

BUSINESS TECHNOLOGY DEPARTMENT OFFERINGS

<u>Beginning Pathway Courses:</u>	<u>Grade Level</u>
Preparing for College and Careers	9, 10
✘ Digital Applications and Responsibility	9, 10, 11, 12
Introduction to Business	9, 10
Personal Financial Responsibility	9, 10, 11, 12
<u>Entrepreneurship Pathway Courses</u>	
Principles of Business Management	10, 11, 12
✘ Principles of Marketing	10, 11, 12
✘ Business Law and Ethics	11, 12
Entrepreneurship and New Ventures	11, 12
Work Based Learning, Business and Marketing (B.C.E.)	12
<u>PC and Network Support Pathway Courses</u>	
✘ # Computer Tech Support	10, 11, 12
Web Design (Dreamweaver)	10, 11, 12
<u>Other Elective Courses</u>	
Career Information and Exploration I (JAG)	11, 12
Introduction to Accounting	10, 11, 12
Interdisciplinary Cooperative Education (I.C.E.)	12

✘ Dual Credit available from Ivy Tech (see course description)
COMPTIA A+ certification available (see course description)

Business Technology Department Course Descriptions by Emphasis

[Beginning Pathway Courses](#)

PREPARING FOR COLLEGE AND CAREERS

1 semester course, 1 credit, offered both semesters – Prerequisites: None
(DOE Course Code: 5394)

This course includes reviewing the 16 national career clusters and Indiana's College and Career Pathways, in-depth investigation of one or more pathways, reviewing graduation plans, and developing career plans. Other topics addressed include: exploration of personal aptitudes, interests, values, and goals; planning and building employability skills; transferring school skills to life and work; and managing personal resources.

DIGITAL APPLICATIONS AND RESPONSIBILITY ✘

Full year course, 1 credit per semester – Prerequisites: None (DOE Course Code: 4528)

Do you want the technology skills to be successful in college and the career you choose? Technology is used to build students decision-making and problem-solving skills. Students will learn expert skills in databases, spreadsheets, word processing, one note and presentation software. This course is valuable for anyone going to college or entering the business world after high school. Dual Credit is available through Ivy Tech course number CINS 101 which is accepted at many other Indiana colleges for their Introduction to Computers required class. Students will have the opportunity to earn Microsoft Office Specialist certifications through the Microsoft IT Academy program.

INTRODUCTION TO BUSINESS

1 semester course, 1 credit, offered both semesters – Prerequisites: None
(DOE Course Code: 4518)

Introduction to Business introduces students to the world of business, marketing and entrepreneurship including the concepts, functions, and skills required meeting the challenges, of operating a business, in the twenty-first century on a local, national, and international scale. The course further develops business vocabulary, and provides an overview of business and the role that business plays in economic, social and political environments

PERSONAL FINANCIAL RESPONSIBILITY

1 semester course, 1 credit, offered both semesters – Prerequisites: None
(DOE Course Code: 4540)

Getting out of high school and ready to be on your own? How can you get a credit card? Are you eligible for a car loan? Is insurance necessary? What types of investments are secure?

This course focuses on personal financial planning for all individuals. To provide a basis for avoiding financial pitfalls, students will learn financial concepts and principles such as: financial responsibility and decision making, relating income and careers, financial planning and money management, managing credit and debit cards, risk management and insurance, and saving and investing.

Personal Financial Responsibility fulfills the state Financial Literacy Education (FLE) requirement for graduation.

[Entrepreneurship Pathway Courses](#)

PRINCIPLES OF BUSINESS MANAGEMENT

Full year course, 1 credit per semester – Prerequisites: Introduction to Business (DOE Course Code: 4562)

Principles of Business Management focuses on the roles and responsibilities of managers as well as opportunities and challenges of ethically managing a business in the free enterprise system. Students will attain an understanding of management, team building, leadership, problem solving steps and processes that contribute to the achievement of organizational goals. The management of human and financial resources is emphasized.

PRINCIPLES OF MARKETING ✘

Full year course, 1 credit per semester – Prerequisites: None (DOE Course Code: 5914)

Principles of Marketing provide a basic introduction to the scope and importance of marketing in the global economy. Emphasis is placed on oral and written communications, mathematical applications, problem solving and critical thinking skills as they relate to advertising / promotion /selling/, distribution, financing, marketing – information management, pricing, and product / service management.

BUSINESS LAW AND ETHICS ✘

Full year course, 1 credit per semester – Prerequisites: None (DOE Course Code: 4560)

Do you want to know about the law? In 1st semester, *Business and Personal Law* develops a basic understanding of the law and how closely it relates to daily life. The basic sources of law in the United States and our court systems are studied. We take a trip to the courthouse and meet with one of the Superior Court judges. Business Law also thoroughly covers contract law.

