

WHHS Business Course Offerings

The Business Education Department at Winter Haven High School offers a variety of courses designed to prepare students for entry level work positions and skills needed for college preparation.

Most courses are worth 1 credit and are 36 weeks in length, but some courses are ½ credit and are paired with other ½ credit courses to complete a full credit during a class period for the year.

8207310-Introduction to Information Technology (IIT) (formerly CCC), Grades 9-12, 1 credit

This course is designed to provide 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 web commands and design; and emerging technologies.

8212100-Business Software Applications I (BSA), Grades 10-12, 1 credit

This course is designed to develop proficiency in word processing, spreadsheet, database, presentation, and multimedia software. **Prerequisite: C or better in IIT**

8218110-Administrative Office Technology I (AOT), Grades 10-12, 1 credit

This course is designed to assist with administrative and general office duties in a support capacity. This course explores and expands the competencies in the areas of personal and professional development, and promotes application of higher level office procedures, tasks, and communications skills through the use of technology. **Prerequisite: C or better in IIT**

82033100-Accounting Applications I, Grades 9-12, 1 credit

This course emphasizes all aspects of the accounting process used in business and daily life, including double-entry accounting, methods and principles of recording business transactions, and preparation of financial statements. When computers are available, computer applications and automated accounting are introduced. **Prerequisite: C or better in IIT**

82033200-Accounting Applications II, Grades 11-12, 1 credit

This course is designed to continue the study of accounting principles, including voucher systems, cash receipts, petty cash, payroll records and internal control systems. **Prerequisite: C or better in Accounting Applications I**



8209510-Digital Design I, Grades 10-12, 1 credit

This course is designed to develop basic entry-level skills required for careers in the digital publishing industry. It provides an introduction to work-based learning experiences, which may include creating brochures, business cards, logos, memo pads, etc. The content includes computer skills; digital publishing concepts and operations; layout, design, and measurement activities decision making activities; and digital imaging using Word, Publishing, and InDesign. **Prerequisite: C or better in ITT**

8209520-Digital Design II, Grades 10-12, 1 credit

This course continues the development of basic entry-level skills required for careers in the digital publishing industry using advanced InDesign techniques. **Prerequisite: C or better in Digital Design I**

8209520-Digital Publishing II, Grades 11-12, 1-2 credits

This course provides students with the opportunity to participate in designing the school yearbook. Students will sell advertising to local businesses, take photographs, create pages using Photoshop and InDesign, and participate in all aspects of the yearbook process from planning to distribution. **Beginning fall 2010, students will be required to have had Digital Design 1 and/or 2.**

8207110-Web Design I, Grades 10-12, 1 credit

This course is designed to provide a basic overview of the Internet, Intranets, and the World Wide Web. The content includes operating systems; basic HTML computer program coding commands; navigation of the Internet, and web page design using HTML and Dreamweaver software. **Prerequisite: C or better in IIT**

8208120-Web Design II, Grades 11-12, 1 credit

This course provides advanced concepts for the Internet and web design. The content includes website promotions, advanced HTML commands, advanced page design, and multimedia applications using Fireworks and Flash software. **Prerequisite: C or better in Web Design I**

8207130-Web Design III, Grade 12, 1 credit

This course provides advanced concepts in website promotion, interactive website development and using scripting languages as they relate to WWW sites, and develop skills in Photoshop software. Students will be expected to join FBLA and participate in the FBLA Website Development competition. **Prerequisite: C or better in Web Design II**

8215130-Legal Aspects of Business, Grades 10-12, 1 credit

This course provides an introduction to the legal aspects of business. Topics include business law concepts, forms of business ownerships, insurance awareness, governmental regulation, human resources management, and career development. **Prerequisite: C or better in IIT**

83151200-Business Entrepreneurial Principles, Grades 10-12, 1 credit

This course provides an introduction to business organization, management, and entrepreneurial principals. Topics include communication skills, leadership skills, human relations, business ethics, and cultural diversity. **Prerequisite: C or better in IIT**

Academy of Hospitality and Tourism

Students may apply to enter the Academy of Hospitality and Tourism during any year provided they can complete the course of study by their graduation year. Applications are accepted through March 1 of each year for the following year. Additional information on the AOHT can be found at: <http://schools.polk-fl.net/AOHT/index.html> Courses include:

8850110-Introduction to Hospitality and Tourism, Grades 10-12, 1 credit

This course is a fun and exciting introduction to all aspects of the Hospitality and Tourism industry. Students will learn the basics of business, marketing, management and research career opportunities. Students will be introduced to an overview of: guest and customer skills services, travel, food and beverage, recreation and leisure industries; meeting and event planning, and safety, legal, and financial aspects of the hospitality and tourism field. **Prerequisite: C or better in Introduction to Information Technology**

8845140-Computer Technology for Travel and Tourism, Grades 10-12, 1 credit

This course is designed to give students of all levels prerequisite skills needed to be successful in the travel and tourism industry. This course will cover skills necessary for basic business operations as well as those applications specific to the travel and tourism industry. Students will use Microsoft Office and Reservation Training Software-Apollo and Sabre. **Prerequisites: C or better in IIT and Introduction to Hospitality and Tourism.** (Students may be enrolled in Computer Technology for Travel and Tourism and Introduction to Hospitality and Tourism concurrently.)

