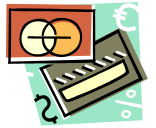




Business Classes Offered at WBHS



<u>9th Grade</u>	<u>Credits</u>
Using Digital Input Technologies	1
Info. Tech. Fundamentals (IT)	1
Principles of Business	1
Personal Finance	½
Keyboarding	½

<u>10th Grade</u>	<u>Credits</u>
Using Digital Input Technologies	1
Info. Tech. Fundamentals (IT)	1
Principles of Business	1
Business Law.....	1
Accounting.....	1
MS Office & Beyond	1
Personal Finance	½
Keyboarding	½



<u>11th Grade</u>	<u>Credits</u>
Business Law.....	1
Principles of Business	1
Keyboarding	½
Personal Finance	½
*Using Digital Input Technologies.....	1 or 2
*Info. Tech. Fundamentals (IT).....	1 or 2
*Accounting.....	1 or 2
*Advanced Accounting.....	1 or 2
*MS Office & Beyond	1 or 2
*Classes in which you may work and receive an extra credit (COE)	

<u>12th Grade</u>	<u>Credits</u>
Business Law.....	1
Principles of Business	1
Keyboarding	½
Personal Finance	½
*Using Digital Input Technologies.....	1 or 2
*Info. Tech. Fundamentals (IT).....	1 or 2
*Accounting.....	1 or 2
*Advanced Accounting.....	1 or 2
*MS Office & Beyond	1 or 2
*Classes in which you may work and receive an extra credit (COE)	

Remember: If a student has taken the Keyboarding semester class in the 7th grade, they have met the graduation requirement and have received .5 credit. They DO NOT have to retake Keyboarding in high school.



Information Technology Fundamentals (1 year) Grade 9-12

IT is a fun, interactive course to see if you are interested in the different areas of technology: Internet fundamentals, gaming, networking, computer maintenance/upgrading/troubleshooting, computer applications, programming, graphics, web page design, and interactive media. **You may get a job and work through this class (COE) in 11th and 12th Grade.** (Work and get 2 Credits)



MS Office & Beyond (1 yr) Grades 10 –12

A Must for College Bound. MS Office & Beyond (formally BCA) introduces you to basic and advanced features of Microsoft Office Suite (Word, Excel, PowerPoint, & Access). This class can prepare you for college or the work place. **You may get a job and work through this class (COE).** (Work and get 2 Credits)

Principles of Business (1 year) Grades 9-12

It's everyone's business! Learn how to make informed decisions as a consumer, employee and citizen. Know where the economy is going and how to make wise decisions concerning your future. This class explores the roles of business and the free enterprise system in the American and global economies.

Business Law (1 year) Grades 10-12

Learn your rights and responsibilities as an individual, consumer, employee, employer and business entity. Be informed about the law, how it affects you, and how to make it work to your advantage. Case studies and simulations let you experience the real world before you leave school.

Keyboarding Grades 9-12 (1 semester)

Learn the touch method of Keyboarding. It is needed to be able to input and process data quickly. This 18-week course offers basic instruction on a computer terminal keyboard. You will also be able to produce, edit and format documents. **Successful completion of this course will meet the keyboarding proficiency requirement for graduation proficiency. You can also get VWCC credit with speed of 35 gwam with 5 errors or less.**

Personal Finance (1 semester) Grades 9-12

You will develop skills in investing, banking, credit acquisition, insurance, taxes, financing major purchases such as a car, house, insurance, and even starting your own business. Develop a personal finance plan. Learn how to earn, invest, and handle your money and use software to help you to do so. Software will include Microsoft Office and Quicken.



Accounting & Advanced Accounting (1 year each) Grades 10-12

Learn how to do finances for your own business. We can give you this in just one year...before you leave high school. These concepts will also help you understand your own finances, bank accounts and credit. **You may get a job and work through this class (COE) in 11th and 12th Grade.** (Work and get 2 Credits)



Using Digital Input Technology (1 year) Grade 9-12

This course introduces new and emerging tools that are quickly becoming standard in today's workplace. Students develop proficiency using Personal Digital Assistants (PDAs), speech recognition software, writing tablets, other input tools and creating Web pages. They will be used for entering and manipulating text and data in a variety of software packages. Students will participate in FBLA activities. A fee will be charged for supplies. **You may get a job and work through this class (COE) in 11th and 12th Grade.** (Work and get 2 Credits)

Work Through Your Business Classes

COE—Cooperative Office Experience

The COE program is a hidden secret offered by Business & Technology for **juniors** and **seniors**. You can gain **on the job training** and **experience** in office skills which can lead to future employment in **skilled jobs**. You will also develop skills beneficial for college. This is a great resume and network building program.

You can work out of one of the following courses: **MS Office & Beyond, Accounting, Advanced Accounting, Using Digital Input** or **IT Fundamentals**. You must be a **junior or senior**.

You attend school in the morning, and are released early to go to work. However, you don't lose credits because you can earn **2 credits** (**one** for the **classroom** and **one** for the **job training**)