

# CATHOLIC CENTRAL HIGH SCHOOL

## 2011-2012 High School Curriculum

### Faith, Knowledge, and Tradition

#### CCHS Mission

Catholic Central High School is a four-year co-educational high school committed to providing a Catholic based education. It offers a student of any race, religion, or ethnic origin the opportunity to develop and expand their abilities and creative talents in all aspects of their life. Catholic Central is committed to creating a strong academic curriculum and instilling life-long Christian values so a student can become a responsible and contributing member of our intellectual, spiritual, moral, emotional, social, and physical community.

#### CCHS Graduation Requirements-26 credits

- ½-Personal Finance

#### Business Education: ½ credit

#### **BUSINESS EDUCATION Courses**

##### **INFORMATION PROCESSING #510**

Freshman/Sophomore/Junior/Senior Elective

1 Semester - 0.5 credit

Students will learn proper keying techniques, development of speed and accuracy in typing, formatting skills, various computer program features, and an introduction to other types of technology. Through this course students will acquire skills that can be used in their scholastic, personal, and employment pursuits.

##### **COMPUTER APPLICATIONS #504**

Freshman/Sophomore/Junior/Senior Elective

1 Semester - 0.5 credit

Computer Applications provide a comprehensive introduction to Microsoft Word, PowerPoint, and Publisher. Students learn basic to advanced level skills in daily lessons that provide many business-based profiles, real-life problems, exercises, and projects. By the end of the course students will be very familiar with the computer and its basic functions and able to pass the Microsoft Office Specialist test at the Core Level in Word, PowerPoint, and Publisher.

##### **WEB PAGE DESIGN I #521**

Freshmen/Sophomore/Junior/Senior Elective

1 Semester - 0.5 credit

This course is designed to teach beginning web designers how to get started creating websites. The class begins with an introduction to the World Wide Web and web design basics. Students will develop beginning web pages in Hypertext Markup Language (HTML) and advance to more sophisticated web pages using Macromedia Dreamweaver and eventually Macromedia Flash. Students will be given the opportunity to design and maintain a web page using various tools and various software programs. Students in Beginning or Advanced Web Page Design will benefit and understand why businesses today are using sophisticated web pages to market businesses. \*After successfully completing Web Page Design I, students may enroll in Web Page Design II and work on the Catholic Central High School Web Page.

##### **WEB PAGE DESIGN II #524**

Freshman/Sophomore/Junior/Senior Elective

1 Semester - 0.5 credit

##### **Pre-Requisite: Web Page Design I**

After successful completion of Web Design I, the student may take Web Page Design II. The world today is highly technical and the information age has demanded that we understand communication through the Internet. This class will give students an understanding into web page creation through such languages as HTML (Hypertext Markup Language), JavaScript, XML, and Dynamic XML. Packages such as Dreamweaver MX, Flash MX, Fireworks, (3D creation software) Adobe Acrobat, Photoshop, Publisher, Excel, Word,

and PowerPoint will be used to organize the pages of the school website. Students will use the different techniques and methods learned in Beginning Web Page to create usable, marketable and reliable web pages for the school web site. Students will work as a team to publish the school's web page and participate in a class that is run "like a business". This course incorporates design, creation, and maintenance on a higher level of learning.

profitable pricing strategies, personal selling, ethical business practices, and the management of distribution and logistics. Marketing addresses both non-profit and for-profit entities.

### **PERSONAL FINANCE #531**

Junior Requirement

1 Semester - 0.5 credit

Personal Finance is a course that provides students with the knowledge and skills they need now and in their future to explore their personal financial values while making life-long decisions. Students will recognize economic alternatives in purchasing goods and services, cope with the pressures to which they are exposed to as members of the buying public, prepare for and adjust to rapidly changing economic conditions, make educated choices in personal values and responsibilities, and participate effectively as consumers in the economic and government systems. This course is designed to teach students personal financial aspects so they can have the life long skills needed to live on their own. There is a required workbook for this class.

### **ACCOUNTING I #532**

Sophomore/Junior/Senior Elective

1 Semester - 0.5 credit

#### **Pre-requisite: Algebra I**

Accounting is often referred to as the "language of business." This course is for students who want a background for personal use or as a basis for further work or study in any business related career or area. This course provides an understanding of the basic elements and concepts of double entry accounting systems. Accounting for proprietorships and corporations will be covered. Principles are applied in manual accounting situations as well as computerized settings using accounting software. Careers in accounting, business, and related fields are discussed. There is a required workbook for this class.

### **BUSINESS MANAGEMENT #534**

Freshman/Sophomore/Junior/Senior Elective

1 Semester - 0.5 credit

Students will gain the understanding of the private enterprise system, government and business and small and large business management while using organizational resources effectively to achieve goals through planning, organizing, leading/directing, and evaluating/controlling. Worldwide competition and increasing environmental complexity are having a dramatic effect on how organizations are structured and managed.

### **MARKETING #537**

Sophomore/Junior/Senior Elective

1 Semester - 0.5 credit

Marketing is a one-semester business class that deals with the identification and creation of customer needs and wants, consumer research, the creation of promotional, and advertising plans to target markets, the establishing of