

# Business and Information Technology Department

Mrs. Mary Mullins, Chair  
Mr. Tony Curto – Mr. Jason Hayes – Mrs. Mona Smith



## **Accounting 6320**

Students study the basic principles, concepts, and practices of the accounting cycle. Students learn fundamental accounting procedures using a manual and an electronic system.

## **Advanced Accounting 6321**

Students gain in-depth knowledge of accounting procedures and techniques used to solve business problems and make financial decisions. Students use accounting and spreadsheet software to analyze and interpret business applications.

## **Economics and Personal Finance 6120**

Students learn how to navigate the financial decisions they must face and to make informed decisions related to career exploration, budgeting, banking, credit, insurance, spending, taxes, saving, investing, buying/leasing a vehicle, living independently, and inheritance. Development of financial literacy skills and an understanding of economic principles will provide the basis for responsible citizenship and career success. In addition to developing personal finance skills, students in the 36-week course will also study basic occupational skills and concepts in preparation for entry-level employment in the field of finance. The course incorporates all economics and financial literacy objectives included in the Code of Virginia §22.1-200-03B.

## **Business Law 6131**

Students examine the foundations of the American legal system. Students explore economic and social concepts as they relate to legal principles and to business and personal laws.

## **Business Management 6135**

Students study basic management concepts and leadership styles as they explore business ownership, planning, operations, marketing, finance, economics, communications, the global marketplace, and human relations. Quality concepts, project management, problem solving, and ethical decision-making are an integral part of the course. Student leadership skills may be enhanced by participation in school-based or virtual enterprises, job shadowing, internships, cooperative education, and/or the Future Business Leaders of America (FBLA).

## **Legal Systems Administration 6735**

Students completing Office Administration and wishing to gain employment in the legal field may take this course to learn how to use legal terminology and procedures useful in preparing legal documents and functioning effectively in a law office. When this course is offered as a daily multiple-period class, the competencies identified in the Office Administration course may be included. Completion of this course, when combined with Accounting and Office Administration, may prepare students for the Certification for Legal Professionals. Completion may also lead to MOS certification.

## **Medical Systems Administration 6730**

Students completing Office Administration and wishing to gain employment in the medical field may take this course to learn how to use medical terminology and procedures useful in developing medical documents and functioning effectively in a medical office environment. When this course is offered as a daily multiple-period class, the competencies identified in the Office Administration course may be included.

### **Word Processing 6625**

Students develop intermediate to advanced level word processing skills using a variety of software functions, including graphics and desktop publishing. Students gain competence integrating other applications such as database and spreadsheet into word processing activities. Classroom experiences also provide for skill development in communication.

### **Computer Information Systems (CIS) 6612**

Students apply problem-solving skills to real life situations through word processing, spreadsheet, and database software, and through integrated software activities. Students work individually and in groups to explore computer concepts, operating systems, and emerging technologies.

### **Advanced Computer Information Systems (ACIS) 6613**

Students apply problem-solving skills to real life situations through advanced integrated software applications, programming, and expert systems. Students work individually and in groups to explore advanced computer maintenance activities, telecommunications, and networking.

### **Design, Multimedia, and Web Technologies 6630**

Students develop proficiency in using desktop publishing software to create a variety of business publications. Students work with sophisticated hardware and software to develop multimedia presentations.

### **Advanced Design, Multimedia, and Web Technologies 6631**

Students develop a working knowledge of web site designs, construction, and management using HTML or XHTML and Macromedia Dreamweaver 8, which includes headings, lists, images, image maps, tables, forms, and frames. Students develop advanced skills in creating interactive media, Web sites, and publications for print and electronic distribution. Students work with sophisticated hardware and software, applying skills learned to real-world projects. Completion of this course may prepare students for industry certifications.

### **Database Design and Management (Oracle) 6660**

The first-year course includes database design and SQL programming. Students study database fundamentals to include database development, modeling, design, and normalization. In addition, students are introduced to database programming. Students gain the skills and knowledge needed to use features of database software and programming to manage and control access to data. Students will prepare for the first of two certification exams. Industry certification competencies will be used for the course.

### **Cooperative Office Education**

Cooperative Office Education (COE) includes supervised, on-the-job instruction. Students attend classes part of the day and work in an approved business/office position part of the day.

### **Future Business Leaders of America**

The Future Business Leaders of America (FBLA) is the student organization for all individuals enrolled in business and information technology courses. The activities are specifically related to the development of personal employability and leadership skills. Through participation in the organization, business and information technology students learn to engage in individual and group business enterprises, to hold office and direct the affairs of a group, to work with representatives of other student organizations, and to compete honorably with their colleagues.

**Certifications/credentials offered include: Workplace Readiness Skills, WISE Financial Literacy, and Microsoft Office Specialist (Word, PowerPoint and Excel)**