

Web Technologies & Game Programming I and II

3.75 credits per year

This two-year program is for students interested in the exciting worlds of computer gaming and Web design. This exciting and dynamic program will introduce and fine tune students' skills and abilities by preparing them to create Web pages from scratch using source code. Programming languages are also an integral part of the program. In learning basic to advanced programming languages, students will have the skills necessary to create executable user applications.

Welding I and II

3.75 credits per year

Students will acquire knowledge and skills in metal cutting and joining techniques. Instruction is given in methods of measurement, layout, equipment setup and operation. Students will become familiar with the tools and equipment of the metal fabrication industry including: blue print reading, oxyacetylene and plasma cutting, brazing, shielded metal arc welding, gas metal arc welding, flux core arc welding and gas tungsten arc welding of ferrous and non ferrous materials. Essential shop mathematics and English are taught throughout the course, which align with the NYS learning standards. Instructors are AWS (American Welding Society) certified welding inspectors and educators, and follow the strict guidelines of the AWS. Students completing the course will have a career portfolio and the skills needed to acquire at least an entry-level position in the welding and fabrication field.

New Visions Honors Level Programs:

Connections: Health Related Careers

4.0 credits per year

The Connections: Health Related Careers Program gives honors-level high school seniors the opportunity to observe careers in many allied health areas through a mentor relationship with a practicing professional. This 4 credit program includes "Anatomy, Physiology and Disease", "Health Core/Internship", "English 12" and "Social Studies: Participation in Government & Economics". Each of these 1 credit courses is integrated into the curriculum. Students spend approximately four hours each day at a designated hospital site taking course work and observing all aspects of health careers.

Legal Academy

4.0 credits per year

Criminal Justice and the Law is an intensive internship program designed to give college-bound seniors interested in the criminal justice system the opportunity to explore law-related career pathways through hands-on supervised internship rotations and nontraditional classroom experiences. This school-business-college partnership allows highly motivated, academically strong high school seniors the opportunity to expand and apply their knowledge of the law, satisfy high school English and Social Studies requirements, and earn up to 6 college credits while engaging in on-site, work-based learning activities.

Business/Marketing and Computers

The Business/Marketing and Computers Department offers a variety of courses for the student in search of valuable life skills. Whether you are seeking higher education or direct placement in the world of work, we have the courses for you.

We are dedicated to continual development of our curriculum in order to stay on top of the ever-changing world of business and computers.

Our department offers classes that can earn students high school credits toward math (Business Math, Accounting). Other courses of ours will teach you valuable skills while making your résumé look great (Keyboarding, Microsoft Office, Internship, and Web Page Design).

Our goal is for every student to realize their potential while enjoying the courses we offer. We want to help you make the best investment for your future. Take a look at how we can!

Classes for College Credit

ECC: Accounting, Business Math, Colleges. Careers and Finances. Keyboarding. Computers and the Internet, Microsoft Office.

Buffalo State: Computer Fundamentals, Web Design 1 & 2, Business Ownership – Virtual Enterprise.

Third Year Math

Business Math may be used as a third year of Mathematics. Students need to pass a minimum of two Math classes and pass one Math Regents Examination in order to be eligible for Business Math to be applied as a third year Math option.

Accounting may be used as a third year of Mathematics. Students need to pass a minimum of two Math classes and pass one Math Regents Examination in order to be eligible for Business Math to be applied as the third math option.

Regents "Advanced Designation" Diploma

A 5-unit sequence in *Business/Marketing and Computers Education* may be substituted in lieu of the foreign language requirement.

