

Business Courses

ARTICULATED ADVANCED STANDING COURSES AT WITC CAMPUSES

Successful completion of any of the following courses taken at Superior High School will qualify for credit towards a degree requiring any of the following classes at any of the WITC campuses in Wisconsin. The student must receive a minimum grade as stated in the course description.

Students may speak to any business teacher to obtain more information: accounting I and II, business occupations on the job, multi-media I-IV, English 21, information processing I and II, and computer applications I and II.

KEYBOARDING/INFORMATION PROCESSING I (Microsoft Word XP) 9-10-11-12 (1/2 Credit - 1 Semester) 042

Students are instructed in tabulation, vertical and horizontal centering, composing and proofreading, business letters, envelopes, reports, rough drafts, and outlines. Speed and accuracy timings are administered throughout the semester. Keyboarding skills and format knowledge acquired in this class are a must for computer instruction at Superior High School.

INFORMATION PROCESSING II (Microsoft Word XP) 9-10-11-12 (1/2 Credit - 1 Semester) 043 Prerequisite: Information Processing I

Students are instructed in advanced document formatting including tables, styles, mail merge, graphics, and desktop publishing using Microsoft Word XP.

COMPUTER APPLICATIONS I (Microsoft Word and Microsoft Excel) 9-10-11-12 (1/2 Credit - 1 Semester) 044

Students will be instructed in the basic use of electronic file management, basic use of Internet Explorer, basic text editing functions in Microsoft Word, and basic use of the Microsoft Excel spreadsheet program. This course is highly recommended for students planning to obtain a degree in business, accounting, finance, and administration.

COMPUTER APPLICATIONS II (Microsoft Access, Microsoft Excel, and Microsoft Word) 9-10-11-12 (1/2 Credit - 1 Semester) 045 Prerequisite: Computer Applications I

Students will be instructed in the basic use of the Microsoft Access database program, the advanced use of Microsoft Excel spreadsheet program, and MS software integration. This course is highly recommended for students planning to obtain a degree in business, accounting, finance, and administration.

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MULTIMEDIA I 10-11-12 (1/2 Credit - 1 Semester) 050	Students will complete one semester exploring the following areas: Multi-media slide show using Microsoft PowerPoint Hypertext using HTML coding Desktop Publishing using Microsoft Word and Publisher.
Prerequisite: Information Processing I or Computer Applications and teacher recommendation	
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MULTIMEDIA II 10-11-12 (1/2 Credit - 1 Semester) 051	Students will explore in depth the underlying principles and concepts in the selected areas of: Multi-media slide show using Microsoft PowerPoint Hypertext using HTML coding Desktop Publishing using Microsoft Word and Publisher.
Prerequisite: Multi-Media I	
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MULTIMEDIA III 11-12 (1/2 Credit - 1 Semester) 052	Students will complete one semester as a team leader or assistant team leader in one of the following areas: Multi-media slide show using Microsoft PowerPoint Hypertext using HTML coding Desktop Publishing using Microsoft Word and Publisher.
Prerequisite: Multi-Media II	In this course students will help choose student-relevant projects to incorporate into the above formats. Students will also participate in the analysis and revision of their project.
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MULTIMEDIA IV 11-12 (1/2 Credit - 1 Semester) 053	Students will complete one semester as a team leader or co-leader in one of the following areas (in which they have already participated during Multi-media II or III): Multi-media slide show using Microsoft PowerPoint Hypertext using HTML coding Desktop Publishing using Microsoft Word and Publisher.
Prerequisite: Multi-Media III	Students will create and choose assignments for their designated formats and will lead in analyzing the effects of their projects and revise their projects according to this analysis.

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EMPLOYABILITY SKILLS

11-12

(1/2 Credit - 1 Semester) **040**

Prerequisite:
Information Processing I

This course is designed to teach students the necessary office and technology skills needed for employment in today's demanding global economy. Word processing skills will be integrated using Microsoft Word. This course will include instruction in records management, telephone techniques, the job application and interview process, business e-mail usage, and business communications. Emphasis will be placed on developing an appropriate work ethic, responsible behavior, and organizational skills. This course will enhance your ability to compete in the business world.

