

Business Technology Courses:

All business technology courses are taught in a computer lab setting where each student has their own PC computer workstation along with internet and printer access. Several software applications are available for student use, such as: Microsoft Office, Adobe Photoshop, Illustrator, etc.

Digital Information Technology - (9th, 10th, 11th, 12th grade)

This course is an entry-level course and is considered a pre-requisite before other business courses are taken. This course is designed to provide a basic overview of current business and information systems, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information based society. Digital Information Technology includes the exploration and use of: the internet, spreadsheets, presentation applications, email, and word processing.



***Students will have the opportunity to earn the Microsoft Office Specialist (MOS) industry certification in Word, Excel, PowerPoint & Outlook.**

***This course satisfies both the Online and Fine Arts requirement for graduation.**

Digital Design 1 – (10th, 11th, 12th grade)

This course is designed to teach students digital design skills using Adobe Photoshop software. Students will have the opportunity to display mastery in hands-on software skills that include: creating/editing images, photographs, logos, etc. Several hands-on projects are included in the curriculum. Employability skills are integrated into activities, tasks, and projects throughout the course to demonstrate the skills required by business and industry.



***Students will have the opportunity to earn an ACA industry certification in Adobe Photoshop software.**

***This course satisfies the Fine Arts requirement for graduation.**

Digital Design 2 – (11th, 12th grade)

This course is designed to teach students digital design skills using Adobe Illustrator and InDesign software. Students will have the opportunity to display mastery in hands-on software skills.



***Students will have the opportunity to earn an ACA industry certification in Adobe Photoshop software.**

***This course satisfies the Fine Arts requirement for graduation.**

Business Entrepreneurship Principles – (10th, 11th, 12th grade)

The purpose of this course is to introduce students to the concept of entrepreneurship, present entrepreneurship as a viable career option, provide students with the skills needed to realistically evaluate their potential as business owners, and to develop the fundamental knowledge and skills necessary to start and operate a business.

A “Shark Tank” competition is embedded in the course where students can win prizes.

***This course is a weighted Level 3 – Honors Course.**

Digital Media – Yearbook - (11th, 12th grade)

In this **course** students will gain skills in page design, advanced publishing techniques, copywriting, editing, and photography while producing a creative, innovative **yearbook** which records school memories and events. Students will have access to cameras and other photography equipment to record ZHS events that will be included in the yearbook.

Emerging Business Tech - Peer - (11 & 12th graders)

Upperclassman have the opportunity to perform peer duties in an on-campus office setting such as the Front Office, Media, Student Services, and the Office of School Counseling. An application process is required. Space is limited.

On-the-Job-Training (OJT) - (11th and 12th graders)

This course is available for 11th and 12th graders. The OJT work experience will provide upperclassmen with practical, first-hand knowledge in careers and occupations. Students will receive high school credit(s) for their on-the-job work experience. The OJT component will allow for early release from school.

Requirements:

- Students are expected to obtain their own employment and be employed at the time they enroll in OJT. Jobs must be approved by OJT Coordinator.
- Students are expected to be in attendance at school (all periods) each day to be eligible for early release.
- Students should have their own transportation to participate in early release from school for OJT. Students must leave campus each day during their OJT period.
- Students must be co-enrolled in an on-campus business course along with the current OJT course.