

**2011-2012
Career and Technical Education
Business, Management & Administration Courses**

For up-to-date Bright Futures and State University System course eligibility information, go to:
www.floridastudentfinancialaid.org/SSFAD/bf/acadrequire.htm

For up-to-date NCAA Clearinghouse course eligibility information, go to:
https://web1.ncaa.org/eligibilitycenter/student/index_student.html

The first seven digits of any course number listed below are determined by the Florida Department of Education. The 8th digit of any course number listed below is issued only by BCPS to meet the scheduling needs of our district.

Program Title: Accounting Operations
Course Title: ~~CORE: Computing for College and Careers~~
~~OR (Introduction to Information Technology, see below)~~
Course Number: ~~82090200~~
Credit: ~~1.00~~
Grade Level: ~~9-12~~

Major Concepts/Content

~~This course provides a basic overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications as communication tools for enhancing personal and workplace proficiency in an information based society. This course is part of the Information Technology, International Business, Accounting Operations, Administrative Assistant, Business Computer Programming, Business Supervision and Management, Business Computer Programming, Digital Design, Electronic Business Enterprise, Game/Simulation/Animation Audio/Video Effects, Game/Simulation/Animation Programming, Game/Simulation/Animation Visual Design, Legal Administrative Specialist, Medical Administrative Specialist, Multimedia Design Technology, Network Support Services, Network Systems Administration, New Media Technology, PC Support Services, and Web Design Programs.~~

~~PRE-REQUISITE: NONE~~

~~SPECIAL NOTE: Introduction to Information Technology is equivalent to Computing for College and Careers EXCEPT in the Information Technology program.~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4-YR-24-CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1= below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	

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— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

~~* Must take AP exam; otherwise only 1 quality point.~~

~~** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.~~

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: CORE: Introduction to Information Technology
 OR (~~Computing for College and Careers, see above~~)

Course Number: 82073100

Credit: 1.00

Grade Level: 10

Major Concepts/Content

This course provides an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHMTL, and XML commands; emerging technologies; and web page design.

PRE REQUISITE: NONE

SPECIAL NOTE: This is equivalent to Computing for College and Careers.

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Accounting Applications 1
Course Number: 82033100
Credit: 1.00
Grade Level: 10-12

Major Concepts/Content

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. Automated accounting activities using spreadsheet and accounting software are included. This course is part of the **Accounting Operations, Academy of International Business, and the Academy of Finance** programs.

PRE REQUISITE: *Students should have previously completed, or be concurrently enrolled in, computing for College and Careers or Introduction to Information Technology.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Accounting Applications 2

Course Number: 82033200

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course continues the study of accounting principles. The content includes voucher systems, cash receipts, petty cash, payroll records, and internal control systems. Students will perform automated accounting activities with spreadsheet and accounting software commonly used in business. This course is part of the **Accounting Operations** program.

PRE REQUISITE: *Students must have previously completed, or be concurrently enrolled in, Accounting Applications 1.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Accounting Applications 3

Course Number: 82033300

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course continues the study of accounting principles and applies those principles to accounting for corporations. The content includes methods for determining the cost of merchandise inventory, general ledger account analysis, and aging of accounts receivables. Students will maintain accounting records using spreadsheet and accounting software commonly used in business. This course is part of the **Accounting Operations** program.

PRE REQUISITE: Students must have previously completed, or be concurrently enrolled in, Accounting Applications 2.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			3
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)	X		
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Accounting Applications 4

Course Number: 82033400

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course continues the study of accounting principles and applies those principles to various business entities. The content includes financial statement interpretation, the analysis of transactions, depreciation schedules, and preparation of various employer tax forms. Students will maintain accounting records using spreadsheet and accounting software commonly used in business. This course is part of the **Accounting Operations** program.

PRE REQUISITE: *Students must have previously completed, or be concurrently enrolled in, Accounting Applications 3.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			3
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)	X		
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Accounting Applications 5

Course Number: 82033500

Credit: 1.00

Grade Level: 12

Major Concepts/Content

This course provides a capstone of accounting principles with the use of commercial accounting software. The content includes the accounting cycle through proprietorships, partnerships, and corporate accounting. Other areas of emphasis will include payroll, tax forms, and investment management. This course is part of the **Accounting Operations** program.

PRE REQUISITE: Students must have completed, or be concurrently enrolled in, Accounting Applications 4.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			3
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)	X		
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Program Title: Administrative Assistant

Course Title: CORE: ~~Computing for College and Careers OR (Introduction to Information Technology, see below).~~

Course Number: ~~82090200~~

Credit: ~~1.00~~

Grade Level: ~~9-12~~

Major Concepts/Content

~~This course provides a basic overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications as communication tools for enhancing personal and workplace proficiency in an information based society. This course is part of the **Information Technology, International Business, Accounting Operations, Administrative Assistant, Business Computer Programming, Business Supervision and Management, Business Computer Programming, Digital Design, Electronic Business Enterprise, Game/Simulation/Animation Audio/Video Effects, Game/Simulation/Animation Programming, Game/Simulation/Animation Visual Design, Legal Administrative Specialist, Medical Administrative Specialist, Multimedia Design Technology, Network Support Services, Network Systems Administration, New Media Technology, PC Support Services, and Web Design Programs.** **PRE REQUISITE: NONE**~~

~~**SPECIAL NOTE: Introduction to Information Technology is equivalent to Computing for College and Careers EXCEPT in the Information Technology program.**~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible	X		
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: CORE: Introduction to Information Technology
 OR (~~Computing for College and Careers, see above~~)

Course Number: 82073100

Credit: 1.00

Grade Level: 10

Major Concepts/Content

This course provides an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHMTL, and XML commands; emerging technologies; and web page design.

