

# BUSINESS AND COMPUTER TECHNOLOGY

Course Title: **ACCOUNTING I (ROP)**

Prerequisite: Keyboarding suggested

Credit: 10

Meets District Graduation Requirement: Practical Arts

Grade Level: 11 -12

Fulfills UC/CSU Requirements: No

This course is appropriate for students interested in entry-level accounting careers and for college-bound business majors. Accepted professional accounting procedures for proprietorships, partnerships and corporations are taught and actual business forms or current spreadsheet programs are used to prepare financial reports. The course emphasizes math competencies from the Math Framework for the State of California (K-12).

Course Title: **ACCOUNTING II**

Prerequisite: Accounting I with a grade of "C" or better

Credit: 10

Meets District Graduation Requirement: Practical Arts

(With "B" or better grade, college credit and accelerated placement at MiraCosta College by examination.)

Grade Level: 11-12

Fulfills UC/CSU Requirements: No

Course Title: **BUSINESS MATHEMATICS**

Prerequisite: Algebra I

Credit: 10

Meets District Graduation Requirement: Practical Arts or Mathematics\*

Grade Level: 10 -12

Fulfills UC/CSU Requirements: No

This course is a practical and "real life" application of mathematics. Emphasis is placed on personal business mathematics such as financial planning, investments, budgets, insurance, loans, payroll, banking and taxes as well as actual business practices. You will learn firsthand how mathematics is used in each department and how each department contributes to the entire operation of a business. Guest speakers from various businesses combine theory with present-day practices.

**(\*Only 1 year of mathematics may be taken in the business department to meet SDUHSD graduation requirements.)**

Course Title: **KEYBOARDING**

Prerequisite: None

Credit: 5 (May be repeated once)

Meets District Graduation Requirement: Practical Arts

(With "B" or better grade, college credit and accelerated placement at MiraCosta College by examination.)

Grade Level: 9-12

Fulfills UC/CSU Requirements: No

Students learn the basic operation of computers. Touch alphabetic keyboarding is emphasized with an introduction to word processing, formatting and editing personal letters and envelopes, tabulations, and one and two-page reports with title page, and practice in keyboarding speed and accuracy. Recommended for business, professional and personal use of computers. Required for entry into word processing courses.

*Course title in parentheses indicates how it will appear on the transcript.  
Not all courses are available at all sites each semester/year.*

Course Title: **SHELTERED KEYBOARDING**  
**See Keyboarding**

Course Title: **COMPUTER APPLICATIONS**  
Prerequisite: None (Keyboarding recommended)  
Credit: 10  
Meets District Graduation Requirement: Practical Arts

Grade Level: 9 -12  
Fulfills UC/CSU Requirements: No

This course teaches the basics of Microsoft Office. These applications include Word, Power Point, Excel, and Access. You will learn how to use these programs to make better presentations, get more organized, and do more creative projects and assignments. A fun course, with interactive in-class projects, Computer Applications is perfect for those wanting to get a handle on computer basics.

**See Computer Applications (ROP)**

Course Title: **SHELTERED COMPUTER APPLICATIONS**  
**See Computer Applications (ROP)**

Course Title: **ROP COMPUTER APPLICATIONS**  
Prerequisite: Approval of instructor  
Credit: 5  
Meets District Graduation Requirement: Practical Arts

Grade Level: 11-12  
Fulfills UC/CSU Requirements: No

Computer Applications is a hands-on course where a variety of industry standards software is used to produce a wide range of projects. The course will cover word processing, electronic spreadsheets, database skills, presentation software, desktop publishing, scheduling software, Internet skills, electronic mail, and job-seeking and keeping skills.

Course Title: **COMPUTER PROGRAMMING**  
Prerequisite: "C" grade in Computer Applications  
or approval of instructor  
Credit: 10  
Meets District Graduation Requirement: Practical Arts

Grade Level: 9 -12  
Fulfills UC/CSU Requirements: Yes

This course provides an introduction to computer programming using the language Visual Basic. Basic programming concepts are covered, including variables, "if-else" decisions, loops and procedures. A significant portion of class time is spent doing hands-on practice. Most students are able to complete all assigned work in class.

Course Title: **COMPUTERIZED GRAPHIC DESIGN (ROP)**  
Prerequisite: One semester of keyboarding recommended  
Credit: 10  
Meets District Graduation Requirement: Practical Arts

Grade Level: 11- 12  
Fulfills UC/CSU Requirements: No

(With "B" or better grade, college credit and accelerated placement at MiraCosta College by examination.)  
This yearlong desktop publishing course is lab-oriented and emphasizes hands-on computer use. It will provide entry-level training for in-house publication art directors, computerized graphics/design practitioners, and multimedia technicians. Emphasis is placed on computer training in the use of page layout software, object-oriented drawing programs, bit-mapped paint programs, multimedia presentation software, and video capture and editing.

