

## BUSINESS TECHNOLOGY EDUCATION, COMPUTER SCIENCE, & TECHNOLOGY COURSES

(Students will be assessed for some materials in this program. See a business teacher for information on approximate cost. All business technology education courses meet specific graduation requirements for practical arts credit.)

*All courses are a length of one year and available to all grade levels unless otherwise specified.*

### Introduction to Information Technology (IIT)

This course is designed to provide an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts.

### Accounting Applications 1

This one-year course is a must for anyone planning to major in business in college or to own their own business. Content covered includes double entry bookkeeping methods and principles of recording business transactions; as well as the preparation of various documents used in the interpretation of financial statements.

### Accounting Applications 2, 3 (Q), 4 (Q)

Successful completion of the previous level is required. These courses are intended to provide the development of additional skills in accounting, including computerized accounting. Application of depreciation, inventory accruals, deferrals, notes, and payroll knowledge will be emphasized.

### Business Cooperative Education (OJT)

This course is for juniors and seniors who have satisfactory performance in a business education job preparatory program and approval of the BCE Coordinator. BCE combines related classroom instruction with supervised on-the-job training in a business or office occupation that matches the student's career objective. Students must be concurrently enrolled in a one credit Business course.

### Business Education Directed Study

This half-credit semester course, open to seniors, will provide students with additional competencies in a business education program that will enhance their employment opportunities.

### Business Mathematics

This one-year course provides students with the math skills necessary in business-related and everyday situations. Topics include reinforcement of skills in working with whole numbers, fractions, decimals, percents, measurements, and applications of business.

### Computer Programming 2, 3 (Q)

One-year courses - Level one covers Pascal programming including top down structure with modular algorithms, data structures, and coding and debugging programs. Level two allows for a continuation of the study of Pascal with an elaboration of the development of algorithms and an introduction of C++. In level three, students study C++ in greater depth. Algebra I is a required prerequisite.

This is a one-year course designed for students with an interest in mastering desktop publishing skills by using the PageMaker program. This course is relevant for students with an interest in business technology, journalism, or graphic arts. Prerequisite is IIT; preparation and testing opportunity for industry certification.

### Digital Design 2 (Q), 3 (Q), 4 (Q)

These are one-year courses to continue the development and refinement of electronic/desktop publishing skills. The content includes advanced application of computerized composition, layout design, and camera ready copy production. CCC is a required prerequisite.

### Networking 1, 2 (Q), 3 (Q), 4 (Q)

This sequence of one-year courses is designed to prepare students for employment as an Information Technology Assistant, Computer Support Assistant, Network Support Assistant, Network Administrator, Wireless Network Administrator, and/or Data Communications Analyst.

### PC Support 1, 2 (Q), 3 (Q)

These one-year courses develop entry level skills for PC supporting services. Students will develop an understanding of various software applications and operating systems, electronic communications via the internet, and an introduction to computer networking. IIT is a required prerequisite.

### Teacher Assistant Classes - grades 11-12

Workplace Essentials; Practical Arts; Business Education Directed Study Attendance and discipline history will be considered; requires approval of administrator

### Intro to Global Information Systems Technology

This is a one-year course for grades 9-11. This is the first course in a program that offers a sequence of four courses that provides coherent and rigorous content aligned with challenging academic benchmarks and relevant technical knowledge and skills needed to prepare for further education and careers in the Government and Public Administration career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Government and Public Administration career cluster.

### Essential GIS/RS Tools and Processes

This is a one-year course and is the second course in the sequence of courses in the GIS Program offered only at Largo HS.

**GIS/RS Analysis & Modeling** This one-year course covers Surface Analysis, 3D modeling, and working with street networks. It focuses on the various uses of displaying data over a surface. Students will be expected to map data such as elevation, rainfall and temperature. This course will conclude with a short project where students will use their newly acquired skills to perform surface analysis tasks to their local area.

### Digital Design 1

