

**SALAMANCA
JUNIOR/SENIOR
HIGH
SCHOOL**



**WARRIOR PRIDE:
*WHERE LEARNERS
BECOME LEADERS***



ACADEMIC CURRICULUM GUIDE 2016

KEYBOARDING	Grade: 9, 10, 11, 12	
Length: 20 WEEKS	Credit: 0.5	
Prerequisite: None	Level: G	
<p>Keyboarding provides students with the opportunity to identify and operate a computer keyboard using proper fingering techniques. The course includes study of basic page layout and design structure and computer graphics to produce professional-looking documents such as letters, tables, spreadsheets, MLA reports, as well as the creative production of flyers, advertisements, certificates, business cards, and brochures. Students will be creating their own movies. Students will also learn the basics of how to research the career they are interested in pursuing.</p> <p>*required for CTE endorsement for MOUS, Accounting and Computer Graphics</p>		

MICROCOMPUTER APPLICATIONS	Grade: 9, 10, 11, 12	
Length: 40 weeks	Credit: 1.0	
Prerequisite: Keyboarding	Level: G	
<p>Students will be using the Concert Tour Desktop Publishing simulation in which they will create their own band. Students will be creating design documents to market and promote their band. After creating their band name and logo, the students will design a variety of promotional documents such as tickets, fan club newsletter, CD covers, T-shirt, poster, etc. Students will also improve techniques and keyboarding speed and accuracy, and application activities to help to improve related language arts skills.</p>		

PROGRAMMING I	Grade: 9, 10, 11, 12	
Length: 20 weeks	Credit: 0.5	
Prerequisite: None	Level: G	
<p>Students will learn the components of the programming cycle including problem analysis, algorithm development, design implementation, debugging, and acceptable documentation standards. Students will implement their algorithms using an object-oriented programming language.</p> <p>Programming is an introduction to programming using Microsoft's Visual Basic 2008 and other beginner languages. The focus will be in Visual Basic 2008 and has become the tool of choice for developing user-friendly Windows applications in the business world. Students will also use the Alice program after basics of coding are learned and understood in Visual Basic.</p>		

PROGRAMMING II	Grade: 10, 11, 12
Length: 40 weeks	Credit: 1.0
Prerequisite: Programming I	Level: G
<p>This advanced course is intended to be a continuation of Intro to Computer Science (Programming I). This is a project-based course designed to utilize concepts, commands, classes, objects, encapsulation, information hiding, and code reuse. The students will also be asked to integrate the graphical user interface features of object oriented programming to create a professional looking final. Students will also learn to integrate databases and other programs such as Adobe Photoshop, Flash within their VB program. Students will also use the Alice program to create "Sims" like graphic games after coding basics are learned and understood in Visual Basic. Note: Computer Programming I and II taken together can be used as a third unit of Math</p>	

MOUS I (Microsoft Office User Specialist) JCC CSI560 (4 SUNY Credits)	Grade: 9, 10, 11, 12
Length: 40 weeks	Credit: 1.0
Prerequisite: None	Level: G
<p>This course will study major Microsoft Applications such as word processing, spreadsheets, web design, and much more. The focus will be on the completion of training and testing for Microsoft Office Certifications 2013 in Word, Access, Excel, and PowerPoint and Outlook . After the completion of each Microsoft Component through Gmetrix training and testing, students will have to choose at least one Microsoft Office Specialist Certification Test to take for industry standard certification. Students are encouraged to take and to pass as many certifications tests as they wish. The second half of the course is a project-based course designed to teach the students how to use and integrate all applications named above. (One certification test completion is required.) *required for CTE endorsement for MOUS</p> <p>SUNY JCC college credit will also be an option for students who take and pass the JCC College Placement Test and then pass the course. (4 SUNY credits) Students not pursuing college credit for MOUS class do not have to take the Accuplacer test.</p>	

MOUS II (Microsoft Office User Specialist)	Grade: 10, 11, 12
Length: 40 weeks	Credit: 1.0
Prerequisite: MOUS I	Level: G
<p>This course is an advanced project-based course utilizing all program knowledge learned in MOUS I. All projects are chosen from real-life needs from the district/community. This course will study advanced uses of major micro-computer applications; word processing, spreadsheets, web design, graphic manipulation, animations, and database management plus Windows fundamentals. The students are required to take at least 2 certifications in either Microsoft (MOS) or Adobe (ACA) Certification areas. The focus will be on the completion of projects using commercially available applications such as: Word, Access, Excel, PowerPoint, Publisher, Front Page Web Design, Adobe Photoshop, Adobe Illustrator and Macromedia Flash. This is a project-based course designed to teach the students how to use and integrate all applications named above (One certification test completion is required)</p>	

