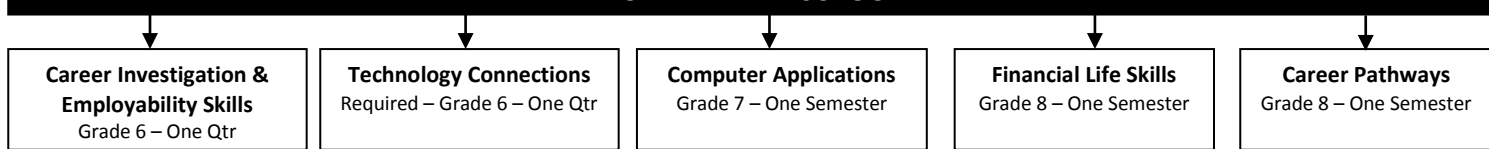


MENOMONEE FALLS

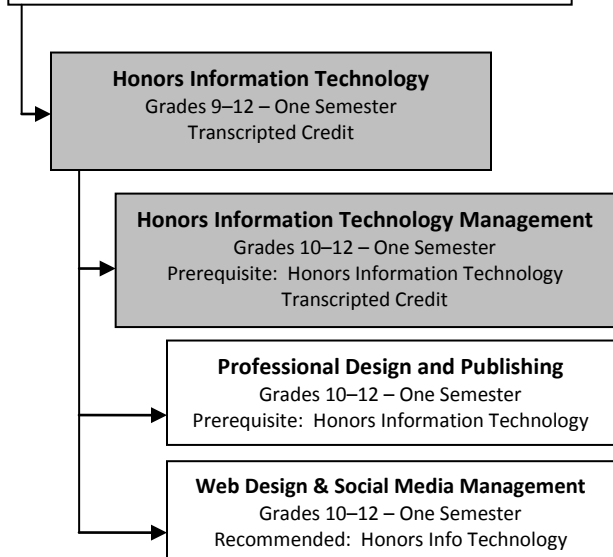
BUSINESS & INFORMATION TECHNOLOGY DEPARTMENT