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Course Title: **GRAPHIC COMMUNICATIONS**

Prerequisite: One semester of keyboarding recommended

Credit: 5

Meets District Graduation Requirement: Practical Arts

Grade Level: 9-12

Fulfills UC/CSU Requirements: No

This semester-long desktop publishing course is lab-oriented and emphasizes hands-on computer use. It develops communication skills through the use of graphic elements. It will provide entry-level training for in-house publication art directors and computerized graphics/design. Emphasis is placed on computer training in the use of page layout software, object-oriented drawing programs, and bit-mapped paint programs. Students review design, color, and typography theory and their applications to the digital and print media.

Course Title: **MULTIMEDIA PRODUCTION**

Prerequisite: Graphic Communications or approval of instructor

Credit: 5

Meets District Graduation Requirement: Practical Arts

Grade Level: 9-12

Fulfills UC/CSU Requirements: No

This semester-long multimedia production course is lab-oriented and emphasizes hands-on computer use. It develops communication skills through the integration of graphics, sound, video and text. Emphasis is placed on computer training in the use of presentation software, nonlinear video production, on-line publishing, and interactive authoring. Additional topics will include three dimensional modeling, digital animation, fabricated environments, and virtual reality. Students will expand their knowledge and application of design, color, and typography theory.

Course Title: **COMPUTER LAB ASSISTANT**

Prerequisite: Computer Programming, ROP Computer Applications  
or approval of instructor

Credit: 5 (May be repeated)

Meets District Graduation Requirement: Practical Arts

Grade Level: 9 - 12

Fulfills UC/CSU Requirements: No

This course is designed to offer a student the opportunity to demonstrate and use his/her skills as a classroom assistant in a computer lab. The students will be expected to perform software installations, analyze hardware problems, and perform classroom demonstrations for the instructor. Additional duties may include inventory and other special projects.

Course Title: **HTML DESIGN**

Prerequisite: Computer proficient

Credit: 5

Meets District Graduation Requirement: Practical Arts

Grade Level: 9-12

Fulfills UC/CSU Requirements: No

Learn to design web pages. Students must be familiar with word processing and be able to comfortably navigate the Internet.

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Course Title: **AP COMPUTER SCIENCE A**

Prerequisite: Algebra 2 (taken concurrently and the ability and academic background to complete college-level work

Credit: 10

Meets District Graduation Requirements: Practical Arts

Grade Level: 9-12

Fulfills UC/CSU Requirements: Yes

This rigorous course covers fundamental concepts in computer science, including structured and object-oriented programming techniques, problem solving and algorithm development. These concepts are currently being taught using the Java programming language. Students are assumed to have no prior programming experience. Though there is in-class lab time students are expected to spend a significant amount of time completing assignments outside of class. The material covered is equivalent to a first-semester college-level computer science course.

Course Title: **AP COMPUTER SCIENCE B**

Prerequisite: Passing grade in AP Computer Science A or instructor approval

Credit: 10

Meets District Graduation Requirements: Practical Arts

Grade Level: 9-12

Fulfills UC/CSU Requirements: Yes

For students who already have a solid foundation in the basics of top-down software development and structured programming techniques, this course will cover the fundamentals of data structures (linked lists, stacks, queues, trees and heaps), algorithm analysis, advanced sorting algorithms and software engineering principles. The material covered is equivalent to a second-semester college-level computer science course.

Course Title: **MARKETING PRINCIPLES**

Prerequisite: None

Credit: 5/10

Meets District Graduation Requirement: Practical Arts

Grade Level: 10 -12

Fulfills UC/CSU Requirements: No

Marketing Principles is an introduction to the world of business, marketing and promotions. This course involves the management and analysis of marketing strategy, the application of the appropriate decision techniques in developing the overall marketing mix and in solving marketing problems. Topics include advertising; communications; promotional strategies; public relations and publicity; consumer behavior and promotional ethics. The course combines problem-solving instruction, speakers from the community, simulations, and hands-on projects utilizing computer applications, and community problem solving.

