

Business Technology Graduation Requirements

Class of 2006 needs 31 credits
Class of 2007 needs 30 credits

Class of 2008 needs 29 credits
Class of 2009 needs 28 credits

Computer Applications is a required class

1201 Computer Applications Required (9-12)

Students will develop a high level skill using MSOffice: Word, Excel, and PowerPoint.

In this class the student will:

- Demonstrate the knowledge of terminology associated with word processing, desktop publishing, spreadsheets, and presentation.
- Apply the fundamental design and creation concepts of word processing and spreadsheet documents.
- Demonstrate the ability to design and create projects using computer applications.

Accreditation Target Goal Components:

Writing: Students will utilize Type 1 and 2 writings on various topics related to the subject matter.

Math: Students will analyze data, create and use functions and formulas, and create charts.

Career Development: Students will explore a variety of computer-related careers.

1204 Business Math (9-12)

Students will develop a high level of math skill that prepares them for today's jobs by incorporating traditional calculations with spreadsheet software.

In this class the student will:

- Develop skills in using fractions, decimals, percents, ratios, and proportions.
- Practice preparing money records: gross, net, average pay, fringe benefits, and commission.
- Demonstrate knowledge of budgeting and buying, borrowing money, saving and investing, managing home expenses.

Accreditation Target Goal Components:

Writing: Students will utilize Type 1 and 2 writings on various topics related to the subject matter.

Math: Students will practice practical and business math skills.

Career Development: Students will learn how the math concepts being learned are used by a variety of workers in different careers.

1208 Spreadsheets (9-12) PR Computer Applications

Students will learn to use spreadsheet software to do business, personal, and financial calculations that will incorporate the use of charts.

In this class the student will:

- Learn the basics of Excel
- Use a spreadsheet to prepare a variety of jobs including: calculating grades, preparing a budget, determining payments on a loan.
- Use formulas and function formulas to solve a variety of calculations.
- Create appropriate charts for a variety of situations (column, line, pie, or scatter charts.).

Accreditation Target Goal Components:

Writing: Students will utilize Type 1 and 2 writings on various topics related to Excel.

Math: Students will prepare worksheets for a variety of mathematical situations on a daily basis.

Career Development: A variety of careers that use spreadsheet software will be explored.

1212 Introduction to Business (9-12)

Students will be introduced to basic business concepts, including marketing, management and advertising.

In this class the student will:

- Conduct business in the global economy
- Start and expand a small business
- Develop marketing strategies

1220 Accounting I (10-12) MCC* - College credits may be available for those who attend Montcalm Community College

In Accounting I students will study a variety of topics associated with a business organized as a proprietorship.

In this class the student will:

- Demonstrate the knowledge of accounting terminology related to a manual accounting system for a service business organized as a proprietorship.
- Apply accounting concepts and practices related to a manual accounting system for a service business organized as a proprietorship.
- Apply account procedures used in an accounting system for a service business organized as a proprietorship.

Accreditation Target Goal Components:

Writing: Student will investigate and write at least one paper related to career opportunities in accounting.

Data Analysis: Data will be analyzed and reported on financial statements.

Technology: A full accounting cycle for a proprietorship will be done in automated accounting.

Post Secondary Options: A variety of career opportunities in the accounting field will be introduced.

1221 Accounting II (10-12) MCC- College credits may be available for those who attend Montcalm Community College.

In Accounting II students will study in depth an accounting and payroll cycle for a merchandising business.

In this class the student will:

- Demonstrate the knowledge of accounting terminology related to an accounting system for a merchandising business organized as a partnership.
- Apply accounting concepts and practices related to an accounting system for a merchandising business organized as a partnership.
- Demonstrate the accounting practices used in an accounting system for a merchandising business organized as a partnership.
- Demonstrate an understanding of terminology, concepts, practices and procedures for selected account control systems.

Accreditation Target Goal Components

Writing: Student will investigate and write at least one paper related to career opportunities in accounting.

Data Analysis: Data will be analyzed and reported on financial statements.

Technology: A full accounting cycle for a partnership will be done in automated accounting.

Post Secondary Options: A variety of career opportunities in the accounting field will be introduced.

1226 Business Communication (10-12) PR Computer Applications

Students will study the communication process and learn how to use English as a communication tool.

In this class the student will:

- Develop accuracy in the use of words, sentences, paragraphs, parts of speech, use of capitalization, numbers, and punctuation.
- Improve his/her ability to interact effectively with people at school, in social settings, on the job, and on-line.
- Use appropriate software to compose personal and business communications such as: inquiries, replies, announcements, memos, e-mails, and all types of letters.

Accreditation Target Goal Components:

Writing: Students will utilize Type 1 and 2 writings on various topics related to the subject matter.

Math: Students will analyze data, create charts, and report on the findings of research.

Career Development: Students will explore a variety of communication careers.

1227 Law for Business and Personal Use (10-12)

Students will gain legal knowledge as it applies to personal and business transactions.

In this class the student will demonstrate the knowledge of:

- Our laws and legal system
- Fundamentals of contracts
- Sales and other contractual situations
- Laws regarding property
- Laws pertaining to jobs
- Borrowing money and paying bills

Web Page Design (10-12)

This class is an introduction to the Macromedia Studio MX which includes Dream Weaver, Fireworks, and Flash.

In this class the student will:**Develop the fundamentals of creating, changing, and maintaining personal websites.**

- Create a basic home page - text, headings, lists, and original backgrounds.
- Add images - use image tools, crop images, adjust brightness, size, wrap and align text with image.
- Add tables - add image to table, add labels, save and apply style, import tabular data, edit table, format table colors and sort.
- Create links - link text internally and externally, color link, add email link, add anchor link, link images and create image map.
- Reuse items to save time; create favorites, create library item, create and edit a template.
- Add navigation - add name and position layers, create main and small navigation bars.
- Publish site - add search terms, check and fix links, explore the files panel, connect to remote site, upload multiple files, upload single pages.