

VOCATIONAL EDUCATION DEPARTMENT

PHILOSOPHY

The Vocational Department seeks to provide the student with background of sequential organizational processes which will assist the students in learning basic skills that are required of them to become viable consumers, employers/employees and ability to form personal relationships.

BUSINESS OBJECTIVES

The department will:

1. develop basic skills of keyboarding, accounting and mathematics which students can utilize in their day-to-day activities.
2. seek to make the students aware of the many and diversified opportunities in the business world.
3. show the students the skills that they must possess if they are to occupy a position in the business world.
4. provide a setting within which the students can master the basic skills required by the business world.
5. emphasize an understanding of the American economic system in order to help students fulfill their responsibilities as citizens and participants in the economy.

COURSE OFFERINGS AND DESCRIPTIONS

Accounting

(full year - 10 credits)

Grades 11 - 12

This course is designed to familiarize students with the basic bookkeeping principles used in business offices today.

It is a basic study of the system of financial records used by a service business, merchandising business, and partnership business organization.

Prerequisite: General understanding of basic math functions. This class is available as an independent study to students with a cumulative grade point average of 94% or above.

Accounting II / Business Communications

(full year – 10 credits)

Grades 12

Accounting II is a continuation of the Accounting I course. The emphasis for this course will be the accounting concepts needed to operate a merchandising business organized as a corporation. Areas of study will include; purchases, sales, receipts, and payments using special journals, uncollectible accounts, plant assets and depreciation, inventories, notes and interest, accrued revenue and expenses, distributing dividends, and end of fiscal period entries. Accounting II will be taught during the first three quarters of the school year.

The main focus of Business Communications will be for the student who is planning to join the work force in some capacity upon completion of high school. Emphasis will be placed on how to write effective resumes and cover letters, interview techniques, presentation skills, interaction with fellow employees and managers both negatively and positively, and finally managing various types of scenarios that may arise in the workplace from day to day. Business Communication will be taught during the fourth quarter of the school year

Prerequisite: Successful completion of Accounting I with a grade of 85 or higher.

Business Law

(full year - 10 credits)

Grades 11 - 12

This class will touch on areas such as Contract Law, Bankruptcy, Consumer responsibility, credit and credit card law, and employment law.

Prerequisite: None

Computer Application I(semester - 5 credits) *(Will be connected to a semester of Speech)*

Grades 10

Students will learn fundamental skills needed to use computers. Students will have experience on Windows compatible computers. Software used will be Microsoft Office. The following programs will be used; Word, Excel (as a spreadsheet and a data base), PowerPoint, and Publisher. Students will also learn how to link information between these programs.

Required in 10th grade

Intro to Computer/Web Page Design

(full year – 10 credits)

Grades 10 – 12

This class is divided into two separate parts.

- 1) Introduction to Computer Concepts
- 2) Web Page Design

Introduction to Computer Concepts is an introductory course in computer literacy. The students will become more familiar with the terminology of the physical computer, with types of computer software, the history of computers and the vast applications of the computer.

Class Objectives for Computer Concepts

1. To provide an introduction into computer literacy.
2. To expose students to the terminology of computers.
3. To provide students an introduction into the history of computers.
4. To provide students an introduction into the Internet and how it works.
5. To expose students to the careers available in the world of computers.
6. To encourage curiosity and independent exploration of computers.

Web Page Design is an introductory course in web page authoring. The class will be using Microsoft FrontPage as its primary authoring tool. As an introduction, we will look at creating web pages from scratch using HTML.

Class Objectives for Web Page Design

- 1) To teach students how to use Microsoft FrontPage 2002.
- 2) To expose students to proper web page design techniques using HTML formatting.
- 3) To provide an introduction to managing collections of related Web Pages.
- 4) To expose students to common web page formats and functions to include CSS design.
- 5) To encourage curiosity and independent exploration of World Wide Web resources.

Prerequisite: Algebra II (Concurrently) or Permission of the Instructor

Web Page Design II (Independent Study)

(full year – 10 Credits)

Grades 12

Web Page Design II will be an independent study class offered in conjunction with Web Page Design. The Web Page Design II class will spend time maintaining the Bishop Neumann High School web page. The remainder of time will be spent learning the HTML code and creating multimedia web pages using JavaScript.

Class Objectives for Web Page Design II

- 1) To encourage curiosity and independent exploration of World Wide Web resources.
- 2) To expose students to advanced Web design techniques including JavaScript.
- 3) To provide students an introduction to multimedia Web pages.

Prerequisite: Permission of the instructor.