PRE REQUISITE: NONE

SPECIAL NOTE: This is equivalent to Computing for College and Careers.

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Administrative Office Technology 1

Course Number: 82121100

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course develops entry-level skills for administrative and office support careers. The content emphasizes personal and professional development and promotes application of higher level office procedures tasks and communications skills through the use of technology. Students will apply the use of information management tools, perform financial functions, transcribe machine dictation, and perform specialized records management functions.

PRE REQUISITE: Students should have previously completed, or be concurrently enrolled in, computing for College and Careers or Introduction to Information Technology.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Software Applications 1
Course Number: 82121200
Credit: 1.00
Grade Level: 10-12

Major Concepts/Content

This course develops proficiency in using the advanced features of software programs to perform office-related tasks. Students will create documents using advanced word processing, spreadsheet, database, presentation, and multimedia software commonly used in business; perform integrated functions using various software applications; perform proofreading skills including electronic reference tools; and access, process, and transmit information through electronic media.

PRE REQUISITE: *Students should have previously completed, or be concurrently enrolled in, Computing for College and Careers or Introduction to Information Technology.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Digital Design 1
Course Number: 82095100
Credit: 1.00
Grade Level: 10-12

Major Concepts/Content

This course develops basic entry-level skills required for digital design careers. The content includes computer skills; digital publishing concepts and operations; layout, design, and measurement activities; decision-making activities; and digital imaging. Students will complete activities with software commonly used in the digital publishing industry such as Adobe PageMaker, QuarkXPress, Adobe Photoshop, and Adobe Illustrator.

PRE REQUISITE: *Students should have previously completed, or be concurrently enrolled in, computing for College and Careers or Introduction to Information Technology.*

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Administrative Office Technology 2

Course Number: 82124100

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course explores and expands the competencies learned in Administrative Office Technology 1. The content promotes application of higher-level office procedures tasks and communication skills. This course is part of the **Administrative Assistant** program.

PRE REQUISITE: Students must have previously completed both Administrative Office Technology 1, and Business Software Applications 1 and Digital Design 1.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Administrative Office Technology 3

Course Number: 82124200

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course expands the competencies learned in Administrative Office Technology 2. Students will perform higher level thinking and decision making and use technology as a resource to perform systematic procedural tasks and to produce quality work in an efficient manner. This course is part of the **Administrative Assistant** program.

PRE REQUISITE: Students must have previously completed, or be concurrently enrolled in, Administrative Office Technology 2.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Software Applications 2

Course Number: 82121600

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course continues the development of proficiency in using the advanced features of software programs to perform office related tasks. Students will use technology to produce high quality employment portfolios, research job opportunities, and compile and disseminate job-seeking documents. This course is part of the **Administrative Assistant** program.

PRE REQUISITE: *Students must have previously completed both Administrative Office Technology 1 and Business Software Applications 1.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Program Title: Business Supervision And Management

Course Title: CORE: ~~Computing for College and Careers OR (Introduction to Information Technology, see below).~~

Course Number: ~~82090200~~

Credit: ~~1.00~~

Grade Level: ~~9-12~~

Major Concepts/Content

This course provides a basic overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications as communication tools for enhancing personal and workplace proficiency in an information based society. This course is part of the ~~Information Technology, International Business, Accounting Operations, Administrative Assistant, Business Computer Programming, Business Supervision and Management, Business Computer Programming, Digital Design, Electronic Business Enterprise, Game/Simulation/Animation Audio/Video Effects, Game/Simulation/Animation Programming, Game/Simulation/Animation Visual Design, Legal Administrative Specialist, Medical Administrative Specialist, Multimedia Design Technology, Network Support Services, Network Systems Administration, New Media Technology, PC Support Services, and Web Design Programs.~~ **PRE REQUISITE: NONE**

SPECIAL NOTE: ~~Introduction to Information Technology is equivalent to Computing for College and Careers EXCEPT in the Information Technology program.~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible	X		
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre IB (1 quality point)		X	
— Pre AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3 year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: CORE: Introduction to Information Technology
 OR (~~Computing for College and Careers, see above~~)

Course Number: 82073100

Credit: 1.00

Grade Level: 10

Major Concepts/Content

This course provides an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHMTL, and XML commands; emerging technologies; and web page design.

PRE REQUISITE: NONE

SPECIAL NOTE: This is equivalent to Computing for College and Careers.

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business and Entrepreneurial Principles

Course Number: 82151200

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course provides an introduction to business organization, management, and entrepreneurial principles. Topics include communication skills, various forms of business ownership and organizational structures, supervisory/management skills, leadership skills, human resources management activities, business ethics, and cultural diversity. Emphasis is placed on job readiness and career development. Computer use is an integral part of this program. This course is part of the **Business Supervision and Management** program.

PRE REQUISITE: *Students should have previously completed, or be concurrently enrolled in, Computing for College and Careers or Introduction to Information Technology.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			3
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business and Entrepreneurial Principles (IBE)

Course Number: 8215120S

Credit: 1.00

Grade Level: 11

Major Concepts/Content

This course provides an introduction to business organization, management, and entrepreneurial principles. Topics include communication skills, various forms of business ownership and organizational structures, supervisory/management skills, leadership skills, human resources management activities, business ethics, and cultural diversity. Emphasis is placed on job readiness and career development. Computer use is an integral part of this program. Students will also participate in special projects and activities including business mentor activities, community service projects, and computer simulations.

PRE REQUISITE: Must be enrolled in the Institute of Business and Entrepreneurship (IBE).

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			3
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Legal Aspects of Business

Course Number: 82151300

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course provides an introduction to the legal aspects of business. Topics include business law concepts, forms of business ownership, insurance awareness, governmental regulations, management functions, human resources management issues, and career development. Computer use is an integral part of this program.

