic environment, geography, economics, foreign exchange, import/export procedures, finance, marketing and customs procedures.

Sports, Recreation and Entertainment Marketing B238*Grades 11, 12**Semester course – 0.5 credits**Prerequisite: None*

This course provides students with an alternative to traditional marketing while exploring the sports and entertainment industry. The student will use traditional business topics, such as business, management and entrepreneurship; communication and interpersonal skills; economics; and professional development foundations. Emphasis is placed on the functions of financing, marketing information management, pricing, product/service management, promotion and selling. This class includes hands-on learning and simulated occupational experiences, as well as projects relating to a sports franchise or an entertainment complex.

Business Law B228*Grades 11, 12**Semester course – 0.5 credits**Prerequisite: None*

This course helps students understand every day law: contracts, bailments (possession of personal property), crimes (assault and battery), torts, sales contracts, commercial paper (checks, etc.), property and agency.

BASIC Programming B235

Grades 11, 12

Semester course – 0.5 credits

Prerequisite: Computer Technology or Algebra

This course introduces students to Visual Basic Programming. It is a hands-on experience that shows students how to plan and create their own Windows applications. These applications include both business and personal applications. Some of the topics covered include Microsoft Windows design, variables constants, graphics, arrays, and sequential and random access files.

Internet/Multi-Media Communications 1 T268

Grades 11, 12

Semester course – 0.5 credits

Prerequisite: None

Students are introduced to internet browsing, search engine techniques, electronic mail, HTML web page design, presentation software and the writing process. Each student will select topics, brainstorm ideas, organize and outline perform on-line research and produce products.

Marketing Cooperative Education 1 and 2 B218

Grades 11, 12

Year course – 1 to 2 credits

Prerequisites: 16 years of age, approval of coordinator, 0.5 credit in any Applied Technology class, concurrent enrollment in at least a 0.5 credit course in Business Education (one full credit is highly recommended)

This program is the in-school phase of Marketing Coop 1 and 2. First semester topics include orientation to distributive education, occupational exploration, and fields of distribution, sales and distributive mathematics. Second semester topics include human relations and communication, economic importance of advertising, job interviews and applications and credit. Marketing Coop is a capstone program allowing students to intern in the business community and receive high school credit. Note: Both semesters are needed to fulfill Consumer Education graduation requirement.

Marketing Cooperative Education 3 and 4 B216

Grade 12

Year course – 1 to 2 credits

Prerequisites: Marketing Cooperative Education 2, approval of coordinator

This program is the in-school phase of Marketing Coop 3 and 4. First semester topics include career orientation, marketing and business math and sales. Second semester topics include advertising, buying, marketing research and operations. This course is a continuation of Marketing Coop 1 and 2, allowing students to intern in the business community and to further refine and develop their marketing skills. Note: Both semesters are needed to fulfill Consumer Education graduation requirement.

Office Occupations 1 and 2 B239

Grades 11, 12

Year course - 1 to 2 credits

Prerequisites: 16 years of age, approval of coordinator, Keyboarding 1

This program is the in-school phase of Office Occupations 1 and 2. First semester topics include job interviews and applications, filing, keyboarding review, human relations and grooming. Second semester topics include reprographics, proofreading, editing, word processing and career objectives. Office Occupations 1 and 2 is a capstone program allowing students to intern in the business community and receive high school credit. Note: Both semesters are needed to fulfill Consumer Education graduation requirement.

Office Occupations 3 and 4 B240

Grade 12

Year course – 1 or 2 credits

Prerequisites: Office Occupations 2, approval of coordinator

This program is the in-school phase of Office Occupations 3 and 4. First semester topics include a variety of mini simulation projects. Students learn personal effectiveness, refine telephone usage and records management, reprographics, vocabulary, spelling and grammar, business letter review, arranging for travel, meetings and conferences, employment testing, problem solving, decision making, time management and human relations. Second semester topics include a simulation project in which students role play various positions in a “company” and apply the training and skills they have learned in the Cooperative Office Occupations Program. This course follows Office Occupations 2, allowing students to intern in the business community and further refine and develop their office skills. Note: Both semesters are needed to fulfill Consumer Education graduation requirement.