

# Business Career Program



## Microsoft Office Technology

*\*College Credit Available  
10-12*

Students learn the skills necessary to become a **MICROSOFT OFFICE SPECIALIST**. This course prepares students to effectively use information processing as a tool to develop professional type documents and publications. Students learn the components of the Microsoft Office Suite, which include Word, Excel, Access, PowerPoint, and Publisher, as well as the basics of web page development. The course also features activities in the use of Internet Explorer for research and points of reference. Students develop an understanding of the general operations of a network, and explore network terminology to learn how it is used as a means to interact with the world of business.

*\*College credit is available with South Suburban College for students that earn an A or B for the entire year; MIS 101, Computer Literacy and Applications (3 credit hours), SSC course*

## Web Design

11-12

Web Design provides a comprehensive study of Webpage development. The primary purpose of the class is to teach students how to create basic Web Pages for Internet publication. Students learn the fundamentals of **Hypertext Markup Language (HTML)**, and create Web pages using the Adobe software series, which includes **Flash, Fireworks, and Dreamweaver CS5**. In addition, students create layout designs, storyboard formats, simple movie animations, and graphical objects. These components are then integrated to create complete Webpage designs for publication purposes.



## Business Writing & Technical Concepts

*\*College Credit Available  
9-11*

Students are introduced to the **Microsoft Office Suite**, which includes Word, PowerPoint, and Excel. The basic essentials of word processing, spreadsheets, presentations, and Internet research are introduced and practiced using the most current software available. Emphasis is placed on the creation and enhancement of business, educational, and personal documents, which reinforce communication and problem-solving skills. Students also learn the fundamentals of keyboarding skills. Proper keyboarding techniques are introduced and enforced; software is used for training. These skills better equip students to handle the technical assignments of high school and college coursework.

*\*College credit is available with South Suburban College for students that earn an A or B for the entire year; OAT 100 and OAT 128 (4.5 credit hours), SSC course.*



## Accounting

10-12

**ACCOUNTING** is the language of business and an integral aspect of all business activities. Mastery of fundamental accounting concepts, skills, and competencies is essential to making informed business decisions. Accounting prepares students to be educated business professionals and informed consumers. The prime objective of this course is to introduce students to the double-entry system of accounting for sole proprietorship, corporate, and partnership forms of business enterprises by using real-world applications and connections. Students will develop personal & professional skills for school and work as well as to understand the relationship between the manual system of accounting & a computerized system.

*\*College credit is available with South Suburban College for students that earn an A or B for the entire year; ACCT 120 (4 credit hours), SSC course.*