NORTH MIDDLE SCHOOL

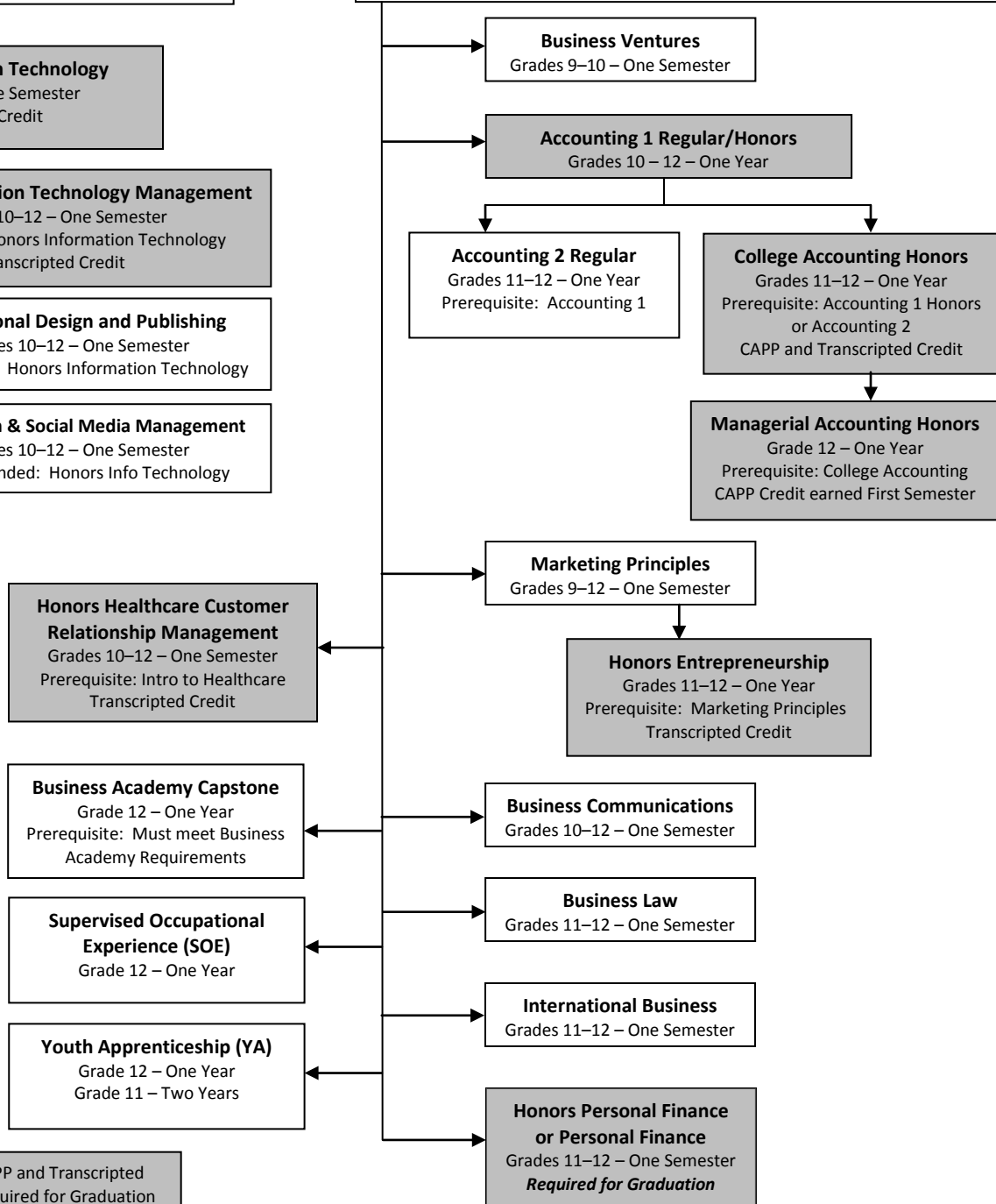


HIGH SCHOOL

INFORMATION TECHNOLOGY COURSES



ACCOUNTING AND MANAGEMENT COURSES



Denotes Honors and/or CAPP and Transcribed Credit Options; or Course required for Graduation

Business and Information Technology

Mission Statement:

The mission of the Business and Information Technology Department of Menomonee Falls High School is to teach and guide all students in developing life-long skills, knowledge, understanding, and attitudes necessary for contribution in higher level education and employment in their personal and professional lives in order to become contributing citizens of local, national, and global economies.

Course Title	Course Number	Length	Year Taken
Information Technology – Honors TC	BS225	Semester	9-12
Information Technology Management - Honors TC	BS231	Semester	10-12
Professional Design and Publishing	BS180	Semester	10-12
Web Design and Social Media Management	BS292	Semester	10-12
Business Ventures	BS341	Semester	9-10
Healthcare Customer Relationship Management – Honors TC	BS233	Semester	10-12
Accounting I	BS101/BS102	Year	10-12
Accounting I Honors	BS111/BS112	Year	10-12
Accounting II	BS121/BS122	Year	11-12
College Accounting II-Honors TC/CAPP	BS133/BS134	Year	11-12
Managerial Accounting-Honors CAPP	BS125/BS126	Year	12
Personal Finance	BS385	Semester	11-12
Personal Finance Zero Hour	BS02Z	Semester	11-12
Honors Personal Finance	BS389	Semester	11-12
Business Communication	BS380	Semester	10-12
Marketing Principles	BS135	Semester	9-12
Entrepreneurship-Honors TC	BS201/BS202	Year	11-12
Business and Personal Law	BS150	Semester	11-12
International Business	BS310	Semester	11-12
Business Academy Capstone	BS108	Year	12
SOE-Supervised Occupational Experience		Year	12
YA-Youth Apprenticeship		Year	11-12
Introduction to Sports & Entertainment Marketing (online)	BS137	Semester	10-12

INFORMATION TECHNOLOGY COURSES

INFORMATION TECHNOLOGY – HONORS TC

One Semester Course

Grades 9-12

No Prerequisite but proficient keyboarding skills are strongly recommended.

