



A Guide to Understanding CTE - Business Courses at OTHS

2023 - 2024

Signing up for one of the many Business classes offered at OTHS will place you a step ahead of the crowd! Want to type your papers more efficiently? Want to create a top-notch website? Need to learn to manage the money you're earning on the weekends? Want to develop a cool presentation for your next speech? Need to create a brochure for a class project? Enroll in business courses and start obtaining the skills that will help you now and in the future and that colleges expect you to have!!

Whatever your plans are for the future, you will benefit from business skills and computer training acquired NOW in the Business Department at O'Fallon High School.

Courses Offered:

Accounting I - 10-12

This course is highly recommended for students who have an interest in pursuing any major in business at the college level, or are considering owning their own business in the future. Instruction includes information on keeping financial records, summarizing them for convenient interpretation, and analyzing them to provide assistance to management for decision making. Much of the work in this class is done electronically, reflecting how accounting has become a computerized profession. In addition to stressing basic fundamentals and terminology of accounting, instruction will provide initial understanding of the preparation of budgets and financial reports, as well as career opportunities in the accounting field.

Honors Accounting I - 10-12

Honors Accounting I will cover the same areas of study as Accounting I (see course description above). The major difference between the two is the pace in which the material is covered and the difficulty of assigned problems. This course is highly recommended for students who have an interest in pursuing any major in business at the college level. Students will have the opportunity to take a qualifying exam through the AICPA (American Institute of Certified Public Accountants) to earn 3 credit hours from their university or from any participating college. Students learn how businesses plan for and evaluate their operating, financing and investing decisions and then how accounting systems gather and provide data to internal and external decisions makers. This year-long course covers all the learning objectives of a traditional college level financial accounting course, plus those from a managerial accounting course. Computer applications in the form of MS Excel will be integrated throughout the course.

Accounting II - 11-12

Accounting II is a course that builds upon the foundation established in Accounting I. This course is planned to help students develop a deeper knowledge of the principles of accounting with more emphasis being placed on financial statements and accounting records. It is a study of previously learned principles as they apply to the more complicated types of business organizations, partnerships corporations, branches, etc. The students will become familiar with such specialized fields of accounting as cost accounting, tax accounting, payroll accounting, and others. Computer programs will be utilized throughout the course where applicable. Students will have the opportunity to take a qualifying exam through the AICPA (American Institute of Certified Public Accountants) to earn 3 credit hours from their university or from any participating college.

Business Ownership - 9

This course will provide an overview of all aspects of business, including the concepts, functions, and skills required for meeting the challenges of operating a business in a global economy. Topics covered will include the various forms of business ownership and the basic functional areas of business (finance, management, marketing, administration and production).

Technology Essentials - 9-12

This course is designed to develop and enhance the abilities to key by touch, proofread, correct errors, and format a variety of documents used throughout the OTHS curriculum. Students enrolled in Technology Essentials will obtain necessary skills related to the daily use of technology in education. They will learn to properly utilize the OTHS student data drive, develop important file management skills, format documents in Microsoft Word including announcements, letters, and MLA reports, utilizing a variety of Microsoft Word features and shortcuts. Students will also gain experience with their OTHS 365 email accounts and learn email etiquette while developing the ability to organize work and meet deadlines.

Microsoft Office Applications - 9-12

This is an essential course that provides students with an in-depth knowledge of the Microsoft® Office applications. Students will benefit from the skills gained in this course not only for other courses taken at OTHS, but also for post-secondary studies, and/or for future employment. This course will provide students with hands-on instruction in Microsoft® Office applications including Word, Excel, and PowerPoint as well as email etiquette and experience using their OTHS email through Office 365. Students will apply problem-solving skills to hands-on, real-life situations using a variety of software applications. This course is designed to develop awareness and understanding of application software and to prepare students for placement in advanced computer courses. *Take this course early in your four-year course plan to reap the most benefits!*

Computer Networking - 10-12

This course covers the fundamentals of data communications and networking principles. Students will learn network standards, protocols, and topologies. Students will also learn network architectures of Local Area Networks and Wide Area Networks and related media, connections and components. Other topics covered include the OSI model, TCP/IP, and network security.

Computer Programming - 11-12 (Dual Credit)

Computer Programming is designed to develop computer programming and program design skills through the use of various procedural and object-oriented programming languages such as Visual Basic, C, C++, Java and Small Talk. Students will learn techniques to help with system analysis and design, as well as gaining knowledge of the systems development life cycle. Instruction will include basic programming structures that are common to many programming languages, including output statements, constants, assignment statements, input statements, string and numeric variable types, conditional, and branching and looping control structures.

Cybersecurity - 10-12 (Dual Credit)

This course prepares students to use technology in a proficient and responsible manner in school, in the workforce and in everyday life. The course contains skills for working in an Internet or networked environment and the knowledge of what it means to be a good digital citizen and the ability to use technology responsibly. This course will provide an overview of cybersecurity including the importance of cybersecurity, the characteristics and operation of malware, and options for defense against cyber threats. Students will also explore why cybersecurity is important in various industries. The course will introduce information security, systems security, network security, mobile security, and physical security.

