

# Business Education Department

## BUSINESS STRAND

37	Financial Literacy	.5 unit
38	Business Law	.5unit
40	Marketing	.5 unit
36	Accounting 1	1 unit
67	Accounting 2	1 unit
87	Advanced Automated Accounting	.5 unit
91	Honors Accounting	.5 unit
68/82	MOC 1	1 unit

## TECHNOLOGY STRAND

	Web Design and Maintenance	1 unit
	Computer Technology	.5unit
	Exploring Technology	.5 unit
	Word Processing	.5 unit
	Data Management	.5 unit
	Computer Literacy	.5 unit
	Digital Design	.5 unit
	Yearbook 1	1 unit
	Yearbook 2	1 unit

### ARTICULATION AGREEMENT:

Students can earn college credit as well as high school credit for a course that has been articulated through a partnership between Camanche High School and Clinton Community College. A student of Junior+ status enrolled in Accounting I can receive college credit for CCC's "College Accounting Class - AO:160"

### COMPLETERS:

Students are encouraged to complete a strand, 3 units in any one area listed below. This will better prepare them to continue their education in a business major or to gain the skills needed for

work.

## BUSINESS EDUCATION DEPARTMENT

Business Education prepares CHS students with life-long skills for future success in an educational environment and/or business world. Business curriculum reinforces basic skills and encourages productive learning through critical thinking, problem solving, and teamwork. Acquiring real world concepts and furnishing students with skills utilizing modern software and technology is one of the department's goals.

### **10 - WORD PROCESSING** (18 weeks) (+ Data Management meets computer graduation requirement)

Credit: .5 Units                      Grade Placement: 9, 10, 11, 12  
Semester: 1                              Prerequisite: none

Course Description: Students will learn the necessary skills to work confidently with Microsoft Word. Instruction will include hands on computer training and application of these skills through practical assignments.

#### Areas of Study Include:

##### Microsoft Word

- Creating Research Papers using the MLA format
- Write Resumes & Cover Letters using the Wizard feature
- Inserting and drawing Tables
- Embedding Charts in a document
- Generating Form Letters & Directories w/ Mail Merge
- Create Mailing Labels & Envelopes
- Designing Newsletters & Desktop Publishing projects
- Create Online Forms for a Webpage

The course uses the *Shelly Cashman Series®* book that is an approved courseware for the Microsoft Office User Specialist (MOUS) Exam.

### **11 - DATA MANAGEMENT** (18 weeks) (+ Word Processing or Computer Technology meets computer graduation requirement)

Credit: .5 Units                      Grade Placement: 9, 10, 11, 12  
Semester: 1                              Prerequisite: none

Course Description: Data Management is for the student who wants to enhance their computer knowledge and master the variety of situations in which a computer can be used. This is a "hands-on" course, using the following software to create a wide range of projects. Each student will complete a comprehensive Final Project using all the software learned

#### Areas of Study Include:

##### Microsoft Excel: -- Learn various features to create and format Spreadsheets

- Embed Excel Charts from spreadsheet data
- Use formulas, functions, and IF Statements
- Learn how to use Excel as a Database
- Use Queries to select the data that you need

##### Adobe In Design CS: -- Create Desktop Publishing documents from scratch and from templates

- Integrate clipart, camera pictures, text, and charts
- Create projects such as greeting cards, business cards, letterheads, fliers, posters

##### Microsoft PowerPoint: -- Organize, create, and edit Presentations

- Integrate pictures, clipart, music, and movies into their projects
- Add animation to the items on the slides
- Give a presentation using their slides

The course uses the *Shelly Cashman Series®* book that is an approved courseware for the Microsoft Office User Specialist (MOUS) Exam.

**36 ACCOUNTING I** (36 Weeks)

Credit:	1 Unit	Grade Placement:	10, 11, 12
Semesters:	2	Prerequisite:	None

Course Description: Interested in having your own business someday? Planning on a degree in a business related field? Or do you just need to know how to maintain a checking account? If you can answer “yes” to any of these questions, then Accounting 1 is for you. In addition to learning how to keep necessary financial records for a proprietorship, partnership, and corporation, there are many practical applications such as understanding payroll deductions.

