

lighting, colors, values, edges, and composition and how it applies to digital art and animation. No matter what your current skill level is, you will be able to improve in your drawing ability. In this project-based course, students will do observational drawing, painting, as well as digital drawing and painting using Photoshop. Artwork will be developed from idea to finished product based on a variety of themes, subject matter, and approaches to visual problem solving. This course is highly recommended for those students considering: computer animation, art, design, graphic/advertising design, or multimedia at the college level.

*Prerequisites: Photoshop skills recommended*

*40 Weeks*

*1 Unit*

*Exam: Local*

## 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 1, Business Math, Personal Finance, Keyboarding, Computers & the Internet, Microsoft Office  
Buffalo State: Computer Fundamentals, Web Design 1 & 2, Business Ownership

### Third Year Math

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

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

### Regents "Advanced Designation" Diploma

*5 credits in Business/Marketing and Computers Education* may be taken instead of the foreign language requirement.

## Business/Marketing and Computers Courses Offered

### Accounting 1

Grades: Open to grades 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 (Students need to pass a minimum of two Mathematics classes and pass one Mathematics Regents Examination in order to be eligible for Accounting to be applied as the third year Mathematics option.**

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 11, 12

**Prerequisite: Accounting 1**

40 weeks/5 meetings per week-1 unit

Exam: Local

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

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

### 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.

### College Prep, Career Prep, and Finances

Course #5004

Grades: 11 or 12

40 weeks/5 meetings per week – 1 Unit

Exam: Local

Juniors and seniors will be in separate classes

Spend time in class with teachers and guidance counselors preparing yourself for college while exploring career path possibilities:

- Researching admissions requirements for colleges of interest
- Learn to use Naviance for college & career information
- Prepare for the SAT and/or ACT
- Strategically ask teachers to write you a letter of recommendation (the right way)
- Meet with college representatives
- Multiple college campus tour field trip opportunities
- Plan your own college visits
- Research summer opportunities, such as employment, educational programs, college courses for high school students, or volunteer work
- Complete your resume (on paper and on Naviance) and keep it up-to-date
- Learn to organize your post-high school planning
- Work on and submit college applications (Common Application, etc.)
- Research and apply for scholarships
- Apply for financial aid (FAFSA)
- Work on college essays
- Learn how to manage money you earn, including bank accounts, credit cards, and investments
- Where does your paycheck go? Learn about budgeting, taxes, and social security
- Do you plan on getting a new car? Do you want to rent an apartment? What type of insurance will you need once you move out?

### 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 ever 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 9, 10, 11, 12

Required for Information Technology Academy students

40 Weeks/5 meetings per week - 1 Unit

Exam: Local

Gain a comprehensive understanding of word processing, spreadsheets, presentation software, and databases.

- Students will develop advanced computer skills by creating documents using the advanced functions of Microsoft Word, Excel, Access, and PowerPoint.
- Students will compare and contrast Microsoft Office programs with the corresponding Google Apps.
- Students will gain a better understanding of the parts of a computer, networking, and managing & protecting data.

### Personal Financial Literacy

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

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

Exam: Local

Explore what you need to know to succeed in the "real world" after high school

- Learn how to manage money you earn, including bank accounts, credit cards, and investments
- Where does your paycheck go? Learn about budgeting, taxes, and social security
- Do you plan on getting a new car? Do you want to rent an apartment? What type of insurance will you need once you move out?
- How does what you buy, what stores you shop at, and how you spend your money affect the economy?
- Exploring careers and what you want to do after high school.

### Internship - Career Exploration Internship Program

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: 1/2 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

40 weeks, every-other-day **\*\*OR\*\*** 20 weeks/5 meetings per week

Credit: 1/2 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

40 weeks, every-other-day **\*\*OR\*\*** 20 weeks/5 meetings per week

Credit: 1/2 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 ever-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

## 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 9, 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

## 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:

0.5 credit = 150-299 hours worked

1.0 credit = 300-449 hours worked

1.5 credits = 450-599 hours worked

2.0 credits = 600+ hours worked

## Work-Based Learning Course at KW - pathway to a CDOS certificate

Career Development and Occupational Studies (CDOS) is designed for students with disabilities who may not be able to earn a Local or Regents Diploma in the same year as other students in their cohort. Students who may not graduate with a local to Regents diploma are required by NYS law, to work towards the certificate. This certificate will be shown to employers, to let them know, students are prepared and ready to work in the real world. Job readiness skills developed in this course, and students are often given an opportunity to participate in an internship while taking the class.



## 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**

- *Personal 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*

## **Engineering & Technology Education**

There is little doubt that rapid changes in technology impact almost every aspect of our lives. Students who learn to design, produce, and market ideas, solutions, and products will become successful in all endeavors. Engineering & Technology Education at Kenmore West includes action-based programs for all students, including future paths to college, apprenticeships, and on-the-job training. Through the wide-variety of courses available, all students have the opportunity to explore technology as an elective or choose a sequence of study to prepare for future success.

For more information, go to: [www.ktufsd.org/academies](http://www.ktufsd.org/academies).

### **Art/Music Requirement**

*Design and Drawing for Production (DDP)* may be used to satisfy the Art/Music graduation requirement. Students not satisfying this requirement may still participate in PLTW IED/DDP as an elective.

### **Third Year Mathematics**

Either *PLTW Digital Electronics (PLTW DE)* or *Networking 1* may substitute for a third unit of mathematics credit.

### **Third Year Science**

*PLTW Principles of Engineering (PLTW POE)* may substitute for a third unit of science credit.

### **Regents Diploma with "Advanced Designation"**

Students completing a sequence of not less than five units of credit in Engineering & Technology Education are **not** required to complete the additional two units of World Languages or to pass the Regents Comprehensive Examination in that language to earn a **Regents Diploma with Advanced Designation**.

### **Project Lead the Way (PLTW)**

Project Lead the Way courses are part of a nationally recognized pre-engineering curriculum that benefits all students, especially those interested in careers in STEMs (Science-Technology-Engineering-Mathematics). All PLTW courses offer college credit through several postsecondary institutions.

Additionally, students interested in PLTW courses may participate in the Pre-Engineering Academy CTE program, earning an additional diploma endorsement indicating career readiness for STEM careers. Students **DO NOT** have to participate in an Academy to enroll in PLTW courses.

Go to [www.pltw.org](http://www.pltw.org) for additional information.

### **Academies (CTE Programs)**

Three different Academies are available through the Engineering & Technology Education department. Participating in an Academy is one of many ways students may study the technological world and prepare for future success. Engineering & Technology Education Academies include:

- ✓ Computer Networking & Technology Academy
- ✓ Information Technology Academy
- ✓ Pre-Engineering Academy