

BUSINESS

BUS 053 INTRODUCTION TO BUSINESS

(Yearly 1 Credit) (9, 10)

One-year course designed to give students a general knowledge of our economy, how it functions and the role of consumers in our private enterprise system. Consumer topics include good money management techniques, using credit wisely, banking functions and procedures, and career opportunities. Concepts of insurance, finance, marketing, management, personnel relations, and business organization are introduced. Quicken software will be used to enhance these activities. This course plus Wellness fulfills the consumer education requirement for graduation.

BUS 101/102 KEYBOARDING APPLICATIONS

(Semester 1/2 Credit) (9, 10, 11, 12)

Prerequisite: Computer Instruction at the Middle School or Equivalent

Keyboarding Applications is an important course for today's student. The successful completion of this course will enhance computer performance in practically every other subject area in high school and college. Keyboarding Applications is part of the natural sequence for keyboarding instruction. Students will develop the skill of touch typing on the keyboard using proper techniques and will build speed and accuracy. They will learn problem formatting and document processing, including personal and business letters, numbered lists, memos, short reports, manuscripts with citations and references, and short essays. Microsoft Word is the software used in this course. Completion of this course with a grade of C or better will open the door to enrolling in other business computer classes and prepare you for the Word portion of the MOUS certification test.

BUS 201/202 ADVANCED KEYBOARDING

(Semester 1/2 Credit) (9, 10, 11, 12)

Prerequisite: Keyboarding Applications with a Grade of C, or with Instructor's Approval

Students who successfully complete Advanced Keyboarding will have the opportunity to develop the skills necessary to perform successfully in a part-time or entry-level office position using the keyboard. Students will be given the time necessary to extend keyboarding and formatting skills. Skill in arranging and typing letters, tables, and reports of greater length and complexity will be strengthened. Related language skills will be emphasized to improve students' knowledge of grammar, capitalization, number expression and punctuation. Editing and proofreading exercises will also be stressed. The terminology and concepts used in operating electronic and/or microcomputer equipment will also be introduced.

BUS 251/252 WORD PROCESSING

(Semester 1/2 Credit) (9, 10, 11, 12)

Prerequisite: Keyboarding Applications with a C or Above, or with Instructor's Approval

Students continue to increase word processing skills by learning another widely used, powerful word processing program--Corel WordPerfect. Students will continue to work on their speed and accuracy using the keyboard. Students will use Corel WordPerfect for text formatting to desktop publishing work.

BUS 271/272 ADVANCED WORD PROCESSING

(Semester 1/2 Credit) (10, 11, 12)

Prerequisite: Word Processing with a C or Above

Students will learn advanced word processing and desktop publishing functions using Corel WordPerfect. Activities include drawing, merging, creating and using macros, and creating and using templates. Corel Presentations and Quatro Pro software will be used also. Students will develop their own personal and office portfolios.

BUS 303 OFFICE KEYBOARDING APPLICATIONS

(Yearly 1 Credit) (9, 10, 11, 12)

This is a one-year course designed to cover the fundamentals of typewriting. Skill is developed in controlling the keyboard and operative parts of the machines for those not intending to concentrate in the business or pre-college course of study. Individual assistance is given when possible. This course includes problem typing as follows: notes, letters, short reports, outlines, tabulation, columns, and manuscripts.

BUS 353 OFFICE WORD PROCESSING

(Yearly 1 Credit) (10, 11, 12)

Prerequisite: Office Keyboarding or Keyboarding Applications with a Grade of C or Above, or with Instructor's Approval

This course is designed for students who need to learn word processing skills at a slower, more detailed pace and who are interested in employment after high school. Employment skills will be emphasized throughout the course. Students do a variety of business-related tasks and complete several work simulation projects on the computer. Keyboarding skills will be stressed, using Microsoft Word.