Business/Marketing and Computers Course Offerings 2017-2018

<u>Course Number</u>	<u>Course Name</u>	<u>Credits</u>	<u>Full Year/ Half-Year</u>	<u>9th</u>	<u>10th</u>	<u>11th</u>	<u>12th</u>
5320	Computers & the Internet	1	Full-year	•	•	•	•
5325 or 5326	Keyboarding/Personal Docs	½	Half-year or EOD	•	•	•	•
5316	Microsoft Office	½	Half-year or EOD	•	•	•	•
5352	Accounting 1	1	Full-year		•	•	•
5004	Colleges, Careers, & Finances (Formerly Financial Literacy)	1	Full-year		•	•	•
5001	Personal Financial Literacy	½	Half-year		•	•	•
5321 5322	Web Design 1 Web Design 2	½ ½	Half-year Half-year		•	•	•
5353	Advanced Accounting (pre-req Accounting 1)	1	Full-year			•	•
5362	Business Law	1	Full-year			•	•
5312	Business Math	1	Full-year			•	•
5361	Criminal Justice & Your Rights – Personal Law	½	Half-year			•	•
5364	Sports and Entertainment Marketing	1	Full-year			•	•
5329	Business Ownership - Virtual Enterprise (req'd for Academy Students)	1	Full-year			•	•
5300	Work Study/Work Experience	Up to 2	Full-year EOD			•	•
5318	Computer Fundamentals 1 (pre-req Computers & the Internet)	1	Full-year				•
5304- 5309	Internship	½	Half-year				•

Courses Offered:

Accounting 1

Grades: Open to grades 9, 10, 11, 12

*****Eligible for transferrable Advanced Studies Credit through ECC*****

Required for Virtual Enterprise and Finance Academy students

40 weeks/5 meetings per week - 1 Unit

Exam: Local

*****Course may be taken as an elective or a 3rd unit of Math*****

Accounting is often said to be the “language of business.” Students will learn the skills necessary to recognize and utilize accounting information and analyze financial data. Demand for Accountants is extremely high in today’s job market! This course is a must for students majoring in Accounting, Business Ownership, Finance, Management and/or Marketing. Course is also said to be useful for those who want to study engineering. Students will find themselves a semester ahead of other students who did not take this course in high school!

The General Journal, Special Journals, Service & Merchandising Businesses will be explored. Topics may also include:

- Checking Accounts & Bank Reconciliations
- Payroll Records, Payroll Taxes, Basic Tax Returns & Investments
- Accounting Careers , Accounting Ethics & Internal Auditing Procedures
- Computer Accounting Software & Spreadsheets
- Fieldtrips & Guest Speakers

Advanced Accounting

Grades: Open to grades 10, 11, 12

40 weeks/5 meetings per week-1 unit

Exam: Local

Prerequisite: Accounting 1

Have a knack for numbers? Did you do well in Accounting or want more preparation for your college business courses in Accounting? Then consider Advanced Accounting!

This course is offered as an extension of the Accounting 1 course. Projects/assignments involving more advanced accounting techniques and current events will be explored.

Some of the main topics include:

- Review of the basic accounting cycle
- Payroll Records, Payroll Taxes, Basic Tax Returns & Investments
- Accounting for Partnerships & Corporations
- Depreciation & Inventory Methods
- Uncollectible Accounts & Business Discount Methods
- Accounting Careers, Internal Auditing Procedures, Ethics & Scandals
- Automated Accounting Systems
- Fieldtrips & Guest Speakers

Information from the American Institute of Certified Public Accountants and the NYS-Young CPA's may also be utilized.

Business Law

Grade level: Open to grades 9, 10, 11, 12

40 weeks/5 meetings per week - 1 Unit

Required for Virtual Enterprise and Finance Academy students

Exam: Local

This course is designed to provide a thorough understanding of the basic principles of law that affect the consumer, worker and citizen.

