Business Courses

Springfield High School

Springfield High School
Classrooms 110, 112, 116

134, 135 INTRO TO BUSINESS & TECHNOLOGY CONCEPTS

Prerequisite: None
Open To: Freshmen, Sophomores, Juniors, and Seniors
Length: Year
Credit: 1

This course will provide an overview of all aspects of business marketing and management, including the concepts, functions, and skills required for meeting the challenges of operating a business in a global economy. Topics covered will include the various forms of business ownership, including entrepreneurship, as well as the basic functional areas of business (finance, management, marketing, administration and production). Students will be introduced to a wide range of careers in fields such as accounting, financial services, information technology, marketing, and management. Emphasis, when possible, will be placed on using the computer while studying applications in these careers along with communication skills, math and problem solving. Business ethics as well as other workplace skills will be taught and integrated within this course.

134, 135 INTEGRATING KEYBOARDING with WEB TOOLS

Prerequisite: None
Open To: Freshmen, Sophomores, Juniors, and Seniors
Length: Year
Credit: 1

This course is an orientation course designed to develop basic skills in keyboarding and web skills. The first semester will emphasize keyboarding technique, proofreading, correcting errors, speed, accuracy, business communication and formatting business documents. The second semester will focus on computerized test prep, integration of technology such as Google Docs, research (citations, copyright, plagiarism, MLA/APA format), basic computer concepts, Internet safety, personal/business email etiquette, positive/negative aspects of social media, current events, and career exploration. Ipads, simulations, and collaborative learning will be integrated into the curriculum.

305 ADVANCED BUSINESS LAW

Prerequisite: None
Open To: Juniors and Seniors
Length: Semester
Credit: 0.5

A basic background in legal terms and concepts relating to the legal systems in regard to civil and criminal areas is established. Emphasis is then placed on personal and business applications of these topics such as contracts, warranties, consumer protection, family and juvenile law, insurance, tenancies, labor and employment law and others. Knowledge of general legal procedures may be applied in a mock trial.

334, 435 INTERRELATED COOPERATIVE EDUCATION (ICE)

Prerequisite: None
Open To: Juniors and Seniors
Length: Year
Credit: 3

Interrelated Cooperative Education is designed to assist students in the development of employability skills while learning job responsibility and a positive work ethic. Students learn marketable skills through on the job training, establish a work record, discover career interests and goals, are paid for their work and earn three credits. Students have the opportunity to learn personal financial and consumer skills. The part time employment need not be related to the long-range occupational goals of the student. Career exploration and post-secondary planning are emphasized. This course fulfills the consumer education graduation requirement, upon completion of both semesters. Only seniors with appropriate credits may leave during the school day. Juniors must have a full schedule of classes.

334, 435 COOPERATIVE OFFICE OCCUPATIONS (COO)

Prerequisite: None
Open To: Juniors, Seniors
Length: Year
Credit: 3

Cooperative Office Occupations is a capstone course designed to assist students in the development of effective business skills and attitudes through practical, advanced instruction in school and on the job. Approximately half of the school day is spent taking classes at school and the other half is spent in the workplace supervised by the employer and coordinated by the teacher coordinator. The course reinforces basic keyboarding computer skills, and word processing skills. Juniors must have a full schedule of classes.

305 ADVANCED INTERNET WEB PAGE DESIGN
Prerequisite: Comp Tech and Software App I 205
Open To: Juniors and Seniors
Length: Semester
Credit: 0.5
Internet and Web Page Design is a semester course that will introduce concepts of designing and publishing pages for the World Wide Web. Students will design basic and advanced web pages through the use of HTML and Adobe CS6 Dreamweaver, Fireworks, and Flash. The course will look at the use of the Internet and study how to use it to effectively design. Collaborative teamwork in the design and development of interactive technology-based projects is emphasized.

435 ADVANCED WEBPAGE & INTERACTIVE MEDIA DEVELOPMENT II
Prerequisite: None
Open To: Seniors
Length: Year
Credit:1
This course will include use of multimedia authoring applications and programming tools to create a project that combines text, images, video and sound. Instruction will include using hardware and software such as Adobe Premiere to capture, edit, create, and compress audio and video clips as well as create animated text, graphics, and images.

305 ADVANCED SPORTS AND ENTERTAINMENT MARKETING
Prerequisite: None
Open To: Juniors and Seniors
Length: Semester
Credit: 0.5
The Sports and Entertainment Marketing course is designed to apply marketing principles and processes to the sports and entertainment industry. The sports segment will include collegiate, professional and amateur sports. The entertainment segment will include movies, theater and music. The recreation segment will include the marketing of recreational facilities and activities. The exercises, case problems and activities for this course were designed to reflect true situations as the sports and entertainment field has a major impact on the lives of all Americans.

