



# PHOENIX HIGH SCHOOL BUSINESS and COMPUTER SCIENCE COURSES



## Work Based Learning (WBL)

### Coordinator Approval Required (Deas)

- ✓ Meets EVERY Wednesday during lunch with no absences allowed during the mini.
- ✓ Must have had, or is currently taking, a unit of related course work.
- ✓ Students may earn .5 or 1 unit of credit per mini.

**APPRENTICESHIP** – already earned 1 credit in related course work and plans to pursue a career in the area; paid job. (Any subject area)

**COOP** – concurrently enrolled in a related Technical Education course; paid or unpaid job.

(Business and Computer Science courses)

**INTERNSHIP** – already earned a minimum of 1 credit in a Technical Education course; paid or unpaid job.

(Business and Computer Science courses)

### Required Work Hours for Credit:

.5 Unit 100 Hours minimum per mini

1 Unit 200 Hours minimum per mini

**Application and Recommendation Forms are required and available on the Phoenix High School Home Page**  
<http://gwinnett.k12.ga.us/PhoenixHS>

## Accounting I - 1<sup>st</sup> Semester



This course is an introduction to accounting procedures using computerized and manual accounting systems. This course offers an introduction to the

general journal, the general ledger, the classification and summary of income and expenses, the balance sheet, and the basic principles, terms, and procedures used in entering data in an accounting system. Note: Accounting I is a prerequisite to take II.

**Grade Level: 10 – 12**

**Prerequisite: None**

## Beginning Programming (JAVA) 1<sup>st</sup> and 2<sup>nd</sup> Semester

The purpose of the course is to build the student's knowledge of programming languages by developing knowledge and applications of programming in JAVA. Algebra I or Concepts of Algebra is a prerequisite for JAVA I. JAVA I is a prerequisite for II.

**Grade Level: 10 – 12**

**Prerequisite: Algebra I**

## Business Communication and Presentation (formerly Multimedia)

The purpose of the course is, in part, to provide the student with a survey of multimedia applications. The course focuses on the hands-on creation of presentations and other applications using multimedia software that meets the standards of business and industry. Students will incorporate sound, clip art and scanned images into multimedia applications. PowerPoint is the software used to design presentations.

**Grade Level: 10 – 12**

**Prerequisite: None**

## Business Procedures 1<sup>st</sup> Semester

If a student has taken Administrative Services, do not sign them up for this class. This course provides instruction that will prepare students with skills in job application, human relations, office equipment use, organizational and decision-making charts, speaking, writing, listening, mail services, records management, telecommunications, and word processing software.

**Grade Level: 10 – 12**

**Prerequisite: None**

## CISCO

(Dual Enrollment) GCPS students who are interested in becoming a Cisco Certified Entry Networking Technician can participate in dual enrollment at Gwinnett Technical College. After successful

completion of 3 Semesters, students should have the knowledge and skill to install, operate and troubleshoot a small enterprise branch network- including basic network security. CCENT certification is the first step toward achieving CCNA (Cisco Certified Network Associate). **This is a great opportunity for our students to**



**take advantage of the cutting edge technology training and labs available at Gwinnett Technical College.**

**Grade Level: 11 – 12**

**Prerequisite: Teacher Recommendation**

## Computer Applications II 1<sup>st</sup> and 2<sup>nd</sup> Semester

The goal of this course is to provide students with opportunities to enhance their computer technology, decision-making, productivity, communications, and problem-solving skills. Areas of instruction include advanced computer applications and integration of word processing, desktop publishing, spreadsheet, database, and presentation software, as well as the use of emerging technologies. In this course, high school students can acquire advanced skills required to create, edit, and publish industry appropriate documents. Areas of study will also include oral and written communications and information research for reporting purposes.



**Grade Level: 10 – 12**

**Prerequisite: Computer Applications I**

## Computing in the Modern World 1<sup>st</sup> and 2<sup>nd</sup> Semester

The purpose of this course is to provide all students with an introduction to the principles of computer science and its place in the modern world. This course should also help students use computers effectively in their lives, thus providing a



foundation for successfully integrating their own interests and careers with the resources of a technological society. Students will gain a fundamental understanding of the operation of computers, networks and will create useful programs implementing simple algorithms. By developing Web pages that includes images, sound, and text, they will acquire a working understanding of the Internet, common formats for data transmission, and insight into the design of the human-computer interface. Exposure to career possibilities and discussion of ethical issues relating to computers will also be important threads in this course.

**Grade Level: 9 – 12**

**Prerequisite: None**

**Financial Literacy - 1<sup>st</sup> and 2<sup>nd</sup> Semester**

In this course, students will learn about career decisions, money management, financial security, credit management, resource management, risk management, and consumer rights and responsibilities. *(\*Please note if the student took Banking or Finance at Phoenix they should not take this class because the material overlaps.)*



**Grade Level: 10 – 12**

**Prerequisite: None**

**Web Design - 1st and 2nd Semester**

Web Design will include an overview of the basic principles of designing a Web page. Students will utilize the planning process to create Web pages. HTML and JavaScript programming techniques will be taught in preparation for use of the web design applications. Students will use Web authoring packages and other innovative tools to create and maintain web sites.

**Grade Level: 10 – 12**

**Prerequisite: None**

**PHOENIX HIGH SCHOOL**

**BUSINESS AND  
COMPUTER SCIENCE  
Technical Education**

**Suggested Course Sequencing  
Fall and Spring Semesters**

| 1 <sup>st</sup> and 3 <sup>rd</sup> Mini                                  | 2 <sup>nd</sup> and 4 <sup>th</sup> Mini                                     |
|---|--|
| Accounting I<br>1 <sup>st</sup> Semester                                  | Accounting I<br>1 <sup>st</sup> Semester                                     |
| Beginning Programming<br>JAVA - 1 <sup>ST</sup> Semester                  | Beginning Programming<br>JAVA - 1 <sup>st</sup> and 2 <sup>nd</sup> Semester |
| Business<br>Communication and<br>Presentation<br>1 <sup>st</sup> Semester | Business Procedures<br>1 <sup>st</sup> Semester                              |
| CISCO Networking<br>(DUAL Enrollment)                                     | CISCO Networking<br>(DUAL Enrollment)  |
| Computer Applications II<br>1 <sup>st</sup> Semester                      | Computer Applications II<br>2 <sup>nd</sup> Semester                         |
| Computing in the Modern<br>World – 1 <sup>st</sup> Semester               | Computing in the Modern<br>World – 2 <sup>nd</sup> Semester                  |
| Financial Literarcy<br>1 <sup>st</sup> Semester                           | Financial Literarcy<br>2 <sup>nd</sup> Semester                              |
| Web Design<br>1 <sup>st</sup> Semester                                    | Web Design<br>2 <sup>nd</sup> Semester                                       |
| Work Based Learning   | Work Based Learning  |

**For more information, contact us at:**

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**Department Chairperson**

***http://gwinnett.k12.ga.us/PhoenixHS/be\_comp.html***

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**PHOENIX HIGH  
SCHOOL**

**Technical Education**

**Business and**



**Computer  
Science  
Courses**

**Cheryl D. Deas**

**Computer Science Instructor**

**Work Based Learning (WBL) Coordinator**

**Rochelle Jones**

**Business Education Instructor**