

Career & Technology - Business Education

Course: ACCOUNTING I

Course Description: Accounting I stresses basic accounting principles emphasizing the entire accounting cycle in simple form for service and merchandising businesses. A study of sole proprietorships, partnerships, and corporations is covered as well as payroll.

NEISD # **6041**

Credit: 1.0

Term: Full Year

Grade Placement: 10-12

Prerequisites: None

Special Notes: *This course may be counted for local articulated and/or statewide articulated (ATC) college credit at community and technical colleges. Students must pass this course with a 'B' average or higher to be eligible to receive the college credit.*

Course: ACCOUNTING II

Course Description: Accounting II reviews and broadens basic accounting principles and procedures that were previously mastered. Special emphasis is given to partnership, departmentalized, corporation, and cost accounting. A study of depreciation, taxes, bad debts, notes, fixed assets, prepaid and accrued expenses, adjusted and accrued income, inventory control, and business budgets are included, as well as different methods used by management for analyzing and interpreting records.

NEISD # **6042**

Credit: 1.0

Term: Full Year

Grade Placement: 10-12

Prerequisites: None

Special Notes: *This course may be counted for local articulated and/or statewide articulated (ATC) college credit at community and technical colleges. Students must pass this course with a 'B' average or higher to be eligible to receive the college credit.*

Course: BUSINESS MANAGEMENT

Course Description: Introduces basic management concepts and leadership styles; explores managerial functions, economic and social components of productivity, international business, and human relations; understands the changing nature of the business environment; concepts of business integrity; and develops and implements a business plan.

NEISD # **6081**

Credit: 0.5

Term: Semester

Grade Placement: 10-12

Prerequisites: None

Special Notes: *This course may be counted for local articulated and/or statewide articulated (ATC) college credit at community and technical colleges. Students must pass this course with a 'B' average or higher to be eligible to receive the college credit.*

**To be eligible for state articulated college credit, the student must also take Business Ownership. Course offered at every high school except Lee, ISA, and Roosevelt.*

Course: BUSINESS OWNERSHIP

Course Description: Provides the prospective entrepreneur a theoretical base as well as practical and proven techniques for planning, organizing, and operating a business; includes planning and strategy concepts, financial and organizational considerations, market analysis and customer development, operations management, accounting and financial controls, and other components of entrepreneurship.

NEISD # **6082**

Credit: 0.5

Term: Semester

Grade Placement: 10-12

Prerequisites: None

Special Notes: *This course may be counted for local articulated and/or statewide articulated (ATC) college credit at community and technical colleges. Students must pass this course with a 'B' average or higher to be eligible to receive the college credit.*

**To be eligible for state articulated college credit, the student must also take Business Management. Course offered at every high school except Lee, ISA, and Roosevelt.*

Course: **BUSINESS IMAGE MANAGEMENT & MULTIMEDIA**

Course Description: This course develops proficiencies in designing, importing, and manipulating advanced text, graphics, audio, and video used in presentation management, multimedia productions, publishing systems, and emerging technologies.

NEISD # **6084** Credit: 1.0 Term: Full Year Grade Placement: 10-12

Prerequisites: None

Special Notes: *This course may be counted for local articulated and/or statewide articulated (ATC) college credit at community and technical colleges. Students must pass this course with a 'B' average or higher to be eligible to receive the college credit.*
Course offered at every high school except Lee and ISA.
This course counts as Technology Application credit. Course offered at Churchill, MacArthur, Madison, Reagan, Roosevelt.

Course: **NOTETAKING/SUPERWRITE**

Course Description: Superwrite is an abbreviated writing system designed to give the student a quick and easy method of writing in a short period of time. Emphasis is placed on teaching the student to increase speed in making legible notes and developing notetaking skills for personal, educational, and business use. College-bound students will find this course especially helpful.

NEISD # **6110** Credit: 0.5 Term: Semester Grade Placement: 9-12

Prerequisites: None

Special Notes: *NO LONGER OFFERED*

Course: **FINANCIAL RECORDKEEPING**

Course Description: This course is designed to develop a basic understanding of business recordkeeping procedures and the importance of accurate records in the business world. Students study how internal records are kept while dealing with petty cash and payroll. Students study how businesses use banking services. Personal recordkeeping procedures are covered through a study of budgeting, use of credit, and personal income tax information.

