



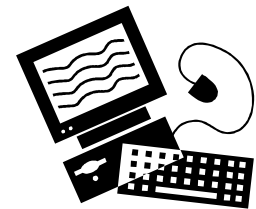
# BUSINESS EDUCATION DEPARTMENT



**The GOAL of the Business Department is to help YOU reach YOURS!**

The ability to use the computer as an **EFFECTIVE TOOL** is a needed skill to succeed in the competitive world of today and tomorrow. Experience . . .

- Keyboarding Applications
- Advanced Keyboarding Applications
  - Word Processing
- Advanced Word Processing
- Computer Applications



The top two employment skills requested by most employers are personal computer expertise and oral/written communication skills. Experience . . .



- Advanced Computer Applications/Multimedia
- Web Page Design (HTML & JavaScript)
- English & Business Communication

Enhance your understanding of the basic business of life. Experience . . .

- Introduction to Business
  - Accounting
- Advanced Accounting
- Business Management
  - Business Law
- Personal Investment and Finance



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## **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***

The successful completion of this course will enhance **computer performance** in practically every aspect of your high school, college, and/or career experience. Students will have the opportunity to develop the skill of touch typing using proper techniques. Motivation for individual skillbuilding will be provided to increase speed and improve accuracy. Students will learn to create & properly format a variety of documents such as--letters, memos, reports with internal documentation, works cited pages, tables, brochures, mail merge, and desktop publishing. Word processing will be completed using Microsoft Word. The use of standard Word commands/features will be a goal of this course. Completion of this course with a grade of C or above will open the door to enrollment in additional business computer classes. In addition, students will be tested on their knowledge of the software by completing the Word portion of the SAMS 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***

A follow-up course to Keyboarding Applications, students who successfully complete this course will have the opportunity to develop the skills necessary to perform successfully in a part-time or entry-level office position using the keyboard. Skills in arranging and typing letters, tables, and reports of greater length and complexity will be strengthened. Advanced commands/features of Microsoft Word will be taught and utilized in a variety of activities/projects. When possible, a mini-business simulation will be created for the purpose of keying, editing, and producing teacher-generated projects. Students will be tested on their knowledge of the software by completing the Advanced Word portion of the SAMS certification test.

## **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 enhance their computer expertise by learning yet another powerful word processing program--Corel WordPerfect. Instruction in this course is software based instead of document based. WordPerfect shortcuts, quick menus, and pull-down menus are all explored and used to create a variety of documents. Projects are utilized to assess student understanding of the software. This curriculum provides opportunity for students to complete both individual and team projects.

## **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. In addition, spreadsheet commands and the exercises will be presented using Quattro Pro software. Electronic presentations will be created and explored using Corel Presentations software. WordPerfect, Quattro Pro, and Corel Presentations make up the group of software called Corel Suite. Completion of this course provides students the opportunity to accomplish expertise in a second group of programs in addition to Microsoft Office.

## **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 computer. This course is intended for those students not intending to concentrate in the business or pre-college course of study. Individual assistance is given when needed. In addition to learning the alphabet and number keys, students will learn to create and properly format the following documents--letters, short reports, outlines, tables, memos, and other desktop publishing activities. Attention will be given to proofreading, editing, and correcting student work.



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## **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 word processing software.

## **BUS 503 ACCOUNTING** (Yearly 1 Credit) (10, 11, 12)

The principles and practices of accounting procedures for Sole Proprietorships, Partnerships, and Corporations are introduced. Hands-on techniques help students apply the principles of the accounting cycle in a variety of business settings. Special emphasis is placed on the analysis of business transactions, the use of journals and ledgers, and the development and completion of financial statements. Methods for calculating depreciation, interest, and taxes are also incorporated through the use of realistic problems. The IBM lab will be used for instruction with business simulations.

## **BUS 553 ADVANCED ACCOUNTING** (Yearly 1 Credit) (11, 12)

*Prerequisite: Accounting I with a Grade of C or Better*

This course is designed to prepare students who have one or more of the following objectives: (1) to go to college and major in any business field; (2) to learn to analyze financial statements and develop decision-making skills using advanced principles of Accounting. Use of computers for solving accounting problems and handling accounting data will also be introduced during the second semester.