- Rights of minors & Minor's contracts
- Basic Legal Rights/criminal law
- Law suits/civil law
- Contracts in Business
- Legal Careers

Business Math

****Eligible for Transferrable Advanced Studies Credit through ECC****

Grades: Open to grades 9, 10, 11, 12
40 Weeks/5 meetings per week -1 Unit
Exam: Local

*****Course may be taken as an elective or a 3rd unit of Math*****

This course provides practical day-to-day applications involving mathematics. Some of the main topics include:

- Basic Math Skills Review
- Paychecks & Taxes
- Checking & Saving Accounts
- Loans, Installment Buying and Credit Cards
- Investments and Insurance
- Purchases, Sales, Mark-ups & Discounts
- Car Loans, Apartment Renting and Mortgages
- Financial Statements, Ratios & Charts
- Management, Partnerships, Business Costs & Inventory
- Current Events, Spreadsheets & Computer Research

Computers and the Internet

*****Eligible for transferrable Advanced Studies Credit through ECC*****

Grades: Open to grades 9, 10, 11, 12
Required for Virtual Enterprise and Finance Academy students
40 weeks/5 meetings per week - 1 Unit
Exam: Local

Expand your knowledge beyond Facebook and playing games on the Internet. Learn how to type faster so that you can type your papers and projects faster.

- Learn the new features of Microsoft Office 2010 and how they will benefit you both in high school, college, and the workplace
- Explore the every changing world of computer technology and various new technologies hitting the market
- Acquire the knowledge necessary to be able to write your papers quickly and in proper format.
- Create documents in Microsoft Word, produce spreadsheets with formulas and graphs using Microsoft Excel
- Develop databases using Microsoft Access and construct presentations using Microsoft PowerPoint

Computer Fundamentals

*****Eligible for transferrable Advanced Studies Credit through Buffalo State College*****

Grade: Open to grades 10, 11, 12
Required for Virtual Enterprise and Finance Academy students
40 Weeks/5 meetings per week - 1 Unit
Exam: Local
Prerequisite: Computers and the Internet

Gain a more comprehensive understanding of Microsoft Office and pursue Microsoft Office Specialist (MOS) certification.

- Students will develop advanced computer skills by creating documents using the advanced functions of Microsoft Word, Excel, Access, and PowerPoint.
- Learn how application software impacts society
- Throughout the year, time will be spent on taking practice exams to become a Microsoft Office Specialist. Microsoft Certification tests are live, online tests given by Microsoft for a fee comparable to Advanced Placement tests.
- Visit <http://www.microsoft.com/learning/en/us/certification/mos.aspx> for more information on becoming MOS certified.

Colleges, Careers, and Finances - Financial Literacy

****Eligible for transferrable Advanced Studies Credit through ECC****

Grades: Open to grades 10, 11, 12

Required for Virtual Enterprise and Finance Academy students

20 weeks/5 meetings per week - 1/2 Unit or 40 weeks/5 meetings per week - 1 Unit

Exam: Local

Learn about the college application process, research potential careers, and explore what you need to know to succeed in the “real world” after high school

- Start researching admissions requirements for colleges of interest
- Learn to use Naviance for college and career information
- Plan college visits
- Complete your resume (on paper and on Naviance) and keep it up-to-date
- Explore the financial aid process
- Research careers and begin setting goals for life after high school
- Practice interviewing skills and continue to develop communication skills
- Learn how to manage money you earn, including bank accounts, credit cards, and investments
- Create a budget and learn how taxes and social security impact your paycheck
- Compare and contrast various types of insurance including auto insurance, renter’s insurance, homeowner’s insurance, etc.
- Determine how what you buy, what stores you shop at, and how you spend your money affect the economy.

Internship - Career Exploration Internship Program—1/2 Credit

Grade Level: 12 Only

Required for Virtual Enterprise and Finance Academy students

20 Weeks/2 Meetings per Week + 54 Hours of Work On- Site Experience

Credit: ½ Unit

The Career Exploration Internship Program provides accepted students with hands-on experiences linking school and the workplace.

