

**CASTLE HIGH SCHOOL
BUSINESS DEPARTMENT COURSE DESCRIPTIONS**

DIGITAL APPLICATIONS AND RESPONSIBILITY 405/406 GRADE 9-12

1 year

Digital Applications and Responsibility provides students with computer skills that will be used throughout their education, in their jobs, and in everyday life. This course is a must have for today's college bound students or students entering the workforce upon graduation. Students use Microsoft Office to create documents in Microsoft Word, Excel, Access, and PowerPoint in addition to the Google Suite. Students will be given the opportunity to seek an industry-recognized digital literacy certification (MOS Certification) for the programs in the Office Suite. The class is structured in a way that students can move at their own pace which allows students the opportunity to learn additional skills.

This class fulfills the prerequisite for computer classes such as AP Computer Science, Computer Illustration and Graphics, Computer Science I, Computer Science II, and Web Design.

Prerequisites: None

DIGITAL APPLICATIONS AND RESPONSIBILITY 407 GRADE 9-12

1 semester

Digital Applications and Responsibility provides students with computer skills that will be used throughout their education, in their jobs, and in everyday life. This course would be good for a student that just wants basic computer skills. Students use Microsoft Office to create documents in Microsoft Word and in the Google Suite. Students will be given the opportunity to seek an industry-recognized digital literacy certification (MOS Certification) for Microsoft Word. The class is structured in a way that students can move at their own pace which allows students the opportunity to learn additional skills. Students that have taken the 1 year Digital Applications and Responsibility course cannot take this class.

This class fulfills the prerequisite for computer classes such as AP Computer Science, Computer Illustration and Graphics, Computer Science I, Computer Science II, and Web Design.

Prerequisites: None

INTRODUCTION TO BUSINESS 401/402 GRADES 9-10

1 year

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

Prerequisites: None

COMPUTER SCIENCE I 480/481
GRADES 10-12

1 year

Computer Science I introduces the structured techniques necessary for efficient solution of business-related computer programming logic problems and coding solutions into a high-level language. The fundamental concepts of programming are provided through explanations and effects of commands and hands-on utilization of lab equipment to produce correct and accurate outputs. Topics include program flowcharting, pseudo coding, and hierarchy charts as a means of solving problems. The course covers creating file layouts, print charts, program narratives, user documentation and system flowcharts for business problems; algorithm development and review, flowcharting, input/output techniques, looping, modules, selection structures, file handling, and control breaks and offers students an opportunity to apply skills in a laboratory environment.

Prerequisites: Algebra I & Digital Applications and Responsibility

CTSO LEADERSHIP DEVELOPMENT IN ACTION
GRADES 10-12

1 semester or 1 year

CTSO Leadership Development in Action is a project-based course in which students integrate higher order thinking, communication, leadership, and management processes to conduct Career and Technical Student Organization (CTSO) leadership projects at the local, state, or national level. The class fosters authentic and independent application through CTSO student-directed programs or projects and meets three aligned objectives: to provide an outlet for students to be socially and emotionally involved within an academic organization; to create student-centered learning opportunities by empowering students to construct and organize their individual program of work; and to develop soft skills that are transferable into college and career success. Students must be a member of the student organization Business Professionals of America. Students may enroll in this course up to 6 semesters.

Prerequisites: None

INTRODUCTION TO ACCOUNTING 419/420
GRADES 10-12

1 year

Did you know that all college business degrees require accounting? Thinking of becoming an entrepreneur, planning to major or minor in business; this class has the beginning steps for you. Introduction to 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.

Prerequisites: None

PERSONAL FINANCIAL RESPONSIBILITY 418
GRADES 10-12

1 semester

Do you want to have money? Personal Finance is a business course that focuses on personal financial planning. The course explains how to make money by getting the job you want, how to make the money you have grow through investing, and how to protect your money and assets once you have them. The content includes financial planning, budgets, checking accounts, insurance as protection for income and assets, income and money management, as well as spending and credit management. Students will learn the financial concepts and principles that provide a basis for avoiding common financial pitfalls. This course prepares students for their roles and responsibilities as consumers and citizens through in class projects and computer simulations of real life activities including job hunting, getting an apartment, time management, shopping & credit, and insurance. Students will utilize “Foundations in Personal Finance” a high school personal finance curriculum created by Dave Ramsey. Which presents students with challenges around bank accounts, credit and debit cards, bills, credit scores, taxes, insurance, investing, and more.