8845130-Hospitality and Tourism Internship, Grade 12, 1 credit

It is expected that this course will be completed during the summer between the Junior and Senior years. A strict and rigorous application process will be completed for interested students and only qualified students will have this opportunity. Also, all students must complete Introduction to Hospitality and Tourism and Computer Technology for Hospitality and Tourism to be eligible. As many as possible of the internship opportunities will be paid positions. It is required that all students must complete at least 200 hours of work during the internship. It is possible that these internships could turn into part-time positions and OJT opportunities would be allowed in those situations during the senior year.

8845120-Travel and Tourism Marketing and Management, Grade 12, 1 credit

The purpose of this course is to provide students necessary career specific instruction in travel and tourism. Students will learn sales techniques, marketing principles, and entrepreneurship skills necessary to succeed in the travel and tourism industry.

Prerequisite: C or better in Introduction to Hospitality and Tourism, and Computer Technology for Travel and Tourism
Global Goods Academy

The purpose of this program is to prepare students for employment in marketing, sales, and service occupations; such as salesperson, delivery specialist, stock clerk, billing clerk, bookkeeping, inventory control clerk, purchasing agent, and manager.

8809101-Delivery Operations, Grade 9, ½ credit

This course will prepare students in the planning and delivery activities, pick up and delivery of merchandise, and delivery vehicle maintenance, as well as supervisory skills that are related to delivery operations.

8809103-Billing Operations, Grade 9, ½ credit

This course is designed to develop competencies necessary for the correct processing of work orders. Topics include filing, opening, recording, and closing work orders, as well as auditing work order skills.

8809106-Purchasing Operations, Grade 10, ½ credit

This course is to develop competencies necessary for the computerized purchasing operations. Topics include analyzing sales potential, buying parts and supplies using an automated system, and supervisory skills related to purchasing operations.

8809105- Inventory Control, Grade 10, ½ credit

This course is to develop competencies necessary for inventory control operations. Topics include analyzing inventory reports, applying computerized sequencing procedures, maintaining automated inventory files, pricing information, and periodic automated inventory procedures.

8809102-Warehouse Operations, Grade 11, 1 credit

This course is designed to develop competencies necessary for the correct performance of warehousing operations skills. Topics include analyzing data, organizing the stockroom, receiving and inspecting incoming merchandise, as well as supervisory skills related to warehouse operations.

Supply Chain Management Marketing OJT – Internship, Grade 12, multiple credits

Students will participate in an on-the-job training program in supply chain management. This course was designed to allow the students the opportunity to work in the field of supply chain management.

*It is recommended to take Introduction to Information Technology – 1 credit during the freshman year. **It is recommended to take Accounting Applications 1 – 1 credit during the sophomore year.

8200420-Business Cooperative Education, Grade 12, 1 credit

This course provides Business Cooperative Education students with a common class that can be used to reinforce and provide additional competencies in their selected Business Technology Education Program. Curriculum may include maintaining job related forms and instruction in subjects related to the specific job that the student is performing. **Admission to this program is by application only.**

8200410-Business Cooperative Education, On-the-Job-Training (OJT) Grade 12, multiple credits

This course is designed to provide the on-the-job training component when the cooperative method of instruction is used to prepare students for employment in business occupations. The student must have successfully completed one credit in a Business Technology Education course or be concurrently enrolled in a job preparatory program to be enrolled in the Business Cooperative Education – OJT Program. **Admission to this program is by application only.**

Polk Community College Articulation Courses

Grades 11 and 12, 3 hours college course if final exam is passed with a C or better ½ AP high school credit for each course (otherwise student will get ½ regular credit for Business Supervision).

Students have the opportunity to take college level business courses under the direction of a WHHS business teacher online during the school day. The following courses will be offered for 2009-2010:

GEB 10111—Introduction to Business

MAR 2011—Principles of Marketing

MAN 2021—Principles of Management

OST 2471—Legal and Ethical Issues in Healthcare

HSC 1531—Medical Terminology

WHHS Business Gold Seal Programs

Business Supervision: Introduction to Information Technology, Business and Entrepreneurial Principles, and Legal Aspects of Business

Accounting Operations: Introduction to Information Technology, Accounting Applications 1 and 2

Administrative Assistant: Introduction to Information Technology, Administrative Office Technology 1, and Business Software Applications 1

Digital Design: Introduction to Information Technology, Digital Design 1 and 2

Web Design Services: Introduction to Information Technology, Web Design 1 and 2

Hospitality and Tourism: Introduction to Information Technology, Introduction to Hospitality and Tourism, Computer Technology for Travel and Tourism, and Marketing and Management for Travel and Tourism

Global Goods Academy: Delivery Operations, Billing Operations, Purchasing Operations, Inventory Control, Warehouse Operations, Supply Chain Management Marketing OJT-Internship



Winter Haven High School

Business Education Department

Course Offerings 2009-2010