Course Number: BS225



Transcribed Credit

A must course for all students who want to be successful in today’s technology-driven world. Work in a real-world PC network environment and get ready for your next high school years, college, or employment by using advanced concepts in one of the most popular software programs used in education and the business world, Microsoft Suite. Students at all levels of computer knowledge will benefit and be challenged!! This course leads into and is a prerequisite to move into Information Technology Management - Honors. ***Transcribed credit will be granted from WCTC upon successful completion of this course.***

INFORMATION TECHNOLOGY MANAGEMENT – HONORS TC

One Semester Course

Grades 10-12

Prerequisite: *Honors Information Technology*
Strongly recommended - proficient keyboarding skills.

Course Number: BS231

WCTC 
Transcribed Credit

Take your technology skills to the next level by working in-depth with the most widely used software in today's business world. ***This class is a must for students planning to major in Accounting or other degree programs in the College of Business.*** Continue working with a real-world PC network completing projects that require integrating tasks while using advanced features of Microsoft's primary Office programs. Develop advanced technology skills integrating Microsoft Word and more sophisticated spreadsheet skills using Microsoft Excel. In addition, learn how to use advanced features in Microsoft Access as a powerful database management tool, use Outlook to learn e-mailing and calendar basics. ***Transcribed credit will be granted from WCTC upon successful completion of this course.***

PROFESSIONAL DESIGN AND PUBLISHING

One Semester Course

Grades 10-12

Prerequisite: *Honors Information Technology*

Course Number: BS180

Here is an opportunity to develop a professional skill that is “fun” and marketable. Learn how to produce professional-quality personal and business publications quickly and easily using **Microsoft Publisher**. Scan photos and other images, snap pictures with a digital camera and create images including web graphics using the industry leader, **Adobe Photoshop CS5**, a computer-based photographic editing software. You will use your creativity to design impressive web pages, newsletters, flyers, advertising copy, bulletins, forms, announcements, calendars, brochures, resumes, letterhead, business cards, and other unique professional documents. You will also have an opportunity to learn how to use **Microsoft Windows XP Movie Maker** to create, edit, and share your home movies right on your computer. Build your movie with a few simple drag-and-drops. Delete bad shots and include only the best scenes. Then share your movie via the Web, e-mail, or DVD. This course provides additional experience to move into **Web Design and Social Media Management**.

WEB DESIGN AND SOCIAL MEDIA MANAGEMENT

One Semester Course

Grades 10-12

No Prerequisite

Recommended: Information Technology Honors

Course Number: BS292

Learn all about social media management and apply your knowledge by working on many of the high school social media channels. Throughout this course, students will focus on effectively communicating about Menomonee Falls High School events by adding to the MFHS Web page, updating the MFHS Facebook page, tweeting out from MFHS, adding to MFHS Pinterest Boards, and posting pictures under the MFHS Instagram account. This course will teach personal responsibility regarding social media including ethics and managing your digital footprint as well as developing a social media “marketing” plan that helps drive the mission of Menomonee Falls High School. You will also master the latest in web design used by professionals to create and manage impressive and effective web sites. Create web sites first, using **HyperText Markup Language (HTML)** then move into creating, developing and managing a website.



MANAGEMENT COURSES

BUSINESS VENTURES

One Semester Course

Grades 9-10

No Prerequisite

Course Number: BS341

If you plan on getting a job in the future, this class is for you!! Learn about the ever-changing and spirited business world in this course. Explore the many fascinating elements of business including the skills and qualities of successful entrepreneurs, competition, business types, marketing, human resources, finance, basic economic, accounting, management and leadership, and much more. All of these topics culminate in the development of a start-up business plan that expands upon all that has been learned. When your adventure is all over you will have a better idea of what goes on behind the scenes of many business decisions and have a better idea of what you may want to explore for a future career.

