

BUSINESS AND COMPUTERS

Course Name	9	10	11	12
Accounting 1		E	E	E
Business Law		E	E	E
College Accounting*			E	E
Entrepreneurship			E	E
Essentials of Personal Finance and Economics			R	
Marketing		E	E	E
Money and Investing			E	E
Advanced Computer Applications		E	E	E
Computer Applications	R			
Introduction to Computer Science	E	E	E	E
Digital Design	E	E	E	E
Digital Imaging	E	E	E	E
Keyboarding	E	E	E	E
Web Page Design	E	E	E	E
Youth Apprenticeship			E	E
E = Elective Course R= Required Course * = Honors Course				

Accounting 1

1 Credit: Yearlong

Prerequisite: Sophomore Status

Looking for a career in high demand? Once again, in 2021, Accounting is near the top of the list for the most in-demand college majors. If you think a career in business may be in your future, NOW is the time to begin to prepare. All future business and economic majors will need to take two years of accounting in college. Whether it be starting your own business, or entering the marketing, management or accounting professions, it's important to learn the language of business. Students will be introduced to the "real world" of business by learning the principles of accounting while applying business concepts and theory through case studies and simulations. Note: If you intend to take Accounting 1 and College Accounting, you must take Accounting 1 as a sophomore or junior and College Accounting as a junior or senior. *This class is a 3-credit dual-credit course through Gateway Technical College.*

Business Law

0.5 Credit: Semester

Prerequisite: Sophomore Status

Are you curious to know more about the law? Business Law covers the legal system as it applies to a person in everyday life. Business Law will include units on the basics of law including the court system, criminal and civil law, contract law, and more. In this discussion based course, students will learn about the law through case studies, current events, projects, field trips and classroom debates. Whether you are interested in pursuing a career in law, business, or just interested in how our legal system works, this course is for you.

College Accounting - Honors

1 Credit: Yearlong

Prerequisite: Accounting 1 OR Consent of Instructor

College Accounting is appropriate for any student considering a career in business. All future business and economics majors will have to take two years of accounting in college. This course will make these courses more of a review. This yearlong course covers all the learning objectives of a traditional college-level financial accounting course. Students will explore the nature of accounting, the introduction of basic accounting concepts and procedures, and interpretation of financial statements. The various uses of accounting information in decision-making, accounting issues concerning income and cash flows, economic resources and capital will be discussed. This course is appropriate for individuals who excelled in Accounting 1 or high academic performers with instructor consent. *This class is a 3-credit dual-credit course through Gateway Technical College.*

Entrepreneurship

0.5 Credit: Semester

Prerequisite: Junior Status

Do you have what it takes to start a new business? Do you have an idea for a business, but need the tools to get started? This course will provide you with the core skills you need to become successful. In this course, you will learn the basics needed to plan and launch your own business. This course will walk you through the steps of setting up a business, including developing a business plan, a mission and a vision, attracting investors and marketing your company.

Essentials of Personal Finance and Economics

0.5 Credit: Semester

Prerequisite: Junior Status OR Consent of Instructor at Sophomore Level

Personal finance and economics are an integral part of day-to-day life. This hybrid course provides exposure to a wide variety of personal financial and economic concepts to assist in building a foundation of knowledge to further your abilities in making important, every day, financial decisions. Topics will include income and education, money management, credit and debt management, planning, saving and investing, financial responsibility and risk management, basic economic concepts, supply and demand, market structures, market failures and the role of government, economic indicators and international trade.

Marketing

0.5 Credit: Semester

Prerequisite: Sophomore Status

All businesses, from Google to Nike, are marketing organizations. They seek to satisfy customer needs and wants while making a profit. This course is designed to introduce students interested in a marketing career or a business major in college to the unique world of marketing. Major areas of study include sports marketing, advertising, and promotion, consumer behavior, personal selling, pricing, product mix, and finance.

