

# BUSINESS TECHNOLOGY ACADEMY

**NOTE:**    **P**    course is sufficiently rigorous to meet University of California (A-G) Visual and Performing Arts requirement  
              +    course satisfies career technical education graduation requirement  
              @    course qualifies for the CTE Program

## **INTRO TO COMPUTER APPLICATIONS ACADEMY** - Grade 10

A survey of common business and academic uses of computers using Microsoft Office 2007. Software applications covered include beginning and more advanced features in Word (word processing) including many editing features and ways to jazz up documents using word art, clipart, drawing tools and other desktop publishing features; Excel (spreadsheet) including creating spreadsheet formulas, cell formatting, auto formats and many graphing features; PowerPoint (presentations) including animations, graphics, sound, hyperlinks and Internet. This course also provides training towards obtaining nationwide recognized IC3 Certification in the following three areas: 1) Computing Fundamentals; 2) Living online; 3) Key Applications (Word, Excel, PowerPoint). Additionally, passing this course with a C or better earns students college credit through the CTE Transitions program offered through Canada, CSM and Skyline Colleges. These college credits can be transferred to a 4 year college.

## **+ WEB DESIGN AND DEVELOPMENT ACADEMY– P** - Grade 11

This course integrates Photoshop, Illustrator, Flash and Dreamweaver, using Adobe CS6, for the purpose of creating and enhancing interactive websites. Students will learn Photoshop which will include learning various drawing and text tools, changing and enhancing their drawings, creating & editing graphics, creating & enhancing text layers, layering and saving in various formats for different uses; Illustrator which will include how to use various drawing and writing tools to create attractive flyers, book jackets, posters; Flash which will include learning how to use various drawing and animation tools and techniques in Flash, how to use layers and timelines, and how to insert sound into their animation; and Dreamweaver which will include students learning how to create various web pages, add background color, insert and manipulate graphics, insert and change text fonts, sizes, colors, etc., create tables, and incorporate their Photoshop, Illustrator and Flash designs into their website. Students will then learn how to link their web pages together, as well as linking to other websites and YouTube, to create attractive and interesting websites. This class will prepare students for Woodside's Advanced Animation class. This course is approved for UC (a-g) requirements in Visual and Performing Arts.

## **+@ ADVANCED ANIMATION AND GAME DESIGN – P** - Grade 12

Suggested Prerequisite: Completion of Academies Business Technology II.

Continuation of skills acquired in Academies Business Technology II with emphasis upon advanced uses of word processing, including macros, merging documents and handling long documents; advanced spreadsheet applications and complex database sorting of retrieved data; electronic communications; and graphics in desktop publishing. Concepts: Business Management, Accounting, Business Law and Web Commerce.

## **ACADEMY ENGLISH II - P** - Grade 10

Suggested Prerequisite: Student performance and department recommendation, completion of English I. English II is designed for students who are performing at grade level.

This English course of study is based on the 10<sup>th</sup> grade California English-Language Arts Standards. The objectives of this course include the continued study of written communication with an emphasis on logical organization and effective sentence structure; vocabulary, grammar; and literary analysis through the study of short stories, novels, graphic novels, plays, poetry, and various forms of non-fiction. At this level, students are encouraged to look past the plot and examine theme, metaphor, simile, and other elements of good writing.

**ACADEMY ENGLISH III - P** - Grade 11

Prerequisite: Student performance and department recommendation, completion of English II. English III is designed for students who are performing at grade level.

This English course of study is based on the 11<sup>th</sup> grade California English-Language Arts Standards. The objectives of this course include the continued study of written communication with an emphasis on sentence, paragraph, and composition organization; vocabulary, grammar; and literary analysis through the study of American authors, past and present; short stories, novels, plays, poetry, and various forms of non-fiction.

**ACADEMY ENGLISH IV - P** - Grade 12

Suggested Prerequisite: Completion of Academies English III.

Review of grammar and mechanics of writing; emphasis on various kinds of composition writing and vocabulary building; study of various types of literature.

**ACADEMY GEOMETRY - P** - Grades 10, 11, 12

Prerequisite: Completion of Algebra I with a grade of “C-” or better.

Topics covered include inductive and deductive reasoning, angles, polygons, congruent triangles, constructions, circles, right triangles, similarity, solids, logic, and introductory trigonometry.

**ACADEMY ALGEBRA II - P** - Grades 10, 11, 12

Prerequisite: Completion of Algebra I and Geometry with a C or better.

A math elective, Algebra II is a college-prep class. Algebra I concepts are reviewed and are taken to a more sophisticated level. New topics include the applications of linear, quadratic, exponential and logarithmic equations, determinants, systems of equations, exponential and logarithmic functions, conic sections, sequences, series, and probability. *NOTE:* Most four-year colleges require Algebra II for admissions.

**ACADEMY MODERN EUROPEAN HISTORY - P** - Grade 10

This is a three-quarter survey course of the history, culture, and contemporary affairs of Europe and Asia from 1300 to post WWII. This course meets the California standards for tenth grade social science. The curriculum reinforces and expands skills learned in the freshman year.

**ACADEMY U.S. HISTORY - P** - Grade 11

In-depth study of development of American political, economic, and social institutions; includes selected interpretative study of ideas, issues, analytical materials, and biographical information. Follows California state standards for 11<sup>th</sup> grade.

**ACADEMY ECONOMICS - P** - Grade 12

A one-semester course. Provides a background to existing economic systems; covers basic economic theories and principles; examines current national and world economic problems and attempts to make projections for the future. Students participate in experiential project and assignments

**ACADEMY AMERICAN GOVERNMENT - P** - Grade 12

A one-semester course. Study of the problems of politics, the legislative process, political parties, voting, state and federal constitutions, the Bill of Rights, court and justice systems, and state and local government; and related matters, such as foreign policy, mass media, public opinion, and citizen responsibilities.