HEALTHCARE CUSTOMER RELATIONSHIP MANAGEMENT – HONORS TC

One Semester Course

Grades 10-12

Prerequisite: *Intro to Healthcare Honors TC*

Course Number: BS233



Transcribed Credit

This course is a must if you are considering a career in the healthcare/medical field. You will develop customer service skills for working in various healthcare environments and investigate healthcare systems, safety standards, and the workforce. Examine professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in the healthcare/medical industry. Professionals in the healthcare industry are desperately looking for qualified and competent healthcare employees who possess excellent customer relationship skills. This course will provide you with a solid foundation for a future in the healthcare/medical industry. **Transcribed credit will be granted from WCTC upon successful completion of this course.**

ACCOUNTING COURSE OPTIONS

Students who wish to take Accounting for Honors credit must register for Accounting I. To be enrolled in the Honors course, students must meet academic criteria and receive department approval. The Business & Information Technology Department will enroll these students in Honors courses.

ACCOUNTING I

One Year Course

Grades 10-12

No Prerequisite

Course Numbers:

Semester 1: BS101

Semester 2: BS102

Accounting is the key to opening the door to the business world and that is why it is called the "language of business." In addition, accounting is essential in many government occupations as well as being useful in comprehending one's personal finances. Understanding how accounting data is accumulated through the double-entry procedure and the reporting of this financial information are key outcomes of the course. Accounting careers and becoming a CPA will also be discussed. This is an important college preparatory course for students planning to major in any area of business.

ACCOUNTING I - HONORS

One Year Course

Grades 10-12

No Prerequisite

Course Numbers:

Semester 1: BS111

Semester 2: BS122

This Honors course will not be a selection at the time of registration. Refer to paragraph at top of page for complete instructions.

See Accounting I for the course description. In addition, honors students will be expected to demonstrate an understanding of accounting theory by analyzing and interpreting financial data. Students will gain a deeper understanding of the role accounting plays in business decisions. Spreadsheets will be used in this course to process financial data.

ACCOUNTING II

One Year Course

Grades 11-12**Prerequisite : Accounting I**

Course Numbers:

Semester 1: BS121

Semester 2: BS122

The second year of accounting is designed for the student who discovered an interest in accounting from Accounting I. The course expands accounting concepts, principles, and practices through the analysis, interpretation and use of accounting data for effective managerial planning, control, and decision making. There is an integration of manual and automated accounting using spreadsheets. This course is a must for any student considering a business career.

COLLEGE ACCOUNTING II-HONORS TC

One Year Course

Grades 11-12**Prerequisite: Accounting I-Honors or Accounting II**

Course Numbers:

Semester 1: BS133

Semester 2: BS134

Accounting is a required course for all business majors in college. Take this opportunity to earn college credits in accounting while still in high school. Advance accounting concepts, theories, and principles are presented and applications are completed. Emphasis is given to the analysis and interpretation of financial activity, preparing and interpreting financial statements, and applying accounting theory in decision making. This course is offered in the Cooperative Academic Partnership Program (CAPP) through Lakeland University. The CAPP program offers secondary students an opportunity to earn high school credit while getting a head start on college degree requirements. The content of College Accounting is the same as that offered at Lakeland University in Accounting 210. Participation in the CAPP program is an individual option and requires a fee for the tuition payable to the university. **Participants who successfully complete the course receive three college credits in addition to the high school credit earned if enrolled in the CAPP program.**

**Transcribed Credit and/or CAPP Credit**

In addition, transcribed credit will be granted from WCTC upon successful completion of this course. There is no cost to the student for the WCTC credits.