In 2nd semester, *Business and Personal Law* continues by emphasizing the study of the Law of Sales, Property Law, and Employment Law as well as the study of Legal Forms of Business Organization.

Dual Credit is available through Ivy Tech course number BUSN 201.

ENTREPRENEURSHIP AND NEW VENTURES

Full year course, 1 credit per semester – Prerequisites: Introduction to Business or Principles of Marketing (DOE Course Code: 5966)

Introduces entrepreneurship and develop skills, and tools critical for starting and succeeding in a new venture Students will study and develop all aspects of a business plan based on their own entrepreneurial idea. Classroom activities may include guest speakers, internet activities, and field trip experiences. Students with an interest in starting their own business will benefit from this class.

WORK BASED LEARNING, BUSINESS AND MARKETING [B.C.E.]

Full year course, 1 related class credit per semester, 1-2 work credits per semester - Prerequisites: Instructor approval (DOE Course Code: 5260)

B.C.E. is a senior internship program that provides students an opportunity to explore their career interest with on-the-job training. The *B.C.E. Related* class includes speakers, field trips, and a curriculum in money management, financial skills, expectations and responsibilities of living on your own, reinforcing computer skills, and career exploration.

The *B.C.E. Work* program includes a variety of career interests: Administrative, Marketing/Sales/Retailing/Advertising, Finance, Business Management, Information Technology, Engineering, Architecture, Law Enforcement (Public Safety and Security), Automotive, Veterinarian/Animal Care, and Travel and Tourism. Students who are already employed may be eligible for this program. This "earn as you learn" program allows students to earn up to 6 credits for a full year.

[PC and Network Support Pathway Courses](#)

COMPUTER TECH SUPPORT #

Full year course, 1-3 credits per semester – Prerequisites: Information Communication and Technology or by instructor approval (DOE Course Code: 5230)

The *Computer Tech Support* program allows students to explore how computers work. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues through hands on activities and labs. Students learn how to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems.

A+ Certification is the focus for this one-year course for students to roll up their sleeves and dig inside the personal computer. This course gives the students the knowledge to study for the *COMPTIA A+ Certification Exam*. A+ Certification is the first step to becoming an excellent PC Technician with real-world job opportunities. Dual Credit is available through Ivy Tech course number ITSP 135.

WEB DESIGN (Dreamweaver)

1 semester course offered 2nd semester, 1 credit – Prerequisites: Digital Applications and Responsibility or by instructor approval (DOE Course Code: 4574)

Do want to learn how to design and create web pages? This is a course that provides instruction in the principles of web design using HTML/XHTML and current/emerging software programs. Students will apply the skills they have learned using HTML/XHTML and Adobe Dreamweaver to plan, design, and publish Web Pages.

[Other Elective Courses](#)

CAREER INFORMATION AND EXPLORATION I (JAG)

Full year course, 1 credit per semester, may be repeated – Prerequisites: Interview by Panel (DOE Course Code: 0522)

JAG-Indiana (Jobs for America's Graduates) is a national curriculum that is designed to support students' steps toward graduation based on developing employability skills. The curriculum is centered in core competencies that assure success in the labor market. Course activities provide opportunities for students to practice the skills needed to enter the job market. Career counseling, mentoring, and classroom instruction is provided by the JAG specialist.

INTRODUCTION TO ACCOUNTING

Full year course, 1 credit per semester – Prerequisites: None (DOE Course Code: 4524)

Accounting introduces the language of business using Generally Accepted Accounting Principles (GAAP) and procedures for proprietorships and partnerships using double-entry accounting. Emphasis is placed on accounting principles as they relate to both manual and automated financial systems. This course involves understanding, analyzing, and recording business transactions and preparing, analyzing, and interpreting financial reports as a basis for decision-making.

INTERDISCIPLINARY COOPERATIVE EDUCATION (I.C.E.)

Full year course, 1 related class credit per semester, and 1-2 work credits per semester – (DOE Course Code: 5902)

I.C.E. is a senior internship program. Since it is interdisciplinary in the career areas addressed, there are no set prerequisites.

The *I.C.E. Related* curriculum includes the study of areas related to employment such as: general safety, job seeking and job maintenance skills, interpersonal and life management skills, financial literacy skills, and career decision making skills.

The *I.C.E. Work* credits may be earned by maintaining an approved job. Students must complete 15 hours of work per week in order to earn 2 credits for I.C.E. Work each semester.