- Unpaid Internship in a student-chosen career area
- Class meets 2 days a week and student keeps daily journal
- Student must provide own transportation to their internship site
- Career awareness and research
- Job-seeking skills: Resume, cover letter, follow-up letter, interviewing skills
- Qualities of successful employment
- Workplace safety and health

Keyboarding & Personal Documents

Eligible for transferrable Advanced Studies Credit through ECC

Grades: Open to grades 9, 10, 11, 12 or Grades: 10, 11, 12

40 weeks/ 3/2 meetings per week - ½ Unit or 20 weeks/5 meetings per week - ½ Unit

Offering: Both semesters or Every Other Day

Exam: Local

Do you spend a lot of time typing your assignments and projects for school? Does your lack of typing speed slow you down from completing work? Learn how to type faster so that you can type your papers and projects faster.

- Acquire the knowledge necessary to be able to write your papers quickly and in proper format.
- Develop a resume and cover letter that can be used for college applications or to apply for jobs now or after graduation
- Learn how to format reports
- Develop a life-long skill that will benefit you in school and in the workforce

Microsoft Office

*****Eligible for transferrable Advanced Studies Credit through ECC*****

Grades: Open to grades 9, 10, 11, 12 or Grade: 9, 10, 11, 12

40 weeks/ 3/2 meetings per week - ½ Unit or 20 weeks/5 meetings per week - ½ Unit

Offering: Both semesters or Every Other Day

Exam: Local

Do you think you know computers? Expand your knowledge beyond Facebook and playing games on the Internet.

- Learn the new features of Microsoft Office 2010 and how they will benefit you both in college and the workplace
- Explore the every changing world of computer technology and various new technologies hitting the market
- Create documents in Microsoft Word, produce spreadsheets with formulas and graphs using Microsoft Excel
- Develop databases using Microsoft Access and construct presentations using Microsoft PowerPoint

Owning and Advertising Your Own Business-Desktop Publishing

Grade: Open to grades 9, 10, 11, 12
20 weeks/5 meetings per week - 1/2 Unit
Exam: Local

If you have a creative side or are planning a career as a business owner or in graphic design, this one semester computer course provides a solid introduction to the skills and techniques involved in creating various printed materials for businesses.

- Each student will develop their own fictional company and create flyers, brochures, newsletters, and promotional materials using desktop publishing software, scanners, digital cameras, and printers.
- Additionally, students will learn to recognize and implement the graphic design and layout principles that are important to effective communication in our information rich society.
- The course includes in-depth coverage of desktop publishing terminology, page composition, layout, design, editing functions, and a variety of printing options.
- Students will use various iPad apps and learn how to create apps for business use.

Personal Law – Criminal Justice and Your Rights

Grade: Open to grades 9, 10, 11, 12
20 Weeks/5 meetings per week -1/2 Unit
Exam: Local

Looking toward a career in law, law enforcement, or as a paralegal? This course is a basic introduction to the law as it applies to the student.

- Buying and Insuring your car
- Renting an apartment
- Buying real estate
- Marriage/divorce
- Credit cards and other loans
- Criminal Law: search & seizure, vandalism, shoplifting, and assault & battery
- Civil Law: law suits (torts) minors rights under contracts

Sports and Entertainment Marketing

Grade: Open to grades 10, 11, 12
40 weeks/5 meetings per week - 1 Unit
Exam: Local

Are you interested in a career in marketing or management? Do you want to own your own business? This course provides an excellent foundation for students who may pursue advanced business studies at a 2 or 4-year College.

- Basic Marketing Concepts
- Marketing Simulations including product and business development
- Exploring Careers In Marketing
- Business Organization & Finance.
- Forms of Ownership; franchises, partnerships, corporations
- Retail Psychology
- Television, Radio, Internet & Print advertising
- Retail Pricing strategies

Business Ownership - Virtual Enterprise

*****Eligible for transferrable Advanced Studies Credit through Buffalo State College*****

Grades: Open to grades 9, 10, 11, 12
Required for Virtual Enterprise and Finance Academy students
40 weeks/5 meetings per week – 1 Unit

Virtual Enterprise offers students the opportunity to experience a simulated business environment and examine all facets of being an employee of a firm.