Prerequisites: None

WEB DESIGN 411
GRADES 10-12

1 semester

Web Design is a course that provides instruction in the principles of web design using HTML/XHTML and current/emerging software programs. Areas of instruction include audience analysis, hierarchy layout and design techniques, software integration, and publishing. Instructional strategies should include peer teaching, collaborative instruction, project-based learning activates and school community projects.

Prerequisite: Digital Applications & Responsibility

AP COMPUTER SCIENCE PRINCIPLES 4568
GRADES 11-12

1 year

The AP Computer Science Principles course will introduce you to the essential ideas of computer science and show how computing and technology can influence the world around you. Students will creatively address real-world issues and concerns while using the same processes and tools as artists, writers, computer scientists, and engineers to bring ideas to life. The course is not intended to be used as a dual credit course. This course will count as a math credit for the General Diploma.

Prerequisites: Algebra I and Digital Applications & Responsibility

BUSINESS LAW AND ETHICS 437
GRADES 11-12

1 semester

Business Law and Ethics provides an overview of the legal system in the business setting. Topics covered include: basics of the judicial system, contract, personal, employment and property law. Application of legal principles and ethical decision-making techniques are presented through problem-solving methods and situation analyses.

Prerequisites: None

BUSINESS MATH 413/414
GRADE 11-12

1 year

Business Math is a business course designed to prepare students for roles as entrepreneurs, producers, and business leaders by developing abilities and skills that are part of any business environment. A solid understanding of math including algebra, basic geometry, statistics and probability provides the necessary foundation for students interested in careers in business and skilled trade areas. The content includes mathematical operations related to accounting, banking and finance, marketing, and management. Instructional strategies should include simulations, guest speakers, tours, Internet research, and business experiences. Credit will be granted as a Mathematics requirement for the General Diploma only or counts as an Elective or Directed Elective for the Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors diplomas. Business Math qualifies as a quantitative reasoning course.

Prerequisite: Algebra I

COMPUTER SCIENCE II: PROGRAMMING 482/483
GRADES 11-12

1 year

Computer Science II: Programming explores and builds skills in programming and a basic understanding of the fundamentals of procedural program development using structured, modular concepts. Coursework emphasizes logical program design involving user-defined functions and standard structure elements. Discussions will include the role of data types, variables, structures, addressable memory locations, arrays and pointers and data file access methods. An emphasis on logical program design using a modular approach, which involves task oriented program functions.

Prerequisites: Algebra I & Computer Science I (formerly Intro to Programming)

GRAPHIC DESIGN (COMPUTER ILLUSTRATION AND GRAPHICS) 416/417
GRADES 11-12

1 year

Computer Illustration and Graphics allows students to develop proficiency in using desktop publishing software to create a variety of printed publications. Students will incorporate journalistic principles in design and layout of print. The focus of the course is on learning fundamental graphic design skills. Students will use Adobe InDesign, Photoshop, and Illustrator to develop and create quality materials.

Prerequisite: Digital Applications and Responsibility

INTERDISCIPLINARY COOPERATIVE EDUCATION 427/428
GRADE 12

1 year

Interdisciplinary Cooperative Education Related (ICE) is a career and technical education course that provides opportunities for students to gain skills and knowledge through classroom instruction and job related experiences. Students will navigate through the decisions they will face as an adult, learn how to find job leads, apply for jobs, create a personalized resume and cover letter, prepare for interviews, research careers after taking self-assessments, and determine skills needed to be successful in a career. In addition to the class curriculum, students must have a job and work a minimum of 5 hours per week. Students enrolled in the ICE program will have early release from school. Credit will be granted for both the related class instruction (1 credit) and the work based experience class (up to 3 credits).