

**2011-2012  
CTACE Courses**

**Course Title:** Business Keyboarding and Career Planning

**Course Number:** 8200130

**Credit:** N/A

**Grade Level :** 7-8

**Course Description**

This course is designed to provide instruction in introductory keyboarding, introductory word processing, introductory electronic presentation, introductory computer hardware, introductory Internet, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

Activities including field trips and the use of guest presenters from the business community are appropriate for this course. These frameworks and student performance standards are the MINIMUM required for this course. As time allows, teachers are encouraged to add competencies in additional software and technologies.

Upon completion of this course and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of the [Introduction to Information Technology course](#).

**General Course Information:**

	YES	NO	Other
Core Course Requirement		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Receives High School Credit		X	
Advance Course		X	

**2011-2012  
CTACE Courses**

**Course Title:** Business Keyboarding

**Course Number:** 8200110

**Credit:** N/A

**Grade Level :** 6-8

**Course Description**

This course is designed to provide instruction in introductory keyboarding, introductory word processing, introductory electronic presentation, introductory computer hardware, introductory Internet, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

Activities including field trips and the use of guest presenters from the business community are appropriate for this course. These frameworks and student performance standards are the MINIMUM required for this course. As time allows, teachers are encouraged to add competencies in additional software and technologies.

Upon completion of this course and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of the [Introduction to Information Technology course](#).

**General Course Information:**

	YES	NO	Other
Core Course Requirement		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Receives High School Credit		X	
Advance Course		X	

**2011-2012  
CTACE Courses**

**Course Title:** Business Leadership Skills

**Course Number:** 8200120

**Credit:** N/A

**Grade Level :** 6-8

**Course Description**

The purpose of this course is to provide a comprehensive exploration of the core business themes. Students are exposed to concepts that may be further studied in individual programs in grades 9-12. Students will rotate through a content which includes accounting, administrative support, digital publishing, entrepreneurship, international business, management and software applications.

Upon completion of this course and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of the [Introduction to Information Technology course](#).

**General Course Information:**

	YES	NO	Other
Core Course Requirement		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Receives High School Credit		X	
Advance Course		X	

**2011-2012  
CTACE Courses**

**Course Title:**       **Computer Applications in Business 1 and Career Planning**

**Course Number:**   **8200220**

**Credit:**               **N/A**

**Grade Level :**       **6-8**

**Course Description**

This course is designed to provide instruction in intermediate keyboarding, intermediate word processing, intermediate electronic presentation, intermediate computer hardware, intermediate Internet, introductory spreadsheet, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment. Upon completion of Computer Applications in Business 1 and Career Planning and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of [Introduction to Information Technology course](#).

**General Course Information:**

	YES	NO	Other
Core Course Requirement		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Receives High School Credit		X	
Advance Course		X	

**2011-2012  
CTACE Courses**

**Course Title:**        **Computer Applications in Business 1**  
**Course Number:**   **8200520**  
**Credit:**               **N/A**  
**Grade Level :**       **6-8**

**Course Description**

This course is designed to provide instruction in intermediate keyboarding, intermediate word processing, intermediate electronic presentation, intermediate computer hardware, intermediate Internet, introductory spreadsheet, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

Upon completion of this course and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of the [Introduction to Information Technology course](#).

**General Course Information:**

	YES	NO	Other
Core Course Requirement		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Receives High School Credit		X	
Advance Course		X	

**2011-2012  
CTACE Courses**

**Course Title: Computer Applications in Business 2**

**Course Number: 8200210**

**Credit: N/A**

**Grade Level : 6-8**

**Course Description**

This course is designed to provide instruction in advanced keyboarding, advanced word processing, advanced hardware, advanced Internet, intermediate spreadsheet, introductory digital design, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

Upon completion of this course and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of the [Introduction to Information Technology course](#).

**General Course Information:**

	YES	NO	Other
Core Course Requirement		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Receives High School Credit		X	
Advance Course		X	

**2011-2012  
CTACE Courses**

**Course Title:**       **Computer Applications in Business 3**

**Course Number:**   **8200211**

**Credit:**               **N/A**

**Grade Level:**       **6-8**

**Course Description**

This course is designed to provide instruction in advanced spreadsheet, intermediate digital design, introductory database, introductory web design, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

Upon completion of this course and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of the [Introduction to Information Technology course](#).

**General Course Information:**

	YES	NO	Other
Core Course Requirement		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Receives High School Credit		X	
Advance Course		X	

**2011-2012  
CTACE Courses**

**Course Title:**       **Computer Applications in Business 4**

**Course Number:**   **8200212**

**Credit:**               **N/A**

**Grade Level :**       **6-8**

**Course Description**

This course is designed to provide instruction in intermediate database, intermediate web design, introductory programming, and soft skills for business applications. These competencies provide the skills necessary to ensure increased productivity and efficient utilization of equipment.

Upon completion of this course and an additional half credit in business technology course work, at the middle school level, an optional articulation agreement may be included to further enhance this course and meet the requirements of the [Introduction to Information Technology course](#).

**General Course Information:**

	YES	NO	Other
Core Course Requirement		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Receives High School Credit		X	
Advance Course		X	



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