PRE REQUISITE: Students should have previously completed, or be concurrently enrolled in, Computing for College and Careers or Introduction to Information Technology.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			3
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Legal Aspects of Business (IBE)

Course Number: 8215130S

Credit: 1.00

Grade Level: 11

Major Concepts/Content

This course provides an introduction to the legal aspects of business. Topics include business law concepts, forms of business ownership, insurance awareness, governmental regulations, management functions, human resources management issues, and career development. Computer use is an integral part of this program. Students will also participate in special projects and activities including business mentor activities, community service projects, and computer simulations.

PRE REQUISITE: *Students must be enrolled in the Institute of Business and Entrepreneurship (IBE).*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			3
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Supervision 1

Course Number: 82151400

Credit: 1.00

Grade Level: 12

Major Concepts/Content

This course focuses on the study of business supervisory functions. Students will perform higher level thinking and decision making and use technology as a resource to efficiently perform supervisory functions. Topics include communication skills, leadership and supervision techniques, customer service strategies, forms of business organization, and preparation of payroll records and financial statements.

PRE REQUISITE: Students must have previously completed Business and Entrepreneurial Principles and Legal Aspects of Business.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Supervision 2

Course Number: 82151500

Credit: 1.00

Grade Level: 12

Major Concepts/Content

This course continues the study of business supervisory/management functions and business law concepts. Students will perform higher level thinking and decision making and use technology as a resource to efficiently perform supervisory functions. Topics include maintaining a competitive advantage; human resources management activities; the impact and relationship of governmental regulations and community involvement on business management decisions; supervisory/ management functions; inventory control methods; the role of organized labor and its influences on government and business; consumer law; and the analysis of financial data to make long-term and short-term management decisions.

PRE REQUISITE: Must have completed, or be concurrently enrolled in, Business Supervision 1.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Supervision 3

Course Number: 82151600

Credit: 1.00

Grade Level: 12

Major Concepts/Content

This course continues the study of business supervisory/management functions and business law concepts. Students are required to perform high-lever thinking and decision-making and to use technology as a resource to effectively perform supervisory functions. Topics include effective communication skills; leadership and supervisory techniques; employability skills; maintaining a competitive advantage; human resources management activities; community involvement; supervisory/management functions; and consumer law resources.

PRE REQUISITE: *Students must have previously completed, or be concurrently enrolled in, Business Supervision 2.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Program Title: Court Reporting
Course Title: CORE: Computing for College and Careers
 OR (Introduction to Information Technology, see below).
Course Number: 82090200
Credit: 1.00
Grade Level: 9-12

Major Concepts/Content

This course provides a basic overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications as communication tools for enhancing personal and workplace proficiency in an information based society. This course is part of the ~~Information Technology, International Business, Accounting Operations, Administrative Assistant, Business Computer Programming, Business Supervision and Management, Business Computer Programming, Digital Design, Electronic Business Enterprise, Game/Simulation/Animation Audio/Video Effects, Game/Simulation/Animation Programming, Game/Simulation/Animation Visual Design, Legal Administrative Specialist, Medical Administrative Specialist, Multimedia Design Technology, Network Support Services, Network Systems Administration, New Media Technology, PC Support Services, and Web Design Programs.~~ **PRE REQUISITE: NONE**

SPECIAL NOTE: Introduction to Information Technology is equivalent to Computing for College and Careers EXCEPT in the Information Technology program.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre IB (1 quality point)		X	
— Pre AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: CORE: Introduction to Information Technology
 OR (~~Computing for College and Careers, see above~~)

Course Number: 82073100

Credit: 1.00

Grade Level: 10

Major Concepts/Content

This course provides an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHMTL, and XML commands; emerging technologies; and web page design.

PRE REQUISITE: NONE

SPECIAL NOTE: This is equivalent to Computing for College and Careers.

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Court Reporting Technology 1

Course Number: 82002300

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course is designed to introduce and familiarize students with the role of official and freelance court reporters, scopists, transcriptionists and captioners as well as provide introductory training utilizing the stenowriter for realtime conflict-free theory. Included will be an awareness of various fields and careers available in the court reporting profession. This course is part of the Court Reporting Program.

PRE REQUISITE: NONE

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Court Reporting Technology 2

Course Number: 82002400

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course is designed to provide a foundation in the competencies necessary to complete the skills related to the occupation of court reporting. Competencies mastered in this course will provide the student with the skills necessary to continue in the court reporting profession for a scopist career. Students will learn how to write machine shorthand theory while simultaneously working on academic competencies for this course. This course is part of the **Court Reporting** program.

PRE REQUISITE: Court Reporting Technology 1.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Court Reporting Technology 3

Course Number: 82002500

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course builds upon the competencies necessary to complete the skills related to the occupation of court reporting. Competencies mastered in this course will provide the student with the skills necessary to continue in the court reporting profession for a transcriptionist career. Students will continue to build speed and accuracy on the steno machine while demonstrating knowledge of the court and legal system. This course is part of the **Court Reporting** program.

PRE REQUISITE: Court Reporting Technology 1 and 2.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Court Reporting Technology 4

Course Number: 82002600

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course builds upon the competencies necessary to complete the skills related to the occupation of court reporting. Competencies mastered in this course will provide the student with the skills necessary to continue in the court reporting profession for a transcriptionist career. Students will continue to build speed and accuracy on the steno machine while demonstrating knowledge of the court and legal system. This course is part of the **Court Reporting** program.