Advanced Applications - Excel/Access - 10-12 (Dual Credit)

Using **Microsoft® Excel**, students will learn:

- Excel formulas & functions
- Enhancing a worksheet using styles & custom formatting
- Formatting with themes and numbers, sorting, and filtering
- Linking data, worksheets, and workbooks
- Chart styles, editing, and formatting
- Adding visual interest with Clip Art, SmartArt, watermarks, etc.

Using **Microsoft® Access**, students will:

- Create a database & tables
- Modify and manage tables
- Create input masks and lookup fields
- Perform and modify various queries (crosstab, duplicate, calculation)
- Create, modify, and enhance forms and reports
- Filter, import, and export data

Multimedia Production - 10-12 (Dual Credit)

Using **Adobe Dreamweaver CC**, students will learn how to:

- Create Web sites
- Insert images and online behaviors
- Learn up-to-date Web design standards

Using **Adobe Photoshop CC**, students will learn:

- Customize and enhance picture images
- Impose photos together
- Add various effects to pictures (lighting, contrasts, gradients)

Using **Adobe Flash**, students will learn how to:

- Create animation and video
- Insert additional interactivity into Web sites

Using **Adobe Illustrator**, students will learn to:

- Create vector based graphics
- Creating logos, graphics, cartoons and fonts for the photo-realistic layouts

Using **Adobe InDesign**, students will learn to:

- Create posters, flyers, brochures, magazines

Students in this class have the opportunity to earn certification in Excel:



Note: This course is a must for business and finance college majors!



Advanced Applications - Word/PowerPoint - 10-12 (Dual Credit)

Using **Microsoft® Word**, students will learn:

- advanced document formatting
- customizing paragraphs
- formatting pages and inserting objects
- maintaining documents
- creating tables and SmartArt
- using proofing tools
- creating and customizing templates
- document enhancement utilizing clip art, bullets, shading, and desktop publishing concepts.

Note: This course is vital for college-bound students!

Using **Microsoft® PowerPoint**, students will learn:

- advanced presentation enhancements
- incorporating object animations and timing
- inserting audio clips, YouTube videos, and hyperlinks
- developing presentations with professional appeal
- utilizing speaker notes and handouts
- preparing and presenting a professional slideshow

Students in this class have the opportunity to earn certification in Word:



Video Production - 10-12 (Dual Credit)

This course will introduce students to hardware and software used to capture, edit, create, and compress audio and video clips. Students will gain an understanding of the basic principles and concepts of digital video production using digital video cameras, digital still cameras and software from the Adobe Suite for finished video productions. Students will be required to produce individual videos as well as a variety of cooperative productions. *Successful completion of this course will prepare students for participating in the Broadcast Club and working with the Panther Beat.*

Advanced Video Production - 10-12

Students in Advanced Video Production will develop a variety of projects that demonstrate their expertise in video editing and advanced applications. *Students in this course will be responsible for producing the Panther Beat broadcast and developing video projects for a variety of activities at OTHS.*



Marketing - 11-12

Marketing introduces students to basic marketing principles with particular emphasis on environmental factors that affect a business, target market selection, and the four primary elements of the marketing mix: product, price, distribution, and promotion. The overall purpose of Marketing I is to introduce basic marketing concepts through both practical and real-world applications. Students will demonstrate their knowledge through hands-on applications and projects.

Advanced Digital Marketing & Social Media - 11-12

This is a semester course that continues the development of skills and ideas learned in Marketing I. This course has been created for students to develop a deeper knowledge of product and service-oriented marketing through the four primary elements of the marketing mix: product, price, distribution, and promotion. Emphasis will be placed on promotion, advertising, and communication strategies. Students will apply their understanding of concepts learned to real-world companies and cases. This course will also explore the world of digital marketing strategies and social media marketing and how they impact and are integrated along with traditional marketing channels. The latest digital marketing trends will be discussed as well as creating a brand presence on social networks such as Facebook, Twitter, Tumblr, Instagram, and LinkedIn.

Yearbook Design & Production - 10-12

This course is designed to develop skills in yearbook production by providing experiences in selected aspects of yearbook production. Students learn basic principles of yearbook design and production and develop skills that include writing copy, captions and headlines; digital photography; desktop publishing and using appropriate technology tools for media production. Students will work in a project-based environment in this class. Students will use image-editing programs to manipulate images, computer graphics, and original artwork. Instruction will include creating graphical headers and visually appealing backgrounds. Students will be required to cover both in and out of school events through photography and reporting assignments. Students enrolled in this course are responsible for producing the school's yearbook and contributing to other student media.

Cooperative Education/Work Experience - 12

Earn money and graduation credits at the same time! Students are released from school for their paid cooperative education work experience. Classroom instructions focus on providing students with job survival skills, career exploration skills related to the job, and improving students' abilities to interact positively with others. The goal of the cooperative work experience is for the student to gain part-time employment and maintain employment with acceptable skills.

Note: See OTHS Curriculum Guide for Course Prerequisites.