200, 204, 205 KEYBOARDING/FORMATTING I
Prerequisite: None
Open To: Sophomores, Juniors, and Seniors
Length: Semester
Credit: 0.5
This one semester course is recommended for students desiring entry and/or advanced level keyboarding skills using a computer. Most universities and colleges are requiring students to take tests and turn in homework via the computer. The ability to type quickly and accurately is a necessity for college bound students. It is a critical skill for timed computerized tests. In addition to keyboarding skills, this course covers formatting and preparing documents. Research papers, formal letters, resumes and a multitude of other documents are written following specific formats. Formatting knowledge is an equally important skill for college and work. Career exploration, business communications and workplace skills will be integrated throughout the course. This course may be taken for non-weighted cre dit if the student does not want the grade figured into his/her class rank. This class is offered as dual credit for juniors and seniors through Lincoln Land Community College (COS 100/COS 101).

234 COMPUTER TECHNOLOGY AND SOFTWARE APPLICATIONS I
Prerequisite: None
Open To: Sophomores, Juniors, and Seniors
Length: Year
Credit: 1
This course is a year long course designed to help students develop beginning through advanced skills using the Windows operating system. The integrated software package Microsoft Office that includes Word, Excel, Access, and PowerPoint is used. Students learn the skills needed to successfully compete in the global business world. Internet search techniques are taught allowing students to perform more precise search strategies when using the Internet for research. Projects using integrated software applications are an important part of this course.

205 ADVANCED COMPUTER TECHNOLOGY AND SOFTWARE APPLICATIONS I

Prerequisite: Keyboarding is recommended
Open To: Sophomores, Juniors, and Seniors
Length: Semester
Credit: 0.5

Computer Applications I 205 is a semester course designed to help students develop beginning through advanced skills using the Windows operating system. The integrated software package Microsoft Office that includes Word, Excel, Access and PowerPoint is used. Students learn the skills needed to successfully compete in the global business world. Internet search techniques are taught allowing students to perform more precise search strategies when using the Internet for research. Projects using integrated software applications are an important part of this course.
This course is articulated with Lincoln Land Community College course Computer Systems and Business Applications CAS 121, for dual credit.

305 ADVANCED COMPUTER TECHNOLOGY AND SOFTWARE APPLICATIONS II

Prerequisite: Comp Tech and Software App I 205
Open To: Juniors and Seniors
Length: Semester
Credit: 0.5

This course is designed for students who experience and gain knowledge in the area of desktop publishing, digital imaging, and multimedia. Adobe CS6 Photoshop, InDesign, and Illustrator are the primary programs taught in this course. Multimedia programs, digital cameras, video cameras, scanners and the Internet will be an integral part of this course. Skills acquired in the programs taught in Computer Technology and Software Applications I are used throughout this course. This course is articulated with Lincoln Land Community College's course Desktop Publishing CAS 224, for dual credit.

335 ADVANCED KEYBOARDING/FORMATTING II

Prerequisite: Keyboarding/Formatting I
Open To: Juniors and Seniors
Length: Year
Credit: I

Keyboarding/Formatting II is recommended for students who want to further develop speed, accuracy and production, using advanced word processing programs including desktop publishing in the preparation for a business career. Special emphasis is placed on advanced letter formatting, statistical tables, processing of various business forms, reports, legal papers, and the business of office production skills on a sustained basis. Students work with many office-style assignments and become familiar with office routines and procedures common in any office. Spelling, punctuation, and grammar are taught in a context of practical application, while proficient keyboarding skills are developed. Employability and workplace skills will be integrated throughout the course.

335 ADVANCED ACCOUNTING I

Prerequisite: None
Open To: Juniors and Seniors
Length: Year
Credit: 1

Accounting I is a skill level course that is of value to all students pursuing a strong background in business, marketing and management. This course includes learning experiences that develop initial and basic skills used in systematically computing, classifying, recording, verifying and maintaining numerical data involved in financial and product control records including the paying and receiving of money. Instruction includes information on keeping financial records, summarizing them for convenient interpretation and analyzing them to provide assistance to management for decision-making. Accounting computer applications are integrated throughout the course where applicable and when possible. In addition to stressing the basic fundamentals and terminology of accounting, instruction provides understanding of the preparation of financial reports and an overview of career opportunities in the accounting field. Practice sets with business papers may be used to emphasize actual business records management. Quickbooks will be taught and integrated throughout the course.

436 HONORS ACCOUNTING II

Prerequisite: Accounting I
Open To: Juniors and Seniors
Length: Year
Credit: 1

Accounting II is a skill level course that builds upon the foundation established in Accounting I. This course is planned to help students develop a more in-depth knowledge of the principles of accounting with more emphasis being placed on financial statements and accounting records. It is a study of previously learned principles as they apply to the more complicated types of business organizations: partnerships, corporations, branches, etc. The students will become familiar with such specialized fields of accounting as cost accounting, tax accounting, payroll accounting and others. Simulated business conditions will be provided through the use of practice sets. Skills are developed in the entry, retrieval and statistical analysis of business data using computers for accounting business applications. Articulated with LLCC Introduction to Accounting ACC 100, Dual Credit, if a proficiency test is passed.