COMPUTER GRAPHICS I	Grade: 9, 10, 11, 12	
JCC ART1730 (3 SUNY Credits)		
Length: 40 weeks	Credit: 1.0	
Prerequisite: None	Level: G	
<p>This is a JCC College Connections Course where Students will be introduced to techniques and processes of creating artwork and graphic design using the computer. Students will be required to take and pass at least one Adobe Certification Test (ACA) in Photoshop, Illustrator, Premiere, or InDesign. They are also encouraged to take and pass as many ACA certifications tests as they wish so that they can better position themselves in a competitive market in the real world. Students will get an overview of electronic image manipulation, illustration, and page layout and design. This course is a prerequisite to other computer art/graphic courses at JCC. Students will be using Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premiere, Microsoft Gif animator, as well as Adobe Flash. Students will be using peripherals such as digital camera, video and Wacom Graphic Tablets. This course is designed for all students interested in increasing their presentation and graphic manipulation skills that would be useful for all pre and post-secondary graphic design fields.</p> <p>*required for CTE endorsement for Computer Graphics</p>		

COMPUTER GRAPHICS II	Grade: 10, 11, 12	
Length: 40 WEEKS	Credit: 1.0	
Prerequisite: Computer Graphics I	Level: G	
<p>This course is required for the CTE in Computer Graphics. Student focus is Advance Computer Graphics with an intense focus on certifications of the ACA exams in Adobe: Illustrator, InDesign, Dreamweaver, Flash, and Premiere (at least 1 certification is required). Students will also be required to create and help with District projects requiring graphic design and advertising.</p> <p>*required for CTE endorsement for Computer Graphics</p>		

E-COMMERCE	Grade: 9, 10, 11, 12	
Length: 20 weeks	Credit: 0.5	
Prerequisite: None	Level: G	
<p>This course is a hands on interactive course that teaches the fundamentals of business ownership and focuses on the creation of a real on-line business. The course is a multi-component class as it utilizes a wide variety of computer programs such as Adobe Dreamweaver (web editor), Adobe Photoshop, Adobe Illustrator, Adobe Flash, Microsoft GIF animator and more. This course is designed to teach the students and reinforce many different business ownership options while also walking them through creating their very own Internet based business and its' Business Plan. Other focuses of course include how to register with search engines, find hosting options, where and how to purchase domain names, use FTP sites, use online banking, track traffic to site and learn how to create and use e-commerce options of internet sales.</p>		

B.E.E.P. (BUSINESS EDUCATION EMPLOYABILITY PORTFOLIO)	Grade: 11, 12	
Length: 20 weeks	Credit: 0.5	
Prerequisite: Student must have earned 11 credits to date	Level: G	
<p>The electronic portfolio developed in the B.E.E.P. course highlights the student's exemplary work and extracurricular activities during high school. Students will develop a multimedia tool in this course which will showcase their preparation for the workforce and post-secondary education. This portfolio allows students to highlight their interests and achievements in school. Student portfolios are kept online for two years after students are enrolled in the course so prospective employers may view the portfolios and students may update the portfolios.</p> <p>Note: College Success Skills Class ECC GS 111 (3 SUNY credits) Students enrolled in BEEP class may want to take advantage of getting college credit for this class. Students who take BEEP class may receive 3 college credits for College Success Skills through Erie Community College. The curriculum for the College Success Skills class is the same as for BEEP class with additional chapter work from the College Success Skills textbook. The cost of the College Success Skills class is approximately \$240 for 3 college credits.</p>		

FINANCIAL MANAGEMENT	Grade: 9, 10, 11, 12	
Length: 20 weeks	Credit: 0.5	
Prerequisite: None	Level: G	
<p>This course stresses such items as use of banking facilities, credit usage, insurance usage to manage personal risk, and completing of Federal and State Tax forms. This course will examine and give students ideas and ways that they can begin to work on the building of their personal wealth. Various investment options will be examined and the students will complete an investment portfolio as part of the course requirements. Upon completion of the course the students should understand aspects of financial literacy.</p>		

CAREER PLANNING	Grade: 9, 10, 11, 12	
Length: 40 weeks	Credit: 1.0	
Prerequisite: None	Level: G	
<p>This course delves into all aspects of gaining employment. Topics covered include the students developing their own career plans, practicing interviewing techniques, developing resumes, and other pertinent information for obtaining job-related aptitudes.</p> <p>*required for CTE endorsement for MOUS, Accounting and Computer Graphics</p>		