Course Title: **PRINCIPLES OF LAW**

Prerequisite: None

Credit: 5

Meets District Graduation Requirement: Practical Arts

Grade Level: 9 -12

Fulfills UC/CSU Requirements: No

Students will study legal concepts and cases involving the nature and sources of law, legal institutions and the judicial system as a process of resolving economic disputes and social conflicts. The class will explore the functions of attorneys and courts by visiting superior court and conducting a mock trial. Special emphasis is placed on trial techniques enhanced by community speakers such as law enforcement officers, paralegals, attorneys and judges.

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**Course Title: YEARBOOK**

Prerequisite: Approval of instructor

Credit: 10 (May be repeated)

Meets District Graduation Requirement: Elective English or Practical Arts

Grade Level: 10 -12

Fulfills UC/CSU Requirements: No

The course encompasses the production of the school yearbook. The production of the yearbook begins in the early spring of each year when the staff of the ensuing year is selected. This is done through a program of interviewing and screening prospective students for editor and staff positions. During the year, production is geared for coverage of all school activities through to final deadline time in late March or April. While adhering to publisher deadlines, the yearbook completes that cycle of covering the history of one year of school life.

**Course Title: TV/VIDEO COMMUNICATIONS/ROP**

Prerequisite: Approval of instructor

Credit: 5 (May be repeated)

Meets District Graduation Requirement: Practical Arts

Grade Level: 11-12

Fulfills UC/CSU Requirements: No

This course provides entry-level and intermediate training in the creation of television programming and the operation of television equipment. Employment possibilities include film/tape editor, camera operator, scriptwriter, set designer, on-air talent and music scorer. Instruction covers the following areas: production of programming, listening and speaking skills, script writing and critical thinking. Students use equipment, which includes the television camera, editing console, special effects console and sound system.

**Course Title: INTRODUCTION TO JAVA PROGRAMMING**

Prerequisite: Computer Programming

Credit: 5

Meets District Graduation Requirement: Practical Arts

Grade Level: 9-12

Fulfills UC/CSU Requirements: No

The first in a two-part series, this course will introduce participants to the basic skills they need to develop interactive applications for the Internet and intranets. After exploring the fundamentals of object-oriented programming (OOP), participants will apply objects, classes and methods in Java programming. They will also become familiar with the networking features of Java.

**Course Title: ROP MARKETING PRINCIPLES**

Prerequisite: Grade 11-12

Credit: 10

Meets District Graduation Requirement: Practical Arts

Grade Level: 11-12

Fulfills UC/CSU Requirements: No

The ROP Marketing program uses local retail stores as the extended campus for high school students who desire to enter the marketing field. Each section meets with class time devoted to the development of business skills. Depending upon a student's desires, some pursue advanced classroom knowledge while others develop on-the-job skills in the area of pricing and receiving, stocking and inventory, records, display, catalog sales, and basic selling and customer service. Upon completion of the course, the student will have the capabilities to practice and understand basic Marketing principles and the use of these principles worldwide, specifically in US business.

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Course Title: **ROP VIRTUAL ENTERPRISE**

Prerequisite: Grade 11-12

Credit: 10

Meets District Graduation Requirement: Practical Arts

Grade Level: 11-12

Fulfills UC/CSU Requirements: No

The ROP Virtual Enterprise program is designed for those people who want to start their own business, develop an idea for their own business, or wish to improve the management and performance of their existing business. The students will meet as a team with classroom preparation devoted to the development of their business and management skills as well as the preparation and research of their specific business idea. Successful completion of the program is accomplished when the student presents the instructor with an approved formal business plan. Upon completion of the course, the student will have the capabilities to be employable as any or all of the following: Business Owner, Store Manager, Assistant Store Manager, Department Supervisor, Section Supervisor.

Course Title: **INTERNSHIP**

Prerequisite:

Credit: 10

Meets District Graduation Requirement: Elective

Grade Level: 11-12

Fulfills UC/CSU Requirements: No

Internships are provided or made available throughout our community. Students intern an average of 5 hours weekly. In addition, once per week class meetings are required for instruction and organization of required forms and documents. Students must accumulate 80 hours of interning during the semester in order to receive 5 credits. Internship meets in class once per week with other class time devoted to the interning site. In-class instruction, job site visits and supervisor evaluations are included.

Course Title: **WORK EXPERIENCE**

Prerequisite: Must have a job before enrolling in this course

Credit: 5

Meets District Graduation Requirement: Elective

Grade Level: 11-12

Fulfills UC/CSU Requirements: No

This course provides work experience through supervised employment and in-school instruction. Students must accumulate 180 hours of work experience during the semester in order to receive 5 credits. Variable credit is available for work experience for fewer hours (between 1-5 credits). Work Experience meets in class once per week with other class time devoted to the job site. In-class instruction, job site visits and supervisor evaluations are included.

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