

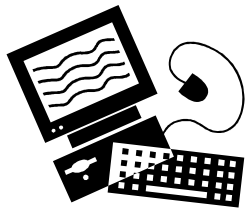


BUSINESS EDUCATION DEPARTMENT



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 . . .



- Introduction to Computer Applications
- Word Processing/Microsoft Office
- Word Processing/Corel Suite
- Computer Applications

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

- Advanced Compute 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

Let us help educate you for success in business and in life!

Business Education Department

2004-2005 Curriculum Chart

Below is a chart indicating the various grade levels that students may take business courses. The courses in plain text are year courses. The courses in italicized text are semester courses.

Course No.	Course	Fresh.	Soph.	Jr.	Sr.
BUS 053	Introduction to Business	X	X		
BUS 101/102	<i>Introduction to Computer Applications</i>	X	X	X	X
BUS 201/202	* <i>Word Processing/Microsoft Office</i>	X	X	X	X
BUS 251/252	* <i>Word Processing/Corel Suite</i>	X	X	X	X
BUS 303	Office Keyboarding Applications	X	X	X	X
BUS 353	** Office Computer Applications		X	X	X
BUS 503	Accounting		X	X	X
BUS 553	§ Advanced Accounting			X	X
BUS 601/602	<i>Business Management</i>			X	X
BUS 701/702	<i>Business Law</i>			X	X
BUS 721/722	<i>Personal Investment and Finance</i>			X	X
BUS 751/752	◆ <i>English & Business Communications</i>			X	X
BUS 801/802	* <i>Computer Applications</i>		X	X	X
BUS 851/852	▣ <i>Advanced Computer Applications</i>			X	X
BUS 901/902	▣▣ <i>Web Page Design (HTML & JavaScript)</i>		X	X	

* Prerequisite: Introduction to Computer Applications or Introduction to Keyboarding Applications

** Prerequisite: Office Keyboarding Applications with a C or above

§ Prerequisite: Accounting with a C or above

◆ Prerequisite: Introduction to Computer Applications or Introduction to Keyboarding Applications with a C or above AND a C or above in last English course.

▣ Prerequisite: Computer Applications with C or above or with Instructor's Approval

▣▣ Prerequisite: Computer Applications with C or above or with Instructor's Approval

BUSINESS

BUS 053 INTRODUCTION TO BUSINESS

(Yearly 1/2 Credit) (9, 10)

Prerequisite: *None*

One-year course designed to give students a general knowledge of our economy, how it functions and the role of the consumer 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. *Introduction to Business fulfills the consumer education requirement.*

BUS 101/102 INTRODUCTION TO COMPUTER APPLICATIONS (Previously Keyboarding Applications)

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

Prerequisite: *None*

Students will have the opportunity to develop the skill of touch-typing using proper techniques. Motivation for individual skill building will be provided to increase speed and improve accuracy. Using Microsoft Word, students will learn to create and properly format a variety of documents such as letters, memos, reports, tables, and desktop publishing projects. The Internet will also be used as a tool for the completion of projects. Students will be introduced to the “basics” of Microsoft Excel and PowerPoint. The completion of this course, with a grade of C or above, will allow students to enroll in advanced level computer courses.

BUS 201/202 WORD PROCESSING/MICROSOFT WORD

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

Prerequisite: *Introduction to Computer Applications/Keyboarding Applications*

Students who successfully complete this course will have the opportunity to develop the advanced skills necessary to perform successfully in a part-time or entry-level position using the computer. 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. These features will include--merging, sorting, format painter, drawing toolbar, calculations in tables, and templates. Projects will include brochures, flyers, labels, integration of Excel worksheets/charts, and PowerPoint slides. Students will work individually, with a partner, and in teams.

BUS 251/252 WORD PROCESSING/COREL SUITE (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 303 OFFICE KEYBOARDING APPLICATIONS

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

Prerequisite: *None*

This is a **one-year** course designed to cover the fundamentals of keyboarding. 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 projects. Attention will be given to proofreading, editing, and correcting student-created work. Microsoft Word commands/shortcuts will be the focus for student learning.