Money and Investing

0.5 Credit: Semester

Prerequisite: Essentials of Personal Finance and Economics

Will you be prepared for the financial challenges facing you in the future? Take charge of your financial future by gaining insight into the basics of money management. This course picks up where Essentials of Personal Finance & Economics left off. Topics discussed will include: budgeting, wants vs. needs, time value of money, stocks, bonds, mutual funds, taxes, retirement planning (401k, Roth IRA), portfolio management, funding a college education, credit cards, banking, insurance, leasing vs. buying an automobile, mortgages, etc.

“The financial preparedness of our nation’s youth is essential to their well-being and of vital importance to our economic future. In light of the problems that have arisen in the subprime mortgage market, we are reminded of how **critically important** it is for individuals to become **financially literate** at an **early age** so that they are better prepared to make decisions and navigate an increasingly complex financial marketplace.” Ben Bernanke, Federal Reserve Chairman

Advanced Computer Applications

0.5 Credit: Semester

Prerequisite: Computer Applications OR Consent of instructor

In this course, students will extend their use of the Microsoft Office application suite including word processing, spreadsheet, presentation skills. Students will create forms and perform mail merges using Word, build Excel worksheets from scratch, and then learn to link workbooks, chart graphs and perform data analyses. PowerPoint projects will focus on animations, timings, and transitions in their presentations.

Computer Applications

0.5 Credit: Semester

Prerequisite: None

You need to know how to maximize your knowledge of word processing programs by using themes, tables, margins, and references; how to utilize many formulas and manipulate data in spreadsheets; and how to create effective presentations. Computer Applications will show you all these things using 2019 software for Word, Excel, and PowerPoint.

Introduction to Computer Science

0.5 Credit: Semester

Prerequisite: None

Want to create your own video game? Be a part of a high demand industry? Learn to code! The goal of this course is to learn the foundations of computer science and basic programming, with an emphasis on developing logical thinking and problem solving skills. After developing basic programming skills, you'll tackle more challenging tasks with Python graphics and eventually you'll make those graphics come to life. Once you complete the Introduction to Computer Science course, you will be able to program in Python. No previous coding experience is required for this course.

Digital Design

0.5 Credit: Semester

Prerequisite: None

This project-based course is for the creative, enthusiastic, and motivated student who likes designing publications using basic layout and design. Students will learn basic design guidelines – what works, what doesn't and why. Topics covered will include graphics layout, design, typography and page layout software. Students will create their projects using Adobe Illustrator CC.

Digital Imaging

0.5 Credit: Semester

Prerequisite: None

Do you wish that you knew how to alter a photo? Would you like to learn what the pros do to edit pictures? Have you ever wanted to place a picture in a document, presentation, or on the Internet but didn't know what kind of picture was appropriate? Would you like to learn how to use a digital camera or photo editing software? If so, Digital Imaging is the class for you. This course is broken into two sections: digital photography and digital imaging. Students will learn how to properly take digital photos in the manual settings. Then students will learn how to manipulate images using Adobe Photoshop CC. No prior Photoshop or photography experience is necessary.

Keyboarding

0.5 Credit: Semester

Prerequisite: None

To complete your work faster, it is important to develop typing skills. The Wisconsin Department of Public Instruction recommends that all students can key at a rate of 5 times their grade level. Keyboarding introduces students to the touch system of keyboarding on the standard alphanumeric keyboard. Introduction of the keyboard is followed by intense speed and accuracy practice. Also, students will utilize Microsoft Word 2019 to format business letters, reports and tables.

Web Page Design

0.5 Credit: Semester

Prerequisite: None

Having and maintaining a website is a must in today's business world. Being able to successfully create and design web pages is a skill that will carry into college and beyond. Students in this course will learn how to properly prepare for website development including design techniques, typography, and layout. Students will also learn to code in HTML to create their pages. Finally, students will design and create multiple pages using current website development software.