

BUSINESS & INFORMATION TECHNOLOGY

Introduction to Business

8406

Credit ½

Introduction to Business is an excellent introductory course for those students planning future studies in business courses or careers in the business world. This course will expose students to important business concepts and business career opportunities. The course explores basic economics, the free enterprise system, business organizations, business functions, accounting, marketing, and entrepreneurship. Students will have an opportunity to work on team building skills.



Gateway Course for Business Management & Administration Career Cluster;
Finance Career Cluster; Marketing Career Cluster; and Hospitality and Tourism
Career Cluster

Prerequisite(s): Freshman or Sophomore standing; others by instructor approval

Dollars & Sense

8407

Credit ½

A few people retire when they are 40. Most people work until they are 67. Some people have to work till the day they die. How about you? Dollars & Sense is a course that will familiarize students with the financial responsibilities that they will face in the real world. You will learn how to use the decision making process to make intelligent consumer decisions when setting goals to attain and gain control over your financial future. Preparation of a workable budget, banking, checking account options and maintenance, insurance needs, filing taxes, investment opportunities, and the importance of credit—how to apply for it, how to maintain a good rating, and responsible use will be covered. Internet and computer based instruction will be used to complete activities. In today's ever-changing economy, one thing remains constant—every person needs financial literacy to be successful in daily life!

Prerequisite(s): Freshman, Sophomore, Junior standing; others by instructor approval

Accounting 1

8401

Credit 1

This course is recommended for those students entering any business field including business administration, marketing, accounting, international business, finance/banking, human resources, economics, management, entrepreneurship, or management information systems. All business majors require 2-3 semesters of accounting in college. It is recommended that you begin as a sophomore/junior with Accounting 1 and continue on as a junior/senior in Advanced Accounting. The complete accounting cycle is presented. Preparation of the financial statements and an understanding of them are stressed. Students will be working with accounting software after learning the accounting cycle. **Accounting is NOT a math class and only basic math skills are needed.** This is a MUST course for anyone pursuing any type of business degree.

Prerequisite(s): Sophomore, Junior or Senior standing

**Advanced Accounting
Dual Credit Option**

8402

Credit 1



This course is for students interested in acquiring a more in-depth knowledge of accounting. It is designed to prepare students to pursue a variety of college business majors including accounting, marketing, management, finance, international business, human resources, or economics. Students completing this course will also gain the skills necessary that prepare them for many entry-level jobs in the business sector. Be a step ahead of others in your college accounting class - take this course! Students will complete spreadsheet activities using the various software IBM programs. *Dual Credit at Madison College (MATC) available-Accounting I Principles (101-111) upon successful completion (C or higher) of Accounting 1 and Advanced Accounting.

Prerequisite(s): Junior or Senior standing. Accounting 1

This is a dual-credit Madison College (MATC) course. Students who successfully complete the course may earn both DAHS and Madison College (MATC) credits.

Word Applications

8440

Credit ½

This course is an important follow-up to the Keyboarding class offered in the middle school. This class is designed to help further the development of your Keyboarding skills using **Microsoft Office 2010**. Students will learn to format various styles of letters, outlines, tables and reports. The MLA report form will be taught so students can key their reports in correct format both in high school and in post-secondary schools. Basic skills in the use of Microsoft Word including font formats, page breaks, copy/move features, font effects, alignment, borders/shading, indention options, headers and footers, envelopes, etc. will be covered. Take this course as early as possible in your high school career. This skill is demanded in high school, college, business, and industry.

Prerequisite(s): Freshman or Sophomore standing; others by instructor approval

**Business Communications
Dual Credit Option**

8441

Credit ½



Students will have an opportunity to expand their expertise with **Microsoft Word 2010** and **Microsoft PowerPoint 2010**. Advanced applications will be taught so students can become proficient with many more of the capabilities that Microsoft Word and Microsoft PowerPoint have to offer. Assignments may include multiple page MLA reports including parenthetical references and works cited pages, multiple page business letters and memos, mail merge, graphics, wizards and templates including invoices, purchase orders, and advanced table features and presentations.

