Computer Applications
Prerequisite: None

Computer Applications is a course designed to teach students how to use the computer and iPad as a business and personal tool through the use of application software and apps. This course emphasizes the daily use of word processing, spreadsheet, and presentation software for the completion of business-related and personal tasks. Students will also learn to use the Internet as an effective resource tool and demonstrate responsible digital citizenship.

Accounting I
Prerequisites: Gr. 11 or 12 status

This class introduces students to the area of business finance. Students will learn how to complete the tasks in an accounting cycle for a sole proprietorship and for a corporation and how to make business decisions based on accounting records. In addition, students will learn about careers in accounting, examine legal and ethical issues in accounting, and become familiar with QuickBooks accounting software.

Accounting II
*Missouri Baptist ACCT213 *DC* (3 cr)*
Prerequisite: Successful completion of Accounting I and approval of instructor

Accounting II is a course that builds upon the foundations established in Accounting I and allows students to develop a deeper knowledge of the principles of accounting. In addition to exploring more advanced concepts in journalizing, accounting adjustments, and end-of-fiscal-period work, students will be introduced to managerial accounting and learn to analyze financial statements and make sound management decisions with the use of common ratios and other methods.

Business Management
Prerequisites: Gr. 11 or 12 status

This course is designed to help students develop an understanding of skills and resources needed to manage a business. Topics covered include characteristics of effective leaders, management functions, elements of marketing, financial analysis, human resource management, and communication skills. As a class, students will also manage and operate an actual business. This class is highly recommended for students who wish to explore business as a career possibility.

Personal Finance   *DC* (3 cr)
Missouri State Fin150
Prerequisite: Gr. 11 or 12 or Department Approval
Required for Graduation
Personal Finance gives students the fundamental knowledge they need to better manage their own finances both now and in the future. In this class, students will explore practical topics such as money, banking, investments, credit, taxes, and insurance. Students will learn to make informed decisions as they complete simulated activities in money management.

Leadership
*Lindenwood NPA13000 *DC* (3 cr)*
Prerequisite: Gr. 11 or 12 status

This course provides an examination of historical and contemporary models of leadership, skills of effective leadership, and the responsibilities and privileges of leadership. Students will learn to function effectively in group settings and build an awareness of leadership issues facing our communities and society. As part of the course, students will be required to join and be actively involved in a non-athletic school club or organization.

Publications
Prerequisite: Permission of teacher

This course emphasizes the areas of writing, photography, and graphic design that focus on the nonfiction communication found in yearbooks and magazine style writing. The primary objective of the course is to design, develop, and publish the school yearbook. Students will sharpen skills in informational writing and peer editing. They will develop skills in journalistic design, computer layout, photography, and marketing. Course may be repeated.

Coding
Prerequisite: C or better in Algebra II

Introduction to programming using the PYTHON programming language is a course to help students understand the relevance of computing skills to their college and career plans. This is an in-depth course designed to teach fundamentals of computer science and program design. The course will cover classes, operators, input and output, control structures and functions. This course is recommended for the serious minded problem solver who is interested in a career in a computer-related field. Students will be expected to complete programming assignments outside of class.