BUSINESS TECHNOLOGY FLOWCHART

Career Pathways

Information & Communication Technologies Sector

Pathway 1: Software & Systems Development
Course 1: Gaming Technology
Course 2: Website Programming & Design

Pathway 2: Information & Support Services
Course 1: Computer Apps
Course 2: Communication Technology

Business & Finance Sector

under development
Pathway: Financial Services
Course 1: Finance & Accounting

Marketing, Sales, & Services Sector

Pathway: Entrepreneurship Self Employment
Course 1: Business 101/ Entrepreneurship 101
Course 2: Entrepreneurship

Students may take a CTE Business Technology course to meet units toward their VPA graduation requirement. *(This does not satisfy the UC/CSU application VPA requirement)*

Computer Applications A/B

GRADE LEVEL: 9 - 12
PREREQUISITE: None
HOMEWORK: As needed
REQUIREMENTS FULFILLED: ☑ **AHC** ☑ A-G ☐ AP

The purpose of this course is to learn the basic functions of a computer as they pertain to proper formatting procedures for creating a variety of documents, spreadsheets and presentations. Students will learn how to effectively use the basic features of Microsoft Office applications as tools in their personal, educational and business lives. Applications that will be included are: Microsoft Word, Internet Explorer, Outlook, Microsoft PowerPoint, Excel, Access, Publisher, and basic HTML programming. Additionally, students will continue to develop their touch-typing skills with the use of a Micro Type software program. Program instruction will also focus on strengthening student's ability to follow technical instructions and improve performance on standardized tests and written assignments for all classes. Students completing both terms, and earning a grade of "B" or better, can receive a Hancock College Articulation Credit.

Business 101/Entrepreneurship 101

GRADE LEVEL: 9 - 12
PREREQUISITE: None
HOMEWORK: As needed
REQUIREMENTS FULFILLED: ☐ AHC   ☐ A-G   ☐ AP ☑ AHC Concurrent Enrollment

Concurrent enrollment with Allan Hancock College; students receive high school & college credit. Completion of full year fulfills Measure C of the College and Career preparedness model.

Gaming Technology

GRADE LEVEL: 9 - 12
PREREQUISITE: None
HOMEWORK: As needed
REQUIREMENTS FULFILLED: ☐ AHC   ☑ **A-G**   ☐ AP

Students study the fundamentals and history of gaming and how technology has influenced the evolution and culture of play, learn game design and structure, and create digital storyboards as they develop games. Students engage in close reading of complex texts and technical documents to analyze gaming and synthesize that knowledge into the design and development of games and simulations. This course provides a rigorous pathway for students to learn relevant technical knowledge and skills that prepare them for further education and career opportunities in the Information and Communication Technologies and also the Arts, Media & Entertainment pathway sectors.

Website Programming & Design A/B

GRADE LEVEL: 10 - 12
PREREQUISITE: (recommended-Gaming Technology)
HOMEWORK: As needed
REQUIREMENTS FULFILLED: ☑ **AHC**   ☑ **A-G**   ☐ AP

This course is an introduction to higher level computer concepts and skills, programming techniques and web page design using HTML, JavaScript, and Dream Weaver software. Students will design and build web pages related to course objectives to demonstrate points learned about HTML, CSS and JavaScript. Students will also learn skills for research, development, and publishing processes connected with HTML, JavaScript, and website design. Student projects will include elements of art and design principles.   Students completing both terms, and earning a grade of "B" or better, can receive a Hancock College Articulation Credit.

Communication Technology ROP
(This course fulfills the 12th grade English PVHS graduation requirement)

GRADE LEVEL: 11 - 12
PREREQUISITE: recommended--Computer Applications or Teacher Approval
HOMEWORK: As needed
REQUIREMENTS FULFILLED: ☑ **AHC**   ☑ **A-G**   ☐ AP   ☑ **Seniors—4th year English option**

This advanced Business course is for junior and senior level students, and is designed to prepare students for employment, provide them with the necessary skills to complete their college studies, and provide them with essential communication skills to effectively use technology in their daily lives, while improving

literacy skills. Students will learn advanced MS Office Word and PowerPoint techniques and study the writing process to become effective communicators. This class is an alternate choice to meet the district graduation requirement for four years of English for seniors only. Juniors may take this class to fulfill the appropriate elective credits. (*This class does not meet the UC/CSU entrance requirement for four years of English.) Students completing both terms, and earning a grade of "B" or better, can receive a Hancock College Articulation Credit.

Entrepreneurship

GRADE LEVEL: 11- 12
PREREQUISITE: recommended--Business 101/Entrepreneurship 101 or Teacher Approval
HOMEWORK: As Needed
REQUIREMENTS FULFILLED: ☑ **AHC** ☑ **A-G** ☐ AP

This course is designed to develop and promote entrepreneurial literacy among high school students through a project based learning approach. This course provides instruction to students who are interested in the marketing process, gaining retail experience, or plan to obtain their own business in the future. Through collaboration, communication, creativity, and critical thinking students will acquire skills and understand the effective applications to real world business, leadership and management and how it applies to our economic structures with a primary focus through Entrepreneurship and Marketing. Students will establish skills for employment opportunities in business and industry.

Accounting & Finance A/B

GRADE LEVEL: 9 - 12
PREREQUISITE: Basic Math Ability
HOMEWORK: As needed
REQUIREMENTS FULFILLED: ☐ AHC ☑ **A-G** ☐ AP

This course will provide students with the opportunity to develop and understand the organization and operation of business financial statements and records. Students will build from practical accounting skills to more advanced tasks and apply it to businesslike conditions. Students will learn to keep a variety of financial records using computer spreadsheet software and also learn to keep some financial records manually. Students will prepare purchase journals, keep customer financial records, prepare statements and various financial journals, handle payroll records, and prepare an income statement for a small business. Students will apply technology to common business tasks in accounting, finance and personal investments. Students will analyze, record, and interpret business transactions in the accounting cycle for all types of businesses using traditional ledger and computer accounting software.

Intervention through Technology

GRADE LEVEL: 10 - 12
PREREQUISITE: None
HOMEWORK: As needed
REQUIREMENTS FULFILLED: ☐ AHC ☐ A-G ☐ AP

Intervention through Technology is a remediation course designed to assist students to pass courses through the PLATO online learning program, improve reading, writing, and math ability to high school level, and to provide entry level employment skills. Instruction will include entry level computer skills, specific course remediation, structured writing development, job acquisition skills with Career Technical focus.

Advanced Study Business

GRADE LEVEL: 11 - 12
PREREQUISITE: Teacher approval
HOMEWORK: None
REQUIREMENTS FULFILLED: ☐ AHC ☐ A-G ☐ AP

This class is for advanced level business students. Students will assist the teacher in preparing classroom materials & computer maintenance, and help students during lab assignments and activities. Students may also complete independent projects.

Business Lab Technician

GRADE LEVEL: 11 - 12
PREREQUISITE: Teacher approval
HOMEWORK: None
REQUIREMENTS FULFILLED: ☐ AHC ☐ A-G ☐ AP

This course is for the experienced business student. Student will be involved in preparing computer lab materials in advance for the teacher, as well as assisting the teacher and students during computer lab assignments and activities. This includes but is not limited to gathering materials, computer maintenance, troubleshooting, and student guidance during curriculum application.