MANAGERIAL ACCOUNTING-HONORS CAPP

One Year Course

Grade 12**Prerequisite: College Accounting II-Honors**

Course Numbers:

Semester 1: BS125

Semester 2: BS126

First semester of this course provides an overview of managerial accounting concepts relevant for decision making, making use of accounting information for planning, and control of business operations in various business environments. The content of this course is the same as that offered at Lakeland University. Participation in the CAPP program is an individual option and requires a fee for the tuition payable to the university. Second semester of this course, students will use Microsoft Excel and Access to solve real accounting and business problems. Concepts learned in previous accounting courses are reinforced and students will learn how spreadsheets and databases can help users make better and more informed business decisions. **Participants who successfully complete the course receive three college credits in addition to the high school credit earned if enrolled in the CAPP program.**

Lakeland University**CAPP Credit (earned Semester 1)**

PERSONAL FINANCE

One Semester Course

Grades 11-12**No prerequisite**

Course Number: BS385

Required course for Graduation

*Zero Hour Course Number: BS02Z

***THIS COURSE OFFERED BEFORE SCHOOL
7:00 AM-7:45 AM (ZERO HOUR)**

Are you financially literate? This course is a must to prepare you for financial independence in your personal life. It is proven that poor financial decisions can lead to an accumulated debt spiral that will prevent you from saving and planning for a secure financial future. Learn to manage your personal financial affairs through real life applications. Areas of advanced study include investing, banking, taxes, credit, acquiring insurance and loans, budgeting, career preparation and employability skills. Technology is infused throughout this course, with applications ranging from personal money management to preparation of income tax forms to evaluating investment options.

HONORS PERSONAL FINANCE

One Semester Course

Grades 11-12**No prerequisite**

Course Number: BS389

Required course for Graduation

This course will fulfill the Personal Finance requirement for graduation. Honors Personal Finance is a rigorous course preparing students for their financial future. This course is recommended for students desiring more challenge than traditional Personal Finance, such as those with advanced mathematics skills or a strong interest in a finance/business career.

See Personal Finance for the course description. In addition to more rigorous content, Honors Personal Finance students will gain experience with financial software applications, such as spreadsheets as well as web and mobile tools (ex. Mint, mobile/online banking apps, etc.). Finally, the course will focus on financial career options through guest speakers and interactions with professionals in the field of finance.

BUSINESS COMMUNICATION

One Semester Course

Grades 10-12**No Prerequisite**

Course Number: BS380

Communication is a skill set that is extremely important in the pursuit of academic and career success. Whether you are planning to go to work immediately upon graduation, attend a technical college, or go to a four-year college, communication skills are crucial. A survey of the top Fortune 500 companies indicated that strong communication skills were the most important skills in job effectiveness. Throughout the semester, you will develop effective workplace communication skills through a continuous cycle of discovery and application. Integrated throughout the course are hands-on, project-based activities designed to foster specific communication skills that employers seek, value, and reward. Communication skills have been and will always be an important life skill. By taking this course, you will be well on your way to communicating more effectively and being successful in your personal life and career.

MARKETING PRINCIPLES

One Semester Course

Grades 9-12**No Prerequisite**

Course Number: BS135

Marketing touches the lives of people on a daily basis as family members, consumers, and employees. Marketing is the activity that makes business work. This course will provide the opportunity for you to gain valuable marketing insight, knowledge, and skills in the processes and procedures that occur from the creation of a product/service to the consumption of those products/services by the consumer. You will explore the 4 P's of marketing with a specific emphasis on Product Development, Customer Profiles, Target Marketing, Sales Promotion, Advertising, Selling, Distribution, and Pricing. This course provides the fundamentals of marketing that will prepare you for success in many careers, as well as prepare you for the advanced marketing concepts that you can experience in Honors Entrepreneurship.

