

Business Education
Chairperson—Mr. Bill Cretaro

Accounting: The accounting course that is offered at Chittenango High School is a full year course that provides the basics for college accounting and/or the knowledge to begin work in an entry-level business position. Accounting is designed to develop competence in the basics of accounting theory. The students will process transactions through the entire accounting cycle in a service and merchandising business. Utica School of Commerce recognizes this course as fulfilling their criteria for Accounting 101. Additionally, Chittenango High School students taking Accounting will now be concurrently enrolled in Tompkins County Community College's (TC3) Acct 101 – Principles in Accounting. With concurrent enrollment, the student will not only earn Chittenango High School credit for the course, ***but will also earn FOUR (4) TC3 college credits for FREE!*** These credits can be used at TC3, transferred to ANY other SUNY school, or possibly other private schools. (1 unit)

Applied Computer Keyboarding (ACK): This course that is offered at Chittenango High School is a half-year course that provides the basics of computer knowledge as they pertain to key entry. By learning the keyboard, key functions and up-to-date software, the student will not only become familiar with the process; he / she can build skills in the employment process. Each student will concentrate on speed and aptitude with the alpha and numeric keyboard; students will also develop a personal resume. ***Students will also earn 1 TC3 college credit for FREE!*** upon successful completion of this course. (.50 unit)

Be An 11: Leadership Class: Character is the foundation on which success is built. If you want to be successful in school, work, home or athletics you have to develop character and mental toughness. This course's main objective is to foster and develop those characteristics. Course content is designed for both students that are looking to change how they have done things in the past as well as for those students who have a firm foundation and want to continue on the path of success. You will learn how to be an "effective" leader. The major focus of the course and curriculum centers on: 1. Self-Image
2. Motivation 3. Attitude 4. Goal Setting 5. Communication Skills 6. Team Building 7. Leadership & Character Training. Students will attend a traditional classroom setting 3 days a week. The other 2 days students will learn how to weight lift, increase speed and agility as well as workout properly and reinforce a healthy lifestyle.(.50 unit)

Business and Personal Law: This course covers the study of both business and personal law as it relates to the student's role in society. Students will gain an understanding of law, explore and analyze current issues and read relevant case law. Primary emphasis is placed on topics of the court system, criminal law and criminal procedure, civil law and civil procedure, contracts, legal considerations is marriage and divorce and wills, estates and trusts. Any student may take this course.

Note: Business Law may be used as the fifth course in a five-unit Social Studies sequence. With concurrent enrollment, the student will not only earn Chittenango High School credit for the course, ***but will also earn Three (3) TC3 college credits for FREE!*** These credits can be used at TC3 or transferred to any other SUNY school or possibly many other private institutions. (1 unit)

Business Ownership and Entrepreneurship: This course is designed to provide to students a basic foundation in starting and managing a small business. Students will take a journey through the entire process of owning a business. Students will gain an understanding of entrepreneurship and actually create a business within the classroom setting where they apply market research, financing, pricing, staffing, record keeping, technology and other vital aspects necessary in owning and operating a business. Students will gain a solid foundation in concepts that may be utilized in starting a small business or entering employment immediately after high school, or as a basis for post-secondary study. With Concurrent Enrollment, the student will not only earn Chittenango High School credit for the course, ***but will also earn three (3) TC3 college credits for FREE!*** These

Career & Financial Management 1: This course will provide students with skills that help them in the world of employment and in everyday life management. Course topics include:

- Career and occupational research & selection
- Setting goals and decision making
- Your role as a consumer, employee, and employer
- Qualities necessary to acquire and maintain employment (Job Interviews)
- Personal Financial Management (savings, intro. to checking accounts, credit, taxes, insurance and budgeting).