Areas of Study Include:

- Journalizing transactions using the general and special journals
- Posting to the general and subsidiary ledgers
- Preparing financial statements
- Processing payroll
- Petty cash and cash register systems
- Dealing with uncollectible accounts
- Plant assets and depreciation
- Inventory controls
- Voucher system
- Accrued revenue and expenses

**37 Financial Literacy** (18 Weeks)

Credit:	.5 Unit	Grade Placement:	10, 11, 12
Semesters:	1	Prerequisite:	None

Course Description:

Less than half of high school seniors qualify as financially literate, and more than 7 million borrowers are in default on student loans for college. Students are facing tremendous financial challenges without the basic knowledge needed to thrive in today’s economy.

*Foundations in Personal Finance: High School Edition* will change the financial future of your students and set them on a path to win with money, allowing you to change the way your students look at money forever. They’ll be empowered, equipped and entertained while building confidence in their financial decision-making.

Areas of Study Include:

- Introduction to Personal Finance
- Savings & Banking
- Budgeting
- Understanding Debt (Payment, Interest Rates, Credit Cards, Credit Scores)
- Life After High School (Financing Higher Education)
- Consumer Awareness (Consumer Fraud)
- Bargain Shopping
- Investing and Retirement
- Insurance
- Careers and Taxes

**38 - BUSINESS LAW** (18 weeks)

Credit:	.5 Unit	Grade Placement:	10, 11, 12
Semesters:	1	Prerequisite:	None

Course Description:

What is “The Law”? How are laws made, changed and interpreted? How do laws influence the business and personal decisions that individuals make? These are some of the questions that you will explore in this class. You will also learn to analyze and summarize complex legal situations, be able to defend your position using the legal principles, and try your hand at being a trial lawyer in the Mock Trial

Areas of Study Include:

- Ethics and the Law
- Sources of the Law
- Structure of the Courts
- Civil Case Law
- Criminal Case Law



**87 ADVANCED AUTOMATED ACCOUNTING (18 Weeks)**

Credit:	.5 Unit	Grade Placement:	12
Semesters	1	Prerequisite:	Accounting II

Course Description: Students will use the knowledge acquired in Accounting I and II and combine it with the popular accounting program, "QuickBooks Pro."

Areas of Study Include:

- Setting up a business's accounting system
- Cash oriented business transactions
- Adjusting entries
- Preparation of financial statements
- Budgeting
- Reporting business activities

**91 Honors Accounting (18 Weeks)**

Credit:	.5 Unit	Grade Placement:	12
Semesters	1	Prerequisite:	Teacher Approval

Course Description: This fast paced college level accounting class matches up with Clinton Community College's "Introduction to Accounting". Students enrolled will automatically receive dual credit.

Areas of Study Include:

- |  |   |
|--|---|
| --Analyzing transactions                       | --Depreciation procedures                       |
| --Journalizing and posting                     | --Reconciling bank statements                   |
| --Adjusting entries and the worksheet          | --Establishing/replenishing a petty cash system |
| --Financial statements and the closing process |   |
| --Payroll accounting                           |   |

**XX – DIGITAL DESIGN (18 weeks )**

Credit:	.5 Units	Grade Placement:	10, 11, 12
Semester:	1	Prerequisite:	Met computer graduation requirement

Course Description:

This course combines basic desktop publishing skills and graphic design principles with the specifics of how to use Adobe Photoshop, Illustrator, and Adobe Acrobat to create visual communications. Digital Design will teach users how to harness the power of each software to develop different types of documents from simple flyers to newsletters and beyond. You will learn how to package your document for print or web to get the most from the final design. In this course students will gain the necessary skills for today's new technologies of graphic design and digital printing.

Areas of Study Include:

- Manipulating Images
- Creating Graphics
- Creating Composites
- Layout Design
- Print Publishing / Web Publishing