

EMPLOYMENT OPPORTUNITY

Business Work

Course No. 418

*Prerequisite: Must be enrolled in one of the required business classes for Business Work.
(Grades 11, 12)*

Supervised on-the-job training is available to students who are enrolled in one of the selected business classes listed under Business Course Selections. Students enroll in Business Work both semesters, and in regular academic classes and one appropriate business class. Gain work experience, earn money and 2 school credits.

Students must apply to be enrolled in Business Work and must work during both semesters in order to receive **two** work credits for the academic school year.



See Mrs. Patterson in
the Business Office for
more information



Cooperative Office
Education

INTERESTED IN EARNING ACADEMIC CREDIT AND MONEY?

Enroll in Business Work each semester and one of the following business courses:

Accounting
Advanced Accounting
Computer Information Systems
Advanced Computer Information Systems
Design, Multimedia, and Web Technologies
Keyboarding Applications
Office Administration
Business Law
Economics & Personal Finance

Take two sequential business classes and obtain a B or better in each to receive a Career & Technical Education seal

The Chesapeake Public School System is an equal educational opportunity school system. The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.

CAREER AND TECHNICAL
EDUCATION

BUSINESS & INFORMATION TECHNOLOGY COURSES

We prepare you for today's technology.



Hickory High School
1996 Hawk Boulevard
Chesapeake, VA 23322
Telephone: 757-421-4295

Business Teachers:
Joy Felts, Joyce Robb-Holmes
Cathy Kayser, and Dorothy Patterson

BUSINESS COURSES

Keyboarding Applications

Course No. 603

Prerequisite: None (Grades 9-12)

This course is designed to develop touch keyboarding skills and the correct manipulation of the keyboard. Skills are developed in word processing such as formatting letters, tables, and reports. This is an essential course for students going to college. *Students may apply to participate in Business Work in this course.*

Prin. of Marketing & Business (formerly Intro. to Business)

Course No. 602

Prerequisite: None (Grades 9-10)

Students study the activities of business, industry, and government and prepare to make decisions as consumers, wage earners, and citizens.

Business Law

Course No. 626

Prerequisite: None (Grades 11-12)

This course teaches students an awareness of their individual legal rights and responsibilities in our world. Topics include crimes, torts, contracts, ethics, wills, employment, and business ownership. *Students may apply to participate in Business Work in this course.*

Economics & Personal Finance

Course No. 625

Prerequisite: None (Grades 10-12)

This is a required class beginning w/the graduating class of 2015. This course addresses personal money management skills and includes automobile purchasing, renting or buying living quarters, figuring payroll deductions, budgeting, credit, insurance, and taxes. *Students may apply to participate in Business Work in this course.*

ACCOUNTING COURSES

Accounting

Course No. 611

Prerequisite: None (Grades 10-12)

This course emphasizes the basic accounting principles and accounting cycle for a proprietorship and a partnership. Use of manual and electronic systems are components of the class. This is an essential course for students planning to study business in college. *Students may apply to participate in Business Work in this course.*



Advanced Accounting

Course No. 613

*Prerequisite: Accounting
(Grades 11-12)*

Earn NOCTI Accounting certification. This is the second level of accounting. The course is designed to give students knowledge of accounting procedures and techniques used to solve business problems and make financial decisions. Accounting software is utilized to analyze and interpret business applications. *Students may apply to participate in Business Work in this course.*



Office Administration

Course No. 605

*Prerequisite: Keyboarding Applications
(Grades 10-12)*

This course emphasizes refinement of word processing skills and introduces office procedures such as records management, financial records, and time management. *Students may apply to participate in Business Work in this course.*

COMPUTER COURSES

Design, Multimedia, and Web Technologies

Course No. 607

*Prerequisite: Keyboarding Applications
(Grades 10-12)*

Earn a Microsoft Office Specialist industry certification in POWERPOINT. This course helps students develop proficiency in using desktop publishing software to create printed and electronic publications. Students incorporate journalistic principles in design and layout of publications. Students will develop websites and multimedia presentations. *Students may apply to participate in Business Work in this course.*

Computer Information Systems

Course No. 609

*Prerequisite: Keyboarding Applications
(Grades 10-12)*

Earn a Microsoft Office Specialist industry certification in WORD. This course provides instruction in advanced word processing, spreadsheets, database, charts, and presentations. This is an essential course for students planning to go to college. *Students may apply to participate in Business Work in*

***In CIS, Adv. CIS and Design,
students are offered the opportunity
to receive a verified credit. Must pass one MOS
industry certification test.***

Advanced Computer Information Systems

Course No. 629

Prerequisite: CIS (Grades 10-12)

Earn a Microsoft Office Specialist industry certification in EXCEL. Students apply problem-solving skills to real-life situations through advanced word processing, spreadsheets, database, charts, and presentations. *Students may apply to participate in Business Work in this course.*