PRE REQUISITE: Court Reporting Technology 1, 2 and 3.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Court Reporting Technology 5

Course Number: 82002700

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course builds upon the competencies necessary to complete the skills related to the occupation of court reporting. Competencies mastered in this course will provide the student with the skills necessary to continue in the court reporting profession for a transcriptionist career. Students will continue to build speed and accuracy on the steno machine while demonstrating knowledge of the court and legal system. This course is part of the **Court Reporting** program.

PRE REQUISITE: Court Reporting Technology 1, 2, 3 and 4.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Court Reporting Technology 6

Course Number: 82002800

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course builds upon the competencies necessary to complete the skills related to the occupation of court reporting. Competencies mastered in this course will provide the student with the skills necessary to continue in the court reporting profession for a transcriptionist career. Students will continue to build speed and accuracy on the steno machine while demonstrating knowledge of the court and legal system. This course is part of the **Court Reporting** program.

PRE REQUISITE: Court Reporting Technology 1, 2, 3, 4 and 5.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Court Reporting Technology 7

Course Number: 82002900

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course builds upon the competencies necessary to complete the skills related to the occupation of court reporting. Competencies mastered in this course will provide the student with the skills necessary to continue in the court reporting profession for a transcriptionist career. Students will continue to build speed and accuracy on the steno machine while demonstrating knowledge of the court and legal system. This course is part of the **Court Reporting** program.

PRE REQUISITE: Court Reporting Technology 1, 2, 3, 4, 5 and 6.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Court Reporting Technology 8
Course Number: 82002910
Credit: 1.00
Grade Level: 10-12

Major Concepts/Content

This course builds upon the competencies necessary to complete the skills related to the occupation of court reporting. Competencies mastered in this course will provide the student with the skills necessary to continue in the court reporting profession for a Court Reporting career. Students will continue to build speed and accuracy on the steno machine while demonstrating knowledge of the court and legal system. This course is part of the **Court Reporting** program.

PRE REQUISITE: *Court Reporting Technology 1, 2, 3, 4, 5, 6 and 7.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Program Title: Electronic Business Enterprise

Course Title: ~~CORE: Computing for College and Careers OR (Introduction to Information Technology, see below).~~

Course Number: ~~82090200~~

Credit: ~~1.00~~

Grade Level: ~~9-12~~

Major Concepts/Content

~~This course provides a basic overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications as communication tools for enhancing personal and workplace proficiency in an information-based society. This course is part of the Information Technology, International Business, Accounting Operations, Administrative Assistant, Business Computer Programming, Business Supervision and Management, Business Computer Programming, Digital Design, Electronic Business Enterprise, Game/Simulation/Animation Audio/Video Effects, Game/Simulation/Animation Programming, Game/Simulation/Animation Visual Design, Legal Administrative Specialist, Medical Administrative Specialist, Multimedia Design Technology, Network Support Services, Network Systems Administration, New Media Technology, PC Support Services, and Web Design Programs. PRE REQUISITE: NONE~~

~~**SPECIAL NOTE:** Introduction to Information Technology is equivalent to Computing for College and Careers EXCEPT in the Information Technology program.~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible	X		
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: CORE: Introduction to Information Technology
 OR (~~Computing for College and Careers, see above~~)

Course Number: 82073100

Credit: 1.00

Grade Level: 10

Major Concepts/Content

This course provides an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHMTL, and XML commands; emerging technologies; and web page design.

PRE REQUISITE: NONE

SPECIAL NOTE: This is equivalent to Computing for College and Careers.

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Introduction to E-Commerce

Course Number: 82003400

Credit: 1.00

Grade Level: 9-12

Major Concepts/Content

This course is designed to provide an introduction to Electronic-Commerce (E-Commerce). This course covers topics such as history and evolution of e-commerce; e-commerce business models; impact of e-commerce in the world economy; security and tax issues in e-commerce; and e-commerce web site design, development and maintenance. This course is part of the **Electronic Business Enterprise** program.

PRE REQUISITE: NONE

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: E-Commerce Entrepreneurship
Course Number: 82003500
Credit: 1.00
Grade Level: 10-12

Major Concepts/Content

This course is designed to provide the tools necessary to create an e-commerce site by developing, analyzing and implementing a business plan. This course covers topics such as business plan development and implementation, human resources, marketing, Internet advertisement, financial management, pricing and selling of product or service, payment methods, mobile commerce, and customer service. This course is part of the **Electronic Business Enterprise** program.

PRE REQUISITE: *Introduction to E-Commerce*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: E-Commerce Systems Analysis and Design

Course Number: 82003600

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course is designed to provide a systematic overview of analysis and design factors, as well as trends and issues impacting the effectiveness, efficiency and profitability of e-commerce web sites. This course is part of the Electronic Business Enterprise program.

PRE REQUISITE: E-Commerce Entrepreneurship

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Program Title: International Business

Course Title: CORE: ~~Computing for College and Careers OR (Introduction to Information Technology, see below).~~

Course Number: ~~82090200~~

Credit: ~~1.00~~

Grade Level: ~~9-12~~

Major Concepts/Content

~~This course provides a basic overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications as communication tools for enhancing personal and workplace proficiency in an information based society. This course is part of the Information Technology, International Business, Accounting Operations, Administrative Assistant, Business Computer Programming, Business Supervision and Management, Business Computer Programming, Digital Design, Electronic Business Enterprise, Game/Simulation/Animation Audio/Video Effects, Game/Simulation/Animation Programming, Game/Simulation/Animation Visual Design, Legal Administrative Specialist, Medical Administrative Specialist, Multimedia Design Technology, Network Support Services, Network Systems Administration, New Media Technology, PC Support Services, and Web Design Programs.~~**PRE REQUISITE: NONE**

SPECIAL NOTE: ~~Introduction to Information Technology is equivalent to Computing for College and Careers EXCEPT in the Information Technology program.~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4-YR-24-CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points)*		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: CORE: Introduction to Information Technology
 OR (~~Computing for College and Careers, see above~~)

Course Number: 82073100

Credit: 1.00

Grade Level: 10

Major Concepts/Content

This course provides an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHMTL, and XML commands; emerging technologies; and web page design.

