



# Academic Course Catalog 2009 - 2010

## Business & Computer Science Department

Current As Of: 4/6/09

## BUSINESS/COMPUTER SCIENCE DEPARTMENT

### INTRODUCTION TO COMPUTER SCIENCE-6141 - Freshmen

.5 credit

This course will provide an introduction to:

- ◆ structured programming
- ◆ computer structure and organization
- ◆ the history and development of computing
- ◆ the Internet, the world wide web, electronic mail and “Net”iquitte
- ◆ the Microsoft Office package (MS Word, MS Excel and MS PowerPoint)
- ◆ information literacy and research skills

### ADVANCED MICROSOFT OFFICE-6049 - Juniors/Seniors

.5 credit

This course will provide an in-depth study of the more advanced functions of Microsoft Word, Excel, PowerPoint and Access which could not be covered in the earlier introductory course.

- ◆ MS Word-Students will learn to perform mail merges, work with headers and footers, arrange text into columnar format, organize data in tables, write appropriate outlines and research papers using footnotes and tables of contents, and manage and integrate multiple documents.
- ◆ MS Excel-Students will learn to advance in their mastery of the application in light of various business disciplines. The course will provide an introduction to business, statistics and decision sciences using Microsoft Excel as a powerful related tool.
- ◆ MS PowerPoint-Students will learn to organize and make longer presentations on varied topics as well as advanced public speaking skills.
- ◆ MS Access-Students will be introduced to storing and organizing data in a database using this powerful tool.

Prerequisite: Introduction to Computer Science.

### INTERNET TECHNOLOGY-6148 - Juniors/Seniors

.5 credit

This semester course will examine the basics of various internet concepts including the World Wide Web, Electronic Mail, FTP and “Net”iquitte. By the completion of the course students will be able to explain how the internet is constructed, describe various network topologies, and will have created, modified and maintained their own personal website throughout the course.

Prerequisite: Introduction to Computer Science.

This course is not open to students currently taking or having already completed Advanced Computer Science.

### DESKTOP PUBLISHING & DESIGN-6150 - Juniors/Seniors

.5 credit

This course will introduce students to the powerful and marketable skill of desktop publishing (creating printed material, books, newspapers, brochures, flyers, etc. with a personal computer.) Using professional software such as the Adobe Suite, students will create quality publications both for practice, and for actual print production. Note: This course is highly recommended for staff members of all school publications. This course also counts as an elective for the Sequential Art Program (See: Fine Arts Dept.)

### ADVANCED COMPUTER SCIENCE-6146 - Juniors/Seniors

1 credit

This course will provide an introduction to structured programming using Microsoft Visual C++, and an introduction to HTML programming including PHP and MySQL scripting. It is an excellent college preparatory

course for those students interested in the sciences, mathematics or engineering. A solid foundation in mathematical logic is essential.

Prerequisite: Successful completion of Introduction to Computer Science with a grade of 80% and successful completion of the required Math Regents Examination.

This course is not open to students currently taking or having already completed Internet Technology or AP Computer Science A.

AP COMPUTER SCIENCE A- 6246 - Seniors

1 credit

This course will focus on JAVA Programming teaching structured problem solving and will prepare students for the year-end Advancement Placement examination. It is an excellent college preparatory course for those students interested in the sciences, mathematics or engineering. A solid foundation in mathematical logic is essential.

Prerequisite: Successful completion of the required Math Regents Examination, Advanced Computer Science and departmental approval.

COMPUTER SCIENCE ASST.- 6143 - Juniors/Seniors

.5 credit

This is the perfect course for those students who may be considering a career in education, and have a particular interest in computing. The student attends the computer science course that fits into his/her schedule in the role of the teacher's assistant. Responsibilities may include helping individual students, assisting with lessons, preparing laboratory assignments, evaluating work, etc. The Assistant will be expected to prepare and present several lessons throughout the semester, and evaluation may also include examination(s) and long-term project(s). At the end of the semester, the student should have a more realistic idea of what it takes to be a teacher. Computer Science Assistantships are available for the following courses:

- Introduction to Computer Science
- Internet Technology

Prerequisite: prior successful completion of the course and departmental approval

ACCOUNTING HONORS-6031 - Juniors/Seniors

1 credit

This is the core-level business course; it is suggested that it is taken prior to other business-related courses to provide a basis for those interested in any high school or collegiate-level business study. Accounting is the language of business, and is strongly recommended for all students considering a career in any business-related discipline. This full year course is designed to develop occupational competencies in Accounting. To dispel the myth, one does not have to be adept in mathematics to be adept in accounting; addition, subtraction, multiplication and division are the only mathematics required. At the completion of this course, students will be able to: describe the accounting cycle, journalize and post business transactions, analyze real-life case studies, and interpret and prepare general purpose financial statements.

Prerequisite: Successful completion of the required Math Regents Examination and minimum overall GPA of 80%.

BUSINESS LAW HONORS-6032 - Juniors/Seniors

1 credit

This full-year course begins with a survey of the judicial system, followed by an analysis of contract law using lecture and case method. It is designed for students who wish to develop critical thinking skills needed for college and the workplace. Topics include Torts and Crimes, Consideration, Contracts, and Legal Competency among others. This course may be used for the Social Study sequence.

Prerequisite: Minimum overall GPA of 80% is required.

MANAGERIAL STATISTICS HONORS-6301 - Seniors

.5 credit

Statistics is concerned with methods for drawing conclusions about large populations from results derived from smaller sample experiments or processes. This exciting course will examine the usefulness of statistics in a business context as it helps managers in their daily decision making. Topics covered will include probability, probability distributions, hypothesis testing and confidence intervals.

Prerequisite: Successful completion of all the Mathematics Regents Examinations and departmental approval.

MARKETING-6038 - Juniors/Seniors

1 credit

Marketing refers to the concepts, philosophies, techniques and theories pertaining to the exchange process of products and services between companies and their customers. This course is designed to introduce students to the important role that marketing plays in our economic system. They will have the opportunity to explore past and current trends and innovations influencing the marketing system. Furthermore, students will actually form their own company, apply and be hired for positions within the firm, and effectively design and market a product in the school. Proceeds from the company's efforts will be used to run a charitable event which the students will coordinate. At the completion of this course, students will be able to: discuss the marketing concept and identify the four elements of the marketing mix, explain market segmentation and the consumer market, and discuss the efforts taken to promote international trade.

CAREER AND FINANCIAL MANAGEMENT-6034 - Juniors/Seniors

.5 credit

Career and Financial Management is a ½ credit course designed to expose students to topics related to business and personal finances in today's world. Students will be provided opportunities to learn about the features of our economy, explore a variety of careers, learn the skills and competencies needed for success in the workplace and to begin to become financially literate. Topics to be discussed include personal budgeting, banking, credit, investing, career planning, job searching, and resume writing.