ENTREPRENEURSHIP – HONORS TC

One Year Course

Grades 11-12**Prerequisite: Marketing Principles**

Course Numbers:

Semester 1: BS201

Semester 2: BS202

This course helps future entrepreneurs develop the core skills needed to be successful. In semester one of this year-long course, you will learn how to create, develop, organize, and market your own successful business by going step-by-step through the entire process of developing a written business plan. Semester two builds on the foundations of marketing through the study of **consumer behavior**, learning to manage a product/service through its **life cycle**, and exploring **sports and entertainment marketing**. On a team, you will experience an authentic learning opportunity where you develop, plan, and market a real product or service to experience first-hand what an entrepreneur experiences in starting and running a business. ***Transcribed credit will be granted from WCTC upon successful completion of this course.***

 WCTC
Transcribed credit

BUSINESS AND PERSONAL LAW

One Semester Course

Grades 11-12**No Prerequisite****Course Number: BS150**

What can you do if you've been tricked into a poor contract? Where would you take your lawsuit? How high up the court structure can your case go? Learn answers to these and other legal questions pertaining to both personal and business law applications. This course is designed to familiarize students with the basic legal principles relevant to their roles as citizens, consumers and employees. Content includes the origin of law, criminal and civil law, the court system, business ethics, basic elements of contracts, consumer laws, employer-employee relations, and law regarding the establishment and regulation of business. Emphasis throughout the course will be given to application of basic principles of law to everyday situations through case studies and class discussion. Students will also undertake "mock trial" experiences, which give students firsthand experience in a courtroom atmosphere. ***Students can take the College Level Entrance Placement (CLEP) Exam to earn college credits.***

INTERNATIONAL BUSINESS

One Semester Course

Grades 11-12

No Prerequisite

Course Number: BS310

What do you need to know in order to function in today's global economy? This exciting course will inform you about cultural, economic and technical information that is so widely used in today's business climate. You will familiarize yourself with the many companies that are doing international business in and outside of the Menomonee Falls area. The course format will consist of current global business events, hands-on activities, interactive projects, speakers, and field trips. To be successful in the 21st century, students need to be literate in global awareness as it relates to business. This course will provide insights into being a successful employer/employee in the global marketplace.

BUSINESS ACADEMY CAPSTONE

One Year Course

Grades 12

Prerequisite: Enrolled in Business Academy

Course Number: BS108

Business Academy students will work on teams made up of each branch of the academy – Management Information Systems, Accounting/Finance, Management/Administration, and Marketing/Entrepreneurship. These teams will create an Action Research project for a local organization. Students will present their project to a committee of business and community leaders for evaluation at the end of the semester.

Individually, students will create an electronic portfolio demonstrating understanding of their role in business and the influence that business has in society. Students will also undertake self-assessment to evaluate strengths and weaknesses prior to graduation.

SOE-(SUPERVISED OCCUPATIONAL EXPERIENCE)

One year Course

Grade 12

Prerequisite: SOE Supervisor Approval

Course Numbers:

(Hours 5-8)

Semester 1: CTE301

Semester 2: CTE311

(Hours 6-8)

Semester 1: CTE302

Semester 2: CTE312

(Hours 7-8)

Semester 1: CTE303

Semester 2: CTE313

(Hour 8)

Semester 1: CTE304

Semester 2: CTE314

The Supervised Occupational Experience (SOE) program is a work experience program designed to complement and supplement courses in the Career and Technical Education areas: Business and Information Technology, Family and Consumer Science, and Technical Education and Engineering. SOE is available to Seniors Only.

Students enrolled in the SOE program work at school-approved job sites related to their career objectives. To complete the course successfully and earn credit, students must complete the required documentation of their work experience during the course. SOE participants will receive ONE (1) credit per semester and will be excused for 1-4 school hours. Students who register for this program must be interviewed by the program supervisor before registration is final. **Students must have an appropriate job secured within the first two weeks of the school year or they will be dropped from the course. The work-site must be approved by the program supervisor. Students must work 180 hours per semester to earn credit.**

Students must be enrolled in a related Career and Technical Education (CTE) course each semester.

YA – Youth Apprenticeship

See description on page 26.

Online Opportunities:

- **Introduction to Sports & Entertainment Marketing – see *Online Opportunities on page 38 for course description.***