PRE REQUISITE: NONE

SPECIAL NOTE: This is equivalent to Computing for College and Careers.

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Accounting Applications 1
Course Number: 82033100
Credit: 1.00
Grade Level: 10-12

Major Concepts/Content

This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. Automated accounting activities using spreadsheet and accounting software are included. This course is part of the **Accounting Operations, Academy of International Business, and the Academy of Finance** programs.

PRE REQUISITE: *Students should have previously completed, or be concurrently enrolled in, computing for College and Careers or Introduction to Information Technology.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: International Business Systems

Course Number: 82161100

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course prepares students to live and work in a global economy. The content includes an understanding of business principles, management styles, economics, and customs that affect business systems in the international environment. This course is part of the **Academy of International Business** program.

PRE REQUISITE: Students should have previously completed, or be concurrently enrolled in, Computing for College and Careers or Introduction to Information Technology.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)	X		
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: International Finance and Law

Course Number: 82161200

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course introduces the laws and regulations governing international trade including knowledge of import-export activities, banking, treaties, and currency exchange rates. This course is part of the **Academy of International Business** program.

PRE REQUISITE: *Students must have previously completed, or be concurrently enrolled in, International Business Systems.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			3
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)	X		
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Internship
Course Number: 82161300
Credit: 1.00
Grade Level: 11-12

Major Concepts/Content

This course provides an opportunity for students to develop human relations, communications, and employability skills needed to secure a position in the international business environment. Students enhance and apply competencies learned in the classroom through the internship experience. This course is part of the **Academy of International Business** program.

PRE REQUISITE: *Students must be enrolled in the Academy of International Business.*

SPECIAL NOTE: *This course is offered only at Pompano Beach High School Institute of International Studies.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Program Title: Legal Administrative Specialist

Course Title: CORE: ~~Computing for College and Careers OR (Introduction to Information Technology, see below)~~

Course Number: ~~82090200~~

Credit: ~~1.00~~

Grade Level: ~~9-12~~

Major Concepts/Content

~~This course provides a basic overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications as communication tools for enhancing personal and workplace proficiency in an information based society. This course is part of the Information Technology, International Business, Accounting Operations, Administrative Assistant, Business Computer Programming, Business Supervision and Management, Business Computer Programming, Digital Design, Electronic Business Enterprise, Game/Simulation/Animation Audio/Video Effects, Game/Simulation/Animation Programming, Game/Simulation/Animation Visual Design, Legal Administrative Specialist, Medical Administrative Specialist, Multimedia Design Technology, Network Support Services, Network Systems Administration, New Media Technology, PC Support Services, and Web Design Programs. PRE REQUISITE: NONE~~

~~**SPECIAL NOTE:** Introduction to Information Technology is equivalent to Computing for College and Careers EXCEPT in the Information Technology program.~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4-YR-24-CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible	X		
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points)*		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: CORE: Introduction to Information Technology
 OR (~~Computing for College and Careers, see above~~)

Course Number: 82073100

Credit: 1.00

Grade Level: 10

Major Concepts/Content

This course provides an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHMTL, and XML commands; emerging technologies; and web page design.

PRE REQUISITE: NONE

SPECIAL NOTE: This is equivalent to Computing for College and Careers.

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Administrative Office Technology 1

Course Number: 82121100

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course develops entry-level skills for administrative and office support careers. The content emphasizes personal and professional development and promotes application of higher-level office procedures tasks and communications skills through the use of technology. Students will apply the use of information management tools, perform financial functions, transcribe machine dictation, and perform specialized records management functions.

PRE REQUISITE: Students should have previously completed, or be concurrently enrolled in, computing for College and Careers or Introduction to Information Technology.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Software Applications 1

Course Number: 82121200

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course develops proficiency in using the advanced features of software programs to perform office-related tasks. Students will create documents using advanced word processing, spreadsheet, database, presentation, and multimedia software commonly used in business; perform integrated functions using various software applications; perform proofreading skills including electronic reference tools; and access, process, and transmit information through electronic media.

PRE REQUISITE: *Students should have previously completed, or be concurrently enrolled in, Computing for College and Careers or Introduction to Information Technology.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Legal Aspects of Business

Course Number: 82151300

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course provides an introduction to the legal aspects of business. Topics include business law concepts, forms of business ownership, insurance awareness, governmental regulations, management functions, human resources management issues, and career development. Computer use is an integral part of this program. This course is part of the **Business Supervision and Management** and **Legal Administrative Specialist** programs.

PRE REQUISITE: *Students should have previously completed, or be concurrently enrolled in, Computing for College and Careers or Introduction to Information Technology.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			3
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Legal Office Technology 1
Course Number: 82122300
Credit: 1.00
Grade Level: 11-12

Major Concepts/Content

This course applies higher-level office procedures, tasks, and communication skills through administrative duties and procedures specific to the legal office. The content includes legal terminology, specialized office procedures and records management functions specific to the legal office, preparation of legal documents, and the use of specialized legal software. This course is part of the **Legal Administrative Specialist** program.

PRE REQUISITE: *Students must have previously completed Computing for College and Careers, Administrative Office Technology 1 and Business Software Applications.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Legal Office Technology 2

Course Number: 82122400

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course expands the competencies learned in Legal Office Technology 1. Students are required to perform higher-level thinking and decision-making and use technology as a resource to perform systematic procedural tasks and produce quality work in an efficient manner. Students will transcribe legal documents from machine dictation. This course is part of the **Legal Administrative Specialist** program.

