Conneaut School District

Course Offerings 7 - 12

Business and Technology

Middle School (7&8)

MS Computer Applications (Mandatory for every middle school student)
Course Content: Internet Safety, Word, Excel and PowerPoint
: see Curriculum Map for more detail

Adopted 2009 (texts ordered then as well)

Text Information:

Learning Computers & Technology (Comprehensive)	DDC Pearson (ISBN # 133639770)
Microsoft Office Publisher 2007 - Illustrated Introductory	Cengage (ISBN# 9781423905288)
Missing	(free from webwisekids.org)
The It Combo Series	Business Education Publishing
(Word It, Excel It, Access It, Present It, Publish It)	
Skateboards, Inc.	Business Education Publishing (ISBN # 0-9774611-4-9)
The Dream Team	Business Education Publishing (ISBN# 1-934422-08-8)

Note: would be taught…
just during 7th or just during 8th or… (7th and 8th grade combined setting)
: in either case students only get this once while in middle school
: see Curriculum Map for more detail

MS Keyboarding   (Elective based on staffing availability)
Course Content: Introduction to "touch" method of keyboarding
40 min. per day for 6 to 9 weeks
: see Curriculum Map for more detail

Adopted 2009 (texts ordered 2010)

Text Information:

Applied Computer Keyboarding (6th Edition)	Cengage: (ISBN # 978-0-538-44543-6)
Micro Type 5 Site License	Cengage: (ISBN # 978-0-538-44977-9)

MS Business Introduction   (Elective based on staffing availability)
Course Content: Introduction to "touch" method of keyboarding
40 min. per day for 6 weeks
: see Curriculum Map for more detail

No Text: Utilizes existing texts and materials for instruction

Grade 9

Computer Applications (Gr. 9) (Mandatory for every student)

(*either 90 min. period day for 1 semester or 45 min. period for full year*)

Prerequisites: MS Computer Applications

: see Curriculum Map for more detail

Adopted 2009 (texts ordered then as well)

Text Information:

Learning Microsoft Office Deluxe*: Pearson/Prentice Hall DDC   ISBN #* 013363947-9

Elective

Grade 9 -12   (*either 90 min. period day for 1 semester or 45 min. period for full year*)

Keyboarding I   (Elective)

: see Curriculum Map for more detail

Text Information:

Century 21 Computer Applications and Keyboarding 9e © 2010
By: Hoggatt, Shank   Cengage   ISBN # 978-0-538-44906-9
Micro Type 5 Site License   Cengage: (ISBN # 978-0-538-44977-9)

Electives

Grades 10 - 12 (*either 90 min. period day for 1 semester or 45 min. period for full year*)

NOTE: The following electives need to be scheduled as 45 min. single semester courses (.5 credits) …
Internet, Integrated Business Education, Desktop Publishing, Business and Marketing and 21st Century Technology

Accounting 1   (Elective)

: see Curriculum Map for more detail

Text Information:

Century 21 Accounting 9e ©2009
By: Gilbertson-Lehman   Cengage   ISBN # 978-0-538-44705-8
*consider this for a (4th only) math credit SR. Year

Accounting 2   (Elective)

Prerequisites:

-Accounting 1

: see Curriculum Map for more detail

Text Information:

Uses same book as in Accounting 1

<u>Keyboarding II</u>   (Elective)

Prerequisites:

-Keyboarding 1

: see Curriculum Map for more detail

Text Information:

Uses same book as in Keyboarding 1

<u>Computer Programming I</u>   (Elective)

Prerequisites:

-Algebra 1

: see Curriculum Map for more detail

Text Information:

<u>Microsoft Visual Basic 2008</u>

by: Shelly &Hoisington   Cengage   ISBN # 978-1-4239-2716-7

<u>Microsoft WSH and VPScript Programming for the Absolute Beginner</u> (2nd Edition)

By: Jerry Lee Ford Jr.   Cengage   ISBN # 978-1-5920-0731-8

<u>Computer Programming II</u>   (Elective)

Prerequisites:

-Algebra 1

-Computer Programming 1

: see Curriculum Map for more detail

Text Information:

Uses same book as Computer Programming I

+ <u>HTML and Java Script Basics</u> (4nd Edition)

   By: Karl Barksdale & Shane Turner   Cengage   ISBN # 978-0-538-74235-1

<u>Internet</u>   (Elective)*

: see Curriculum Map for more detail

Text Information:

<u>Microsoft Expression Web Complete</u>

by: Julie Riley   Cengage   ISBN # 978-1-4239-0550-9

<u>HTML and Java Script Basics (</u>4nd Edition)

By: Karl Barksdale & Shane Turner   Cengage   ISBN # 978-0-538-74235-1

+ Tech. Dept. orders annual Site licenses for Expression Web ((6 labs of 30). Is part of Tech. Dept. annual budget

*NOTE: 45 min. single semester course (.5 credits)

rather than a *90 min. period day for 1 semester or 45 min. period for full year course*

__Accounting 3__   (Elective)

Prerequisites:
- Accounting II

: see Curriculum Map for more detail

Text Information:

Century 21 Accounting Advanced 9E
By: Gilbertson-Lehman-Passalacqua   Cengage   ISBN # 978-0-538-44755-3

__Accounting 4__   (Elective)

Prerequisites:
- Accounting III

: see Curriculum Map for more detail

Text Information:

Uses same book as in Accounting III

__Integrated Business Education__   (Elective)*

: see Curriculum Map for more detail

Text Information:

Integrated Business Projects 2nd Edition
By: Olinzock, Arney, & Skean   Cengage   ISBN # 978-0-538-72762-4

*NOTE: 45 min. single semester course (.5 credits)
rather than a *90 min. period day for 1 semester or 45 min. period for full year course*

__Desktop Publishing__   (Elective)*

: see Curriculum Map for more detail

Text Information:

Microsoft Office Publisher 2007 Complete Concepts and Techniques (1st Edition)
By: Shelly Cashman & Starks   Cengage   ISBN # 978-1-4188-4349-6
*NOTE: 45 min. single semester course (.5 credits)
rather than a *90 min. period day for 1 semester or 45 min. period for full year course*

__Business and Marketing__   (Elective)*

: see Curriculum Map for more detail

Text Information:

Exploring Entrepreneurship and Economics (1st Edition)
By: Cynthia Greene   Cengage   ISBN # 978-0-538-72934-5
 *NOTE: 45 min. single semester course (.5 credits)
rather than a *90 min. period day for 1 semester or 45 min. period for full year course*

21st Century Technology   (Elective)*

Prerequisites:

-Internet

: see Curriculum Map for more detail

(Wiki, Blog, Pod Casting, Web Sites)

Text Information:

Web 2.0 Concepts and Applications

By: Shelly & Freydenburg   Cengage   ISBN # 978-1-4390-4802-3

*NOTE: 45 min. single semester course (.5 credits)

rather than a *90 min. period day for 1 semester or 45 min. period for full year course*

Company Contact Information

Cengage	1-800-354-9607
Richard Wethli	Office: (412) 221-1455
	Fax: (412) 221-1599
Brian Downey	District Manager
	(978) 686-6403
	Fax: (978) 686-6404
	Brian.downey@cewngage.com
DDC Pearson/Prentice Hall	1-877-260-2530
Christine Harthan	Office: (866) 326-4259
Business Education Publishing	1-888-781-6921
	Fax: 401-781-7608