NEISD # **6131** Credit: 0.5 Term: Semester Grade Placement: 9-12

Prerequisites: None

Special Notes:

Course: **BUSINESS COMPUTER INTEGRATED SOFTWARE II (MICROSOFT CERT.)**

Course Description: BCIS II prepares students with advanced technology skills required by the business environment. Students complete the course with advanced skill level in word processing, spreadsheet, and database applications. Microsoft Office Specialist Certification can be earned through BCIS II. The Microsoft Office Specialist program is globally recognized as the standard for demonstrating desktop skills with the Microsoft Office suite of business productivity applications.

NEISD # **8400** Credit: 1.0 Term: Full Year Grade Placement: 9-12

Prerequisites: None

Special Notes: *This course may be counted for local articulated and/or statewide articulated (ATC) college credit at community and technical colleges. Students must pass this course with a 'B' average or higher to be eligible to receive the college credit. This course counts as Technology Application credit.*

Course: **BUSINESS COMPUTER INTEGRATED SOFTWARE I**

Course Description: BCIS I prepares students to apply technology skills to personal and workplace business situations focused on word processing, spreadsheet, database, telecommunications, desktop publishing, presentation management, networking, operating systems, and emerging technologies. Students complete the course with an intermediate level skill in word processing, spreadsheet, and database application.

NEISD # **8407**

Credit: 1.0

Term: Full Year

Grade Placement: 9-12

Prerequisites:

Special Notes: *This course may be counted for local articulated and/or statewide articulated (ATC) college credit at community and technical colleges. Students must pass this course with a 'B' average or higher to be eligible to receive the college credit. This course counts as Technology Application credit.*

Course: **TELECOMMUNICATION & NETWORKING**

Course Description: Students will apply technical skills to address applications of emerging technologies. Also students will incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions. Networks used in airlines, banking, investment services, and credit card services will be analyzed. Students will be able to create, edit, and install web pages.

NEISD # **8408**

Credit: 1.0

Term: Full Year

Grade Placement: 10-12

Prerequisites: None

Special Notes: *This course may be counted for local articulated and/or statewide articulated (ATC) college credit at community and technical colleges. Students must pass this course with a 'B' average or higher to be eligible to receive the college credit. This course counts as Technology Application credit. Course offered at Churchill and Reagan only.*

Course: **BUSINESS COMPUTER PROGRAMMING**

Course Description: This course introduces the basic concept and skills related to business computer programming. Special emphasis is placed on problem solving, programming concepts and language, programming methodology, skills related to data and storage and an awareness of programming application for business. Students will also explore jobs available in information systems and analyze the concepts of integrity and confidentiality relating to technology in business.

NEISD # **8416** Credit: 1.0 Term: Full Year Grade Placement: 10-12

Prerequisites: None

Special Notes: *This course counts as Technology Application credit.
Course offered at Reagan only.*

Course: **BUSINESS SYSTEMS**

Course Description: This course introduces business procedures, develops flexibility and adaptability for the rapidly changing business environment and other skills necessary for success in the workforce, and develops effective communications and information management using emerging technology.

NEISD # **8574** Credit: 0.5 Term: Semester Grade Placement: 9-12

Prerequisites: None

Special Notes: *Course offered at every high school except MacArthur.*

Course: **BUSINESS EDUCATION INDEPENDENT STUDY**

Course Description: A project-based learning experience developed by a student or a group of students, teacher, and an interdisciplinary mentor team. The project provides opportunities for an in-depth study of at least one aspect of the business area. The student or group demonstrates the ability to utilize a variety of resources, technology, and communication skills in the development and presentation of the project.

NEISD # **8613** Credit: 1.0 Term: Full Year Grade Placement: 12

Prerequisites: None

Special Notes: *This activity meets one of the Distinguished Achievement program measures.
Course offered at Churchill, Madison, and Reagan.*