## **BUS 601/602 BUSINESS MANAGEMENT** (Semester 1/2 Credit) (11, 12)

This course will examine how business institutions operate in our modern political, social, and economic environment. This course will provide a general background in the elements and characteristics of business enterprise. Main course content will emphasize entrepreneurship, management, organization, personnel, marketing, finance, ethics, and personal investment. Students will also have the opportunity to design their own business.

## **BUS 701/702 BUSINESS LAW** (Semester 1/2 Credit) (11, 12)

This course is designed to acquaint the student with a general view of our legal system. Topics include foundations of the U.S. legal system, contract law, consumer rights, employment relationships, civil and criminal law. Real world cases help provide practical topics for discussion and written assignments.

## **BUS 721/722 PERSONAL INVESTMENT AND FINANCE**

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

This course will give students the opportunity to acquire the skills needed to become financially secure through the researched process of wise investment decision-making.

This class will give all students a firm grasp on money management and various investing techniques, as well as provide the college-bound student with an excellent foundation for post-secondary business classes. The process of taking researched risks and taking charge of one's financial future will be discussed in depth. Students will design their own personal investment portfolios using a combination of stocks, mutual funds, 401k's, IRA's, and other investment opportunities.

## **BUS 752 ENGLISH AND BUSINESS COMMUNICATIONS (EBC)** **ENG 752 COMMUNICATIONS (EBC)**

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

*Prerequisite: One Semester of Keyboarding Applications with C or Above; C or Above in all English Courses*

Oral communication skills will be studied and developed which will involve keynote speaking and group presentations. The "team" approach will be applied to many aspects of this course and include concepts such as time management, scheduling, conflict resolution, and compromise. EBC is taught entirely in the IBM computer lab where a variety of software programs will be utilized. This course is designed for college-bound students majoring in any area of business or the high school graduate seeking office employment.

## **BUS 801/802 COMPUTER APPLICATIONS** (Semester 1/2 Credit) (10, 11, 12)

*Prerequisite: Keyboarding Applications or Word Processing with a C or Above*

Gain valuable computer experience. Students are introduced to spreadsheets, charts, database management, desktop publishing, multimedia presentations, and the Internet through hands-on activities and projects. Completion of this course provides an advanced computer

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skill set for college and beyond, as well as prepares students for the Excel and PowerPoint portion of the MOUS certification exam. Software introduced includes: Microsoft Office (Word, Excel, PowerPoint, Access) and Internet Applications.

## **BUS 851/852 ADVANCED COMPUTER APPLICATIONS/MULTIMEDIA**

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

***Prerequisite: Computer Applications or Advanced Word Processing***

Expand your computer knowledge and be prepared for college or employment. Students will work with advanced applications with an emphasis on multimedia presentations and computer design elements.. Students will also learn basic web page creation. Students will be given the opportunity to create a portfolio of real-world design projects.

## **BUS 901/902 WEB PAGE DESIGN (HTML AND JAVASCRIPT)**

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

***Prerequisite: Algebra with a C or Better and Computer Applications with a C or Better***

This is a one semester course designed to give students in-depth knowledge of web page design, web site construction and Java programming using HTML (Hyper Text Markup Language), Java, and JavaScript. Students will begin by studying web site design and then learn to create original web sites. Using HTML, Java, and JavaScript, three of the most popular programming languages for the creation of web pages, students will create and maintain their own personal web sites, as well as assisting in the creation of business-related web sites. Students also will be introduced to the fundamentals of marketing, advertising, and business opportunities in the world wide web.



# **DID YOU KNOW ? ? ?**

- ✓ The Business Education curriculum provides outstanding preparation for the student bound for college or for the world of work.
- ✓ Keyboarding Applications develops skills that will be of benefit for the rest of your life. Ask how you can receive Heartland Community College credit for this course!
- ✓ Introduction to Business meets the consumer education requirement.
- ✓ English & Business Communications may be taken for either English or Business credit.
- ✓ Accounting, Advanced Accounting, and Business Management not only provide an opportunity for life-long knowledge, but also give an invaluable jump-start to college business majors.
- ✓ We offer a variety of computer classes using the following software:
  - ◆ **Microsoft Office 2000**  
(Word, Excel, PowerPoint, Front Page, Access, Publisher)
  - ◆ **Corel WordPerfect Suite 8**  
(WordPerfect, Quattro Pro, Corel Presentations)
  - ◆ **CorelDraw!8**  
(including PHOTO-PAINT)
  - ◆ **Quicken**
  - ◆ **Automated Accounting**
  - ◆ **Microsoft Visual J++**