HOSPITALITY AND TOURISM	Grade: 10, 11, 12	
Length: 40 weeks	Credit: 1.0	
Prerequisite: Student must have earned 5.5 credits to date	Level: G	
<p>In Hospitality and Tourism students will learn the basic concepts of tourism, hospitality, restaurant, recreation, sports and entertainment. Students will have a chance to become ServSafe certified as well as learning how to use POS terminals (these are the machines that are in restaurants where a person takes an order using the terminal). Students will be utilizing the Virtual Restaurant simulation. In this class students will be creating their own restaurants, their own hotels, their own sporting events, researching cruise lines, and researching a country of their choice.</p>		

JCC ACCOUNTING	Grade: 10, 11, 12	
Length: 40 weeks	Credit: 1.0	
Prerequisite: Student must have earned 5.5 credits to date	Level: G	
<p>The first half of the course will be the JCC BUS 1410 Accounting course. This is a college level introductory accounting class. Topics that are covered include: journalizing business transactions that affect a service business, posting of transactions to a general ledger, and the preparation of financial statements. Students will also journalize business transactions for a merchandising business into special journals, posting to various ledger accounts, and preparation of financial statements. Most of the work will be done using accounting software. The second half of the course will be examining various aspects of the accounting principles and their effects on management decisions. Students will examine notes receivable, notes payable, adjusting and closing entries, inventory calculations, bad debt expense calculations, tax liabilities, employment payroll requirements and necessary filing requirements.</p> <p>*required for CTE endorsement for Accounting</p>		

ENTREPRENEURSHIP	Grade: 10, 11, 12	
Length: 40 weeks	Credit: 1.0	
Prerequisite: Student must have earned 5.5 credits to date	Level: G	
<p>If you are someday hoping to open up your own business, this course is for you. The course is designed to help students be successful in creating and running a small business. The focus will be on selecting a business and preparing a business plan. Topics will include: types of business ownership, management principles, internet organization, and human resource management, with marketing, finance and risk management. Students will also be utilizing the Virtual Business Retailing Simulation.</p> <p>*required for CTE endorsement for Accounting</p>		

Career and Technical Education Endorsement



The Business Department offers 3 Career and Technical Education Endorsements for students who complete a sequence of courses in our Business Department. The Career and Technical Education endorsement is New York State recognition of successful completion of career-based courses. Under the new “4+1” pathway assessment option, students must take and pass four required Regents Exams or Department-approved alternative assessments (one in each of the following subjects: English, Math, Science, and Social Studies) and a comparably rigorous assessment for the fifth required exam to graduate. The fifth assessment required for graduation may be an approved Career and Technical Education technical assessment. Additionally the student’s diploma would contain a technical education endorsement indicating successful completion of a CTE approved program.

SALAMANCA HIGH SCHOOL BUSINESS DEPARTMENT'S CAREER & TECHNICAL EDUCATION ENDORSEMENTS

Required Courses

<u>CTE MOUS</u>	<u>CTE ACCOUNTING</u>	<u>CTE COMPUTER GRAPHICS</u>
Keyboarding (.5 credit 9 th grade generally) may be taken in 10-12 grades if not scheduled in 9 th grade	Keyboarding (.5 credit 9 th grade generally) may be taken in 10-12 grades if not scheduled in 9 th grade	Keyboarding (.5 credit 9 th grade generally) may be taken in 10-12 grades if not scheduled in 9 th grade
Financial Management (.5 credit 9 th grade generally) may be taken in 10-12 grades if not scheduled in 9 th grade	Financial Management (.5 credit 9 th grade generally) may be taken in 10-12 grades if not scheduled in 9 th grade	Financial Management (.5 credit 9 th grade generally) may be taken in 10-12 grades if not scheduled in 9 th grade
Career Planning (.5 credit--10 th grade generally) can be taken in 11 th or 12 th grade if not scheduled in 10 th grade year	Career Planning (.5 credit--10 th grade generally) can be taken in 11 th or 12 th grade if not scheduled in 10 th grade year	Career Planning (.5 credit--10 th grade generally) can be taken in 11 th or 12 th grade if not scheduled in 10 th grade year
Business Education Employability Portfolio (.5 credit—11 th or 12 th grade)	Business Education Employability Portfolio (.5 credit—11 th or 12 th grade)	Business Education Employability Portfolio (.5 credit—11 th or 12 th grade)
ECC-GS 111 College Success Skills	ECC-GS 111 College Success Skills	ECC-GS 111 College Success Skills
MOUS (1 credit—10 th -12 th grades) JCC CSC 1560 Microcomputer Applications--4 college credits	Entrepreneurship (1 credit—10 th -12 th grades)	Computer Graphics I (1 credit—10 th -12 th grades) JCC ART 1730 Graphic Design--3 college credits
	Accounting (1 credit—10 th -12 th grades) JCC BUS 1410 Accounting Foundations—3 college credits	Computer Graphics II (1 credit—10 th -12 th grades)