A student must pass this course in order to earn an Occupational Education sequence (3 or 5 credit). (.50 unit)

Career & Financial Management 2: This class may be taken as a continuation from Career & Financial Management 1 or as a stand-alone course. In the course, students will learn about Personal Finance. Personal Finance refers to all the financial decisions an individual or family must make in order to earn, budget, save and spend money over time. Students will have the option of taking the WISE National Financial Literacy Exam. Upon successful completion of the exam students will receive their Financial Literacy Certification. Content of the units builds on basic economic concepts such as understanding credit, credit laws, identity theft, budgeting, insurance, checking, savings and investing. Upon successful completion of the course, students will have increased their knowledge in personal finance and become financially responsible young adults. (.50 unit)

Microsoft Office: This course is for students who enjoy using computers or plan to pursue a business major in college. Students learn Microsoft Office and enhance their practical computer skills for high school, college and the business world. This course also provides an extensive study of Excel (spreadsheets), Access (databases), Publisher (desktop publishing), PowerPoint (presentation) and Word (advance applications). Upon successful completion students will earn four (4) college credits for free through concurrent enrollment at TC3. (.50 unit)

Business Math & Financial Applications: This full-year math course is practical and will inform students of the various financial situations they will encounter and will help them to make smart life decisions. It will provide students with the confidence and understanding necessary to obtain financial satisfaction. Topics covered will include: money management, banking services, loans and credit cards, spending wisely, budgeting, taxes, payroll, renting vs. buying a home, mortgages, renting vs. buying a vehicle, insurance, and investments.

Note: This course can be used as a third Math credit for Juniors or Seniors, or as a Business Elective. (1 unit)

Technology

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Architectural Drawing (0910): A basic course where previous drawing experience is not needed but helpful. It familiarizes students with all phases of architectural drawing from historical influences to actual house design and layout. This course is open to boys and girls regardless of their major and will increase their appreciation of the architecture around them. All Occupational Education students may use this course for one half of the Art/Music graduation requirement. (.50 unit)

Computer-Aided Design (CAD) (0920): This full-year course will give students an understanding of computer-aided drawing using a Macintosh computer with Vector Works program. This program will expose the student to CAD terminology, history, components, design functions and careers. The majority of the course will consist of using a CAD system to solve graphic problems. Emphasis will be on use of a CAD system for design applications. Students will acquire technical drawing skills and have an understanding of industrial standards and codes and recognize the current methods of generating hardcopy. Students will gain an understanding of how CAD and computer technology are changing the role of drafting and the effects they have on the design and manufacturing process. (1.0 unit)

Prerequisites: Design & Drawing for Production, Technical Drawing, or Architectural Drawing

Electronics (0960): This course is designed to introduce students to basic concepts of both electricity and electronics. Hands-on lab experiences in electricity include AC and DC electricity, solid state, residential wiring systems and other projects and experiments that pertain to electrical and electronic principles and applications. This course is offered to students interested in exploring the broad fields of electricity and electronics. (.50 unit)

Design and Drawing for Production (0930): This course will encourage problem-solving using graphic language. Students will be instructed in the graphic process after which they will be given design problems and will present a solution through critical thinking, creative problem solving and the decision-making process. The solutions will be presented as a working drawing on paper. Some computer-aided drafting will be utilized. This course can be submitted for the one unit of Art/Music graduation requirement. There is no prerequisite, but Technical Drawing is recommended. (1.0 unit)

Digital Electronics (0962): This course will provide students with insight into the many areas of Digital Electronics. Topics to be covered include: basic electronics, analog and digital signals, fundamentals of logic, digital counting and microcontrollers. Students will be required to participate in individual and group activities. A variety of projects will be used to reinforce basic use of materials and tools with the major emphasis on the safe and proper use of power tools. (.50 unit)

Technical Drawing (0900): This basic course familiarizes students with the field of mechanical drawing or drafting. Emphasis will be on the use of drafting equipment and the preparation of drawings suitable for the use in home situations or small industries. Both boys and girls will benefit from this course regardless of their major. All Occupational Education students may use this course for one half of the Art or Music requirement for graduation. (.50 unit)

Transportation Systems (0950): Transportation systems will provide students with an opportunity to explore how people and goods are moved or delivered. This course explores transportation systems from three perspectives: land, marine, and aerospace systems. Hands-on lab activities include propulsion, building model cars, rockets, planes, gliders and boats or other projects related to transportation systems. (.50 unit)