PRE REQUISITE: *Students must have previously completed, or be concurrently enrolled in, Legal Office Technology 1.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Legal Office Technology 3

Course Number: 82122500

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course expands the competencies learned in Legal Office Technology 2 and is designed to develop skill in transcribing legal documents from machine dictation. Students will use technology to produce high quality employment portfolios, research job opportunities, and compile and disseminate job-seeking documents. This course is part of the **Legal Administrative Specialist** program.

PRE REQUISITE: *Students must have previously completed, or be concurrently enrolled in, Legal Office Technology 2.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Program Title: Medical Administrative Specialist

Course Title: CORE: ~~Computing for College and Careers OR (Introduction to Information Technology, see below)~~

Course Number: ~~82090200~~

Credit: ~~1.00~~

Grade Level: ~~9-12~~

Major Concepts/Content

~~This course provides a basic overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications as communication tools for enhancing personal and workplace proficiency in an information based society. This course is part of the Information Technology, International Business, Accounting Operations, Administrative Assistant, Business Computer Programming, Business Supervision and Management, Business Computer Programming, Digital Design, Electronic Business Enterprise, Game/Simulation/Animation Audio/Video Effects, Game/Simulation/Animation Programming, Game/Simulation/Animation Visual Design, Legal Administrative Specialist, Medical Administrative Specialist, Multimedia Design Technology, Network Support Services, Network Systems Administration, New Media Technology, PC Support Services, and Web Design Programs. PRE REQUISITE: NONE~~

~~**SPECIAL NOTE:** Introduction to Information Technology is equivalent to Computing for College and Careers EXCEPT in the Information Technology program.~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4-YR-24-CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible	X		
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points)*		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: CORE: Introduction to Information Technology
 OR (~~Computing for College and Careers, see above~~)

Course Number: 82073100

Credit: 1.00

Grade Level: 10

Major Concepts/Content

This course provides an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHMTL, and XML commands; emerging technologies; and web page design.

PRE REQUISITE: NONE

SPECIAL NOTE: This is equivalent to Computing for College and Careers.

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Administrative Office Technology 1
Course Number: 82121100
Credit: 1.00
Grade Level: 10-12

Major Concepts/Content

This course develops entry-level skills for administrative and office support careers. The content emphasizes personal and professional development and promotes application of higher-level office procedures tasks and communications skills through the use of technology. Students will apply the use of information management tools, perform financial functions, transcribe machine dictation, and perform specialized records management functions.

PRE REQUISITE: *Students should have previously completed, or be concurrently enrolled in, computing for College and Careers or Introduction to Information Technology.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Software Applications 1

Course Number: 82121200

Credit: 1.00

Grade Level: 10-12

Major Concepts/Content

This course develops proficiency in using the advanced features of software programs to perform office-related tasks. Students will create documents using advanced word processing, spreadsheet, database, presentation, and multimedia software commonly used in business; perform integrated functions using various software applications; perform proofreading skills including electronic reference tools; and access, process, and transmit information through electronic media.

PRE REQUISITE: Students should have previously completed, or be concurrently enrolled in, Computing for College and Careers or Introduction to Information Technology.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Medical Office Technology 1
Course Number: 82122010
Credit: 1.00
Grade Level: 11-12

Major Concepts/Content

This course applies higher-level office procedures tasks and communication skills through administrative duties and procedures specific to the medical office. The content includes medical terminology; specialized medical procedures including health insurance, billing and collections, and scheduling of auxiliary services; specialized records management functions specific to the medical office; preparation of medical documents; and the use of specialized medical software. This course is part of the **Medical Administrative Specialist** program.

PRE REQUISITE: Students must have previously completed both **Administrative Office Technology 1** and **Business Software Applications 1**.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Medical Office Technology 2

Course Number: 82122020

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course expands the competencies learned in Medical Office Technology 1. Students are required to perform higher-level thinking and decision-making and to use technology as a resource to efficiently perform systematic procedural tasks and to produce quality work in an efficient manner. Students will begin transcribing medical documents from machine dictation. This course is part of the **Medical Administrative Specialist** program.

PRE REQUISITE: *Students must have previously completed, or be concurrently enrolled in, Medical Office Technology 1.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Medical Office Technology 3

Course Number: 82122030

Credit: 1.00

Grade Level: 11-12

Major Concepts/Content

This course expands the competencies learned in Medical Office Technology 2 and is designed to develop medical vocabulary and skill in transcribing medical documents from machine dictation. Students will use technology to produce high quality employment portfolios, research job opportunities, and compile and disseminate job-seeking documents. This course is part of the **Medical Administrative Specialist** program.

PRE REQUISITE: *Students must have previously completed, or be concurrently enrolled in, Medical Office Technology 2.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Medical Office Internship

Course Number: 82122040

Credit: 1.00

Grade Level: 12

Major Concepts/Content

This course is designed to provide students with the opportunity to stimulate their career interest in medical secretarial technology. Students will enhance and apply the instructional competencies learned in the classroom with their internship experience. Students will also develop human relations, communications, and employability skills needed to secure a position in the medical office environment. This course is part of the **Medical Administrative Specialist** program.