Prerequisite(s): Sophomore, Junior or Senior standing. Word Applications

This is a dual-credit Madison College (MATC) course. Students who successfully complete the course may earn both DAHS and Madison College (MATC) credits. Enrolled Freshmen and Sophomores are required to retake the final exam their Junior or Senior year to obtain Madison College dual credit.

Computer Applications Dual Credit Option

8496

Credit ½



This course is designed to equip students with computer skills for personal, post-secondary education, and employment. **Microsoft Office 2010** will be used to review and cover beyond the basics in **Access** (database), and **Excel** (spreadsheet) as used in the business environment. Students will integrate documents and information among the various applications. This class will prepare you for postsecondary school and necessary computer skills for employment. A high level of reading and problem solving is involved.



Gateway Course for Information Technology Career Cluster and helpful course for many other Career Clusters.

Prerequisite(s): Sophomore, Junior or Senior standing. Word Applications **recommended** but not required.

This is a dual-credit Madison College (MATC) course. Students who successfully complete the course may earn both DAHS and Madison College (MATC) credits. Enrolled Sophomores are required to retake the final exam their Junior or Senior year to obtain Madison College dual credit.

Desktop Publishing

8495

Credit ½

This course is designed for those students wanting an introduction to the structure of desktop publishing. Current business trends point to an excellent employment outlook and high demand in this field. The student will learn basic design, preparation and layout of publications. Proofreading and copy editing skills will be developed. Digital photography use will be incorporated into student projects such as brochures, newsletters, pamphlets/program flyers, and business cards will be designed using MSPublisher, InDesign CS5, and photo editing software.



Gateway Course for Arts, A/V Technology & Communications Career Cluster (*Visual Arts and Printing Technology Pathways*) and **Information Technology** (*Web and Digital Communications Pathway*)

Prerequisite(s): Sophomore, Junior or Senior standing. Word Applications **highly recommended**, but not required.

Web Page Design & Development**8494****Credit ½**

This is an introductory course in the basic principles and concepts of Web design using basic HTML and Dreamweaver CS5© web authoring software. Students will understand how Fireworks© and Flash© technology is used to aid in the development of web pages. Correct design and the process of developing a web site for business will be covered from sketches to publishing. Digital cameras photo editing software will be used to aid in the use of your personal designed pages. The students' ability to evaluate print and web sites as it applies to the business world will be covered. Students will also integrate social media into their web applications.



Gateway Course for Arts, A/V Technology & Communications Career Cluster
(*Visual Arts and Printing Technology Pathways*) and **Information Technology** (*Web and Digital Communications Pathway*)

Prerequisite(s): Sophomore, Junior or Senior standing. Word Applications **highly recommended**, but not required.

Business and Marketing Management**8800****Credit 1**

This course will allow students the opportunity to develop their potential for success in business. Each student may work with a business during the course of the year, through the business or marketing internship program (8505). The course will focus on strategies for success with core topics such as: management principles, leadership, organization, current issues, international business and the new area of socialnomics. Student will prepare (or update) their professional resume and job seeking strategies and participate in on-line book discussions. Business speakers are brought in as often as possible to provide real-world application and advice to students.

Prerequisite(s): Senior standing and successful completion of at least one Business or Marketing course.

Business Internship**8506****Credit 2**

The main purpose of this course is to allow students to put into practice those principles learned in the classroom and to assist in achieving their career goals. Students must work an average of 15 hours per week. The business instructor will work with the employer to set up a training plan and follow students' progress throughout the year. Students are required to maintain five classroom hours during the school day. Students can achieve the State of Wisconsin skills standards certification upon completion.

Prerequisite(s): Senior standing. Students must be concurrently enrolled in Business and Marketing Management (8800), and be employed in an approved training station