BUS 353 OFFICE COMPUTER APPLICATIONS

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

Prerequisite: *Office Keyboarding Applications*

This course is a **one-year** course designed for students who need to learn advanced word processing skills at a slower, more detailed pace and who are interested in employment using these skills after high school. Students will continue to improve keyboarding speed and accuracy. Using Microsoft Office, students will explore a variety of advanced features using Word and the “basics” of Excel and PowerPoint. Exercises may include: the use of templates, merging, sorting, calculations in tables, Excel worksheets/charts, and PowerPoint slides/presentations. Students will complete projects both individually and with partners.



BUSINESS

BUS 503 ACCOUNTING

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

Prerequisite: *None*

The practices and procedures of accounting for sole proprietorships, partnerships, and corporations are introduced in this course. Hands-on techniques help students learn to apply the principles of the accounting cycle in a variety of business settings. Special emphasis is placed on the analysis of financial transactions, the use of journals and ledgers, and the development and completion of financial statements. Methods for calculating depreciation, inventory levels, interest, and taxes are also incorporated through the use of realistic problems. The computer will be utilized for business simulations to enhance the accounting experience.

BUS 553 ADVANCED ACCOUNTING

(Yearly 1 Credit) (11, 12)

Prerequisite: *Accounting with a C or above*

This course is designed for students with either of the following objectives: (1) going to college and majoring in any area in the field of business, or (2) entering the work force possessing the ability to analyze financial statements and make wise financial decisions. Advanced Accounting enhances student knowledge of the concepts, practices, techniques, and theories related to the double-entry accounting system and takes basic understanding to a deeper level. The use of a college-level financial accounting textbook gives students a thorough and challenging accounting experience, resulting in a rock-solid foundation of business and accounting concepts and principles.

BUS 601/602 BUSINESS MANAGEMENT

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

Prerequisite: *None*

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. 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)

Prerequisite: *None*

Business Law is a one-semester course open to juniors and seniors. This course is designed to provide an opportunity to explore the influences of the legal system on American

business and industry as well as personal life. Topics include foundations of the U.S. legal system, civil and criminal law, contract law, marriage/divorce, employment relationships, wills, and estate planning. Analysis of real world cases and participation in mock trials, help provide practical experiences.

BUS 721/722 PERSONAL INVESTMENT AND FINANCE

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

Prerequisite: *None*

Managing personal finances, including acquiring the skills necessary to become financially secure, is an extremely valuable tool for students to possess. This course will give students a firm grasp of 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 develop their own personal investment portfolios utilizing a combination of traditional banking investments, stocks, bonds, mutual funds, and various retirement plan options.

BUS 752 ENGLISH AND BUSINESS

ENG 752 COMMUNICATIONS (EBC)

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

Prerequisite: *Introduction to Computer Applications or Introduction to Keyboarding Applications with a C or above and a C or above in last English course*

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 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: *Introduction to Computer Applications or Introduction to Keyboarding Applications or Instructor's Approval*

All students should take this course during their high school career! Students will review and learn important Microsoft Word skills, gain an understanding of how to create worksheets and charts using Microsoft Excel, and use Microsoft PowerPoint to create effective presentations.

BUSINESS

This course will allow students to be prepared for the many uses of computers in all high school classes and beyond. The completion of this course, with a grade of C or above, will allow students to enroll in all advanced level computer courses.

BUS 851/852 ADVANCED COMPUTER APPLICATIONS/MULTIMEDIA

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

Prerequisite: Computer Applications with C or above or with Instructor's Approval

Expand your computer knowledge while gaining valuable real-life experience. Students will work on advanced Microsoft Office applications, including Excel, Access, and PowerPoint, as well as graphic design software. Students will also create their own design business, learning how to integrate Microsoft Office applications and design software while enhancing their business and marketing skills.

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

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

Prerequisite: Computer Applications with C or above or with Instructor's Approval

This is a one semester course designed to give students in-depth knowledge of web page design, website construction and web programming using HTML, JavaScript and FrontPage. Students will begin by studying website design and what makes effective and ineffective websites. Using HTML, JavaScript and FrontPage, students will create and maintain their own websites, as well as assisting in business-related and the high school web sites. Students will also be introduced to the fundamentals of marketing, advertising, and business opportunities on 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.
- ✓ Introduction to Computer Applications (previously 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**
(WordPerfect, Quattro Pro, Corel Presentations)
 - ◆ **CorelDraw! and PHOTO-PAINT**
 - ◆ **Automated Accounting**