PRE REQUISITE: *Students must have previously completed, or be concurrently enrolled in, Medical Office Technology 3.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			--
Industry Credential Eligible	X		
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)	X		

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Program Title: ~~Voice Writing~~

Course Title: ~~CORE: Computing for College and Careers OR (Introduction to Information Technology, see below)~~

Course Number: ~~82090200~~

Credit: ~~1.00~~

Grade Level: ~~9-12~~

Major Concepts/Content

This course provides a basic overview of current business and information systems and trends and introduces students to the basic skills and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications as communication tools for enhancing personal and workplace proficiency in an information based society. This course is part of the ~~Information Technology, International Business, Accounting Operations, Administrative Assistant, Business Computer Programming, Business Supervision and Management, Business Computer Programming, Digital Design, Electronic Business Enterprise, Game/Simulation/Animation Audio/Video Effects, Game/Simulation/Animation Programming, Game/Simulation/Animation Visual Design, Legal Administrative Specialist, Medical Administrative Specialist, Multimedia Design Technology, Network Support Services, Network Systems Administration, New Media Technology, PC Support Services, and Web Design Programs.~~ **PRE REQUISITE: NONE**

SPECIAL NOTE: ~~Introduction to Information Technology is equivalent to Computing for College and Careers EXCEPT in the Information Technology program.~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4-YR-24-CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level, — 2= at grade level, — 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points)*		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: ~~CORE: Introduction to Information Technology~~
~~OR (Computing for College and Careers, see above)~~

Course Number: ~~82073100~~

Credit: ~~1.00~~

Grade Level: ~~10~~

Major Concepts/Content

~~This course provides an introduction to information technology concepts and careers as well as the impact information technology has on the world, people, and industry and basic web design concepts. The content includes information technology career research; operating systems and software applications; electronic communications including e-mail and Internet services; basic HTML, DHMTL, and XML commands; emerging technologies; and web-page design.~~

~~**PRE REQUISITE: NONE**~~

~~**SPECIAL NOTE:** *This is equivalent to Computing for College and Careers.*~~

General Course Information:

	YES	NO	Other
Graduation Requirement	X		FINE ARTS
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level;			
— 2= at grade level;			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: ~~Voice Writing 1~~

Course Number: ~~8207610~~

Credit: ~~1.00~~

Grade Level: ~~10-12~~

Major Concepts/Content

This course is designed to introduce and familiarize students to the concept of voice writing and provides introductory training utilizing the voice writer software for real-time, conflict-free voice writing theory. This course is part of the **Voice Writing** program.

PRE-REQUISITE: NONE

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4-YR 24-CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1= below grade level;			
— 2= at grade level;			
— 3= above grade level			
Industry Credential-Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical-Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: ~~Voice Writing 2~~

Course Number: ~~8207620~~

Credit: ~~1.00~~

Grade Level: ~~10-12~~

Major Concepts/Content

This course is designed to provide a foundation in the competencies necessary to complete the skills related to the occupation of voice writing assistant. Students will build voice writing skills while composing necessary business documents and practicing employability skills. This course is part of the **Voice Writing** program.

PRE-REQUISITE: ~~Voice Writing 1~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4-YR 24-CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1= below grade level;			
— 2= at grade level;			
— 3= above grade level			
Industry Credential-Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical-Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: **Voice Writing 3**

Course Number: **8207630**

Credit: **1.00**

Grade Level: **10-12**

Major Concepts/Content

This course builds upon the competencies necessary to complete the skills related to the occupation of voice writing assistant. Competencies mastered in the course will provide the student with the skills necessary to continue in the voice writing profession for a voice writing assistant career. Students will continue to build speed and accuracy with the voice writing software while demonstrating knowledge of specific employability skills. This course is part of the Voice Writing program.

PRE-REQUISITE: *Voice Writing 2*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4-YR 24-CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1= below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: ~~_____~~ **Voice Writing 4**

Course Number: ~~_____~~ **8207640**

Credit: ~~_____~~ **1.00**

Grade Level: ~~_____~~ **10-12**

Major Concepts/Content

This course builds on the competencies necessary to complete the skills related to the occupation of voice writing. Students will be familiarized with legal principles and terminology. Competencies mastered in this course will cover a variety of litigation support and billing software as well as computer operating systems necessary for a career as a voice writing assistant. This course is part of the **Voice Writing** program.

PRE-REQUISITE: ~~Voice Writing 3~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1= below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: ~~Voice Writing 5~~

Course Number: ~~8207650~~

Credit: ~~1.00~~

Grade Level: ~~10-12~~

Major Concepts/Content

This course builds on the competencies necessary to complete the skills related to the occupation of voice writing. Students will be familiarized with legal principles and terminology. Competencies mastered in this course will cover a variety of litigation support and billing software as well as computer operating systems necessary for a career as a voice writing assistant. This course is part of the **Voice Writing** program.

PRE-REQUISITE: ~~Voice Writing 4~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: ~~_____~~ **Voice Writing 6**

Course Number: ~~_____~~ **8207660**

Credit: ~~_____~~ **1.00**

Grade Level: ~~_____~~ **10-12**

Major Concepts/Content

This course builds on the competencies necessary to complete the skills related to the occupation of voice writing. Students will be familiarized with legal principles and terminology. Competencies mastered in this course will cover a variety of litigation support and billing software as well as computer operating systems necessary for a career as a voice writing assistant. This course is part of the **Voice Writing** program.

PRE-REQUISITE: ~~Voice Writing 5~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: ~~Voice Writing 7~~

Course Number: ~~8207670~~

Credit: ~~1.00~~

Grade Level: ~~10-12~~

Major Concepts/Content

This course builds on the competencies necessary to complete the skills related to the occupation of voice writing. Students will be familiarized with legal principles and terminology. Competencies mastered in this course will cover a variety of litigation support and billing software as well as computer operating systems necessary for a career as a voice writing assistant. This course is part of the **Voice Writing** program.