OFFICE MANAGEMENT/ BUSINESS OCCUPATIONS

11-12

(1-3 Credits) **046**

Prerequisite:
**Information Processing I or
Computer Applications**

Articulated with WITC campuses. Minimum grade – B with Advanced Standing up to 3 credits.

Office management/business occupations are open to seniors who plan a career in the business world. The class is a combination of a two-period class in which skills are taught, and two-three hours per day in which a student works in an actual business situation. The two hours of classroom instruction given daily are specifically related to the types of jobs in which the individuals work and includes general office procedures, business machines, and computer applications. If scheduling conflicts arise, this class can be taken for one class hour of instruction instead of two with total credits of two instead of three. With teacher permission, highly motivated students may take the class for one period only.

Although a keyboarding or Business Occupations In School class is the **ONLY REQUIRED COURSE** prior to taking Office Management/Business Occupations, recordkeeping or accounting, and English 21 are highly recommended. It is also suggested that business computer applications, business math, information processing, and other business electives be taken during the sophomore, junior, and senior years if time permits.

***Teacher signature required**

The coordination of classroom work with actual job situation and FBLA activities gives the students excellent preparation for work in today's business world.

ENGLISH 21

12

(1 Credit - 1 Year) **133**
134

Articulated with WITC campuses. Minimum grade- A with Advanced Standing up to 3 Credits

This course is designed to integrate oral and written communications necessary to succeed in careers of the 21st Century. A practical application to grammar, punctuation, spelling, sentence and paragraph construction, letter composition as well as proofreading skills will be stressed. The computer lab will be utilized for letter composition. Because the world demands the use of good communication skills, this course is highly recommended for all students.

The inclusion of writing and literature phase of the class allows this course to be a substitute for a required English credit for high school graduation. It's articulated with WITC, and it will meet the requirements of most universities should that be a direction that you choose. Check with your counselor should this affect you. Because of the articulation agreement with WITC campuses, this course should be taken for one full year.

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BUSINESS LAW

11-12

(1/2 Credit - 1 Semester) 060

What is Business Law? What are the laws governing minors and alcohol? Can I cancel my CD club subscription? If I receive items in the mail unordered, must I return them or pay for them? How does a person prove a verbal contract? What's a Miranda Warning and pleading the fifth all about? Does a search always need a search warrant? What types of insurance do I need? Why am I responsible for the value of your bike left in my garage for the winter if stolen?

This is a sample of the types of questions answered in Business Law. This class is for students who wish to be aware of laws governing them as students, minors, and adults. The course touches upon criminal law, civil law (torts), contracts, bailments, insurance, landlord/tenant, and other points of interest to the student.

BUSINESS MATHEMATICS

9-10-11-12

(1/2 Credit - 1/2 Semester) 061

This class reviews the arithmetic fundamentals which are use to solve a variety of business problems. The topics covered provide students with an introduction to the business content and terminology that they will study in greater detail in advanced business classes. This class does not fulfill a math requirement for graduation.

RECORDKEEPING

9-10-11-12

(1/2 Credit - 1 Semester) 062

Keeping records is part of everyone's personal business lives. As individuals we maintain taxes, medical insurance, and credit records. As employers we prepare to use various records in our daily activities.

Recordkeeping is a class designed for students who want to explore ACCOUNTING or build their knowledge and skill competency in both personal and business recordkeeping. This class is closed to Advanced Accounting Students.

ACCOUNTING I

10-11-12

**(1 Credit - 1 Year) 063
064**

Business activities touch the lives of everyone. Accounting is known as the *Language of Business*. The study of accounting provides definite and specific opportunities for everyone, regardless of future occupational goals. This class is a must for any student thinking of majoring or minoring in any post secondary business related program. The knowledge of accounting prepares people for all aspects of employment in business such as: understanding business reports, management, marketing, small one-owner business, partnerships, corporations, and of course, their own personal investments and household management.

Articulated with WITC campuses. Minimum grade- B with Advanced Standing up to 3 Credits in Accounting Principles

Why choose Accounting? "The accounting profession is the best regarded profession in the country" According to a survey by Louis Harris and Associates.

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