- Learn how to operate your own business.
- Create a business plan for your own business and present it to a panel of business professionals/"potential investors."
- Work as employees in departments including Administration, Accounting, Marketing, Sales, and Personnel.
- Perform daily activities and contact other Virtual Enterprise firms to conduct business.

Web Design I & 2

*****Eligible for transferrable Advanced Studies Credit through Buffalo State College*****

Grades: Open to grades 9, 10, 11, 12

Required for Virtual Enterprise and Finance Academy students

20 weeks/5 meetings per week - 1/2 Unit or 40 weeks/5 meetings per week – 1 Unit

Exam: Local

Learn how to create dynamic Web Pages:

- Learn how to create Web Pages using graphic design techniques to wow your audience
- Create Web Design using HTML programming
- Use Dreamweaver to design your Web site
- Explore the world of Adobe with Fireworks and Flash.
- Experience state of the art technology equipment to enhance your designs.
- Create cartoons and animations using Flash.

General Education Work Experience Program

Grades: Open to grades 11 & 12

40 weeks/Meets every-other-day— .5 Unit – 2 Units

Exam: Local

Credit depends on hours worked....see below

Students can work at their part-time jobs and earn high school credit. Jobs are obtained by the students themselves prior to school starting in September. Confirmation from the student's employer will be required at the start of the course. Course topics include

- Learning how to manage money you earn, including bank accounts, credit cards, and investments
- Career research, interview skills, and résumé writing
- Workplace laws

Students must pass the coursework in class in order to receive work credit as follows:

150-299 hours = .5 credit

300-449 hours = 1 credit

450-599 hours = 1.5 credits

600+ hours = 2 credits



Virtual Enterprise & Finance Academy

NYS Career & Technical Education

KENMORE EAST & KENMORE WEST HIGH SCHOOLS

What is the Virtual Enterprise & Finance Academy?

The mission of the Virtual Enterprise & Finance Academy is to provide students with a challenging, student-centered, project-based academic, business/financial and technology program. Students will be exposed to the global business world and will be inspired to become respectful and successful members of a continually evolving financial community. Students who participate in this career-preparation academy will be developing and learning the skills necessary to be successful in today's financial world. This program focuses on preparing students for a variety of careers that are (or will) be available to high school and college graduates in the coming years.

Who should be interested in the Virtual Enterprise & Finance Academy?

ALL STUDENTS – male or female, motivated to be successful in post-secondary education and future careers. Students participating in the Finance Academy may be interested in careers in a variety of areas including:

- Finance
- Web Design
- Management
- Secondary and post-secondary education
- Accounting
- Marketing
- Business
- Military

Benefits of participating in the Virtual Enterprise & Finance Academy:

- Emphasis on academic excellence with specialized courses and classroom activities.
- An introduction to all facets of the financial services industry and exposure to current technology
- Field trips to local area businesses to learn about careers, operations and workplace environment.
- Class projects that mirror real world events and tie into the curriculum.
- Opportunity to earn college credits while in high school.
- Use of computers and cutting edge technology in the classroom to complete projects.
- Business partner mentoring, internships, and job shadowing.
- Enhanced opportunities for employment after graduation.

What courses are available to Virtual Enterprise & Finance Academy students?

The following courses are available to Virtual Enterprise & Finance Academy participants and any other student interested in exploring the rapidly-evolving world of Finance and technology:

Required Courses

- *Financial Literacy*
- *Virtual Enterprise*
- *Business Law*
- *Computers & The Internet*
- *Accounting I*
- *Web Design 1 & 2*
- *Internship*

Electives:

- *Advanced Accounting*
- *Personal Law*
- *Work Study*
- *Business Math*
- *Computer Fundamentals*
- *Sports & Entertainment Marketing*