PRE-REQUISITE: ~~Voice Writing 6~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1= below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: ~~_____~~ **Voice Writing 8**

Course Number: ~~_____~~ **8207680**

Credit: ~~_____~~ **1.00**

Grade Level: ~~_____~~ **10-12**

Major Concepts/Content

This course builds on the competencies necessary to complete the skills related to the occupation of voice writing. Students will be familiarized with legal principles and terminology. Competencies mastered in this course will cover a variety of litigation support and billing software as well as computer operating systems necessary for a career as a voice writing assistant. This course is part of the **Voice Writing** program.

PRE-REQUISITE: ~~Voice Writing 7~~

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
— Florida Academic Scholar (FAS)		X	
— Florida Medallion Scholar (FMS)		X	
— Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level			2
— 1=below grade level,			
— 2= at grade level,			
— 3= above grade level			
Industry Credential Eligible		X	
Weighted Quality Points			
— State Honors (1 quality point)		X	
— BCPS Local Honors ONLY (1 quality point)		X	
— Pre-IB (1 quality point)		X	
— Pre-AICE (1 quality point)		X	
— AP (Advanced Placement) (2 quality points) *		X	
— IB (International Baccalaureate) (2 quality points)		X	
— AICE (Advanced International Certificate of Education) (2 quality points)		X	
— Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18-credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Practical Arts Courses

Course Title: Business Cooperative Education–OJT
Course Number: 82004100
Credit: 1.00
Grade Level: 10-12

Major Concepts/Content

This course provides on-the-job training experiences for students planning a career in business. Students earn one credit for on-the-job experiences that reinforce and complement in-school instruction in a job-preparatory program. Students must provide transportation to the job, must be placed in an office/business position, and must be paid for work performed.

PRE REQUISITE: Enrollment in an in-school job-preparatory business program and completion of, or concurrent enrollment in, Computing for College and Careers or Introduction to Information Technology.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Cooperative Education–OJT
Course Number: 82004101
Credit: 2.00
Grade Level: 10-12

Major Concepts/Content

This course provides on-the-job training experiences for students planning a career in business. Students earn two credits for on-the-job experiences that reinforce and complement in-school instruction in a job-preparatory program. Students must provide transportation to the job, must be placed in an office/business position, and must be paid for work performed.

PRE REQUISITE: Enrollment in an in-school job-preparatory business program and completion of, or concurrent enrollment in, Computing for College and Careers or Introduction to Information Technology.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Business Cooperative Education Organization and Management**Course Number: 82004200****Credit: 1.00****Grade Level: 11-12****Major Concepts/Content**

This course reinforces, applies, and enhances competencies mastered in previous business courses and provides additional competencies in the related job-preparatory program for students enrolled in Business Cooperative Education–OJT.

PRE REQUISITE: Enrollment in Business Cooperative Education–OJT.

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

All information contained in this Curriculum Guide is subject to change. For current information, please visit the respective websites for each program.

Course Title: Computer and Business Skills

Course Number: 82003300

Credit: .50

Grade Level: 9-12

Major Concepts/Content

This course introduces students to basic skills and foundations required for today's business environment. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications including word processing, spreadsheet, database, presentation, and integrated software. *All students are encouraged to enroll in this course or Computing for College and Careers 1 to develop the computer skills necessary for success in the 21st century.*

SPECIAL NOTE: *Keyboarding and Business Skills plus Computer and Business Skills are equivalent to Computing for College and Careers.*

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

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Course Title: Emerging Technology in Business

Course Number: 82070100

Credit: 1.00

Grade Level: 9-12

Major Concepts/Content

This course acquaints students with emerging technologies and the effect these technologies have on business and society. The content includes electronic research, electronic business communications, multimedia applications, and ethical considerations related to technology.

PRE REQUISITE: NONE

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

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Course Title: Keyboarding and Business Skills

Course Number: 82003200

Credit: .50

Grade Level: 9-12

Major Concepts/Content

This course provides an overview of current business and information systems. Emphasis is placed on developing proficiency with touch keyboarding techniques and fundamental word processing applications. *All students are encouraged to enroll in this course or Computing for College and Careers to develop the keyboarding and computer skills necessary for success in the 21st century.*

PRE REQUISITE: NONE

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)	X		4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)	X		ELECTIVE
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

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Course Title: Business Education Directed Study

Course Number: 8200100S

Credit: 1.00

Grade Level: 12

Major Concepts/Content

This course provides advanced competencies, activities, and projects to enhance the Institute of Business and Entrepreneurship program and to increase students' opportunities for successful employment as an entrepreneur. The content includes development of a comprehensive business plan, monthly mentor activities, a computer simulation, and community service projects and may include setting up and running a business as well as other activities that focus on entrepreneurship.

PRE REQUISITE: Students must be enrolled in the Institute of Business and Entrepreneurship (IBE).

General Course Information:

	YES	NO	Other
Graduation Requirement		X	
Bright Futures (BF)			
Florida Academic Scholar (FAS)		X	
Florida Medallion Scholar (FMS)		X	
Florida Gold Seal Vocational (FGSV)		X	4 YR 24 CREDIT OPTION ONLY **
State University System (SUS)		X	
National Collegiate Athletic Association (NCAA)		X	
BCPS "Core" Course		X	
Course Level 1=below grade level, 2= at grade level, 3= above grade level			2
Industry Credential Eligible		X	
Weighted Quality Points			
State Honors (1 quality point)		X	
BCPS Local Honors ONLY (1 quality point)		X	
Pre IB (1 quality point)		X	
Pre AICE (1 quality point)		X	
AP (Advanced Placement) (2 quality points) *		X	
IB (International Baccalaureate) (2 quality points)		X	
AICE (Advanced International Certificate of Education) (2 quality points)		X	
Technical Dual Enrollment (2 quality points)		X	

* Must take AP exam; otherwise only 1 quality point.

** For the 3-year, 18 credit option, requirements may differ. See your guidance counselor for more information.

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