

calculating and journalizing employees' payroll; and calculating and journalizing employer payroll taxes.

Office Calculations/Office Procedures – Grades 11-12

*Semester Elective/Dual credit through ICCC (10-Key Mastery [CSC 110] – 1 credit;
Business Skills [BST 183] – 4 credits)*

Prerequisite: Guidance Approval

Office Calculations This course prepares students for mastery of both the 10-key electronic calculator and the computer keypad. Students will develop speed and accuracy and apply these skills in a variety of job simulations and applications.

Office Procedures Students will acquire a working knowledge of current office systems and equipment. Students will be introduced to the mechanics and operational methods of various office systems and equipment in varied business environments. This course is designed for students interested in a career as an Administrative Assistant.

COMPUTER SCIENCE

Computer Applications I - Grades 9-10-11-12

One Semester Elective

Prerequisite: Keyboarding I OR Successful Completion of Keyboarding in Middle School

Technology is becoming a bigger part of everyone's life and in our society. This course provides several opportunities to improve one's literacy with technology. The class emphasizes Word Processing and Spread Sheets. The use of scanners, digital cameras, and server access will be shown and implemented into classroom projects. Students will be using Microsoft Office software in creating individual and group presentations. Some of the projects to be completed are a newsletter, address database, and charting.

Computer Applications II - Grades 10-11-12

One Semester Elective

Prerequisite: Keyboarding I OR Successful Completion of Keyboarding in Middle School

Computer Applications II is designed for students to integrate print and multi-media programs into their classroom projects and career experiences. Students will have access to the latest computers and peripheral devices such as digital cameras, scanners, video cards and cameras, and digital editing equipment.

Software implemented in the class will include Microsoft products Word, Excel, and Power Point. i-Movie, i-photo, I-Tunes, Adobe Go Live, and Claris Home Page will also be used. The resources of the Internet will also be integrated in developing individual and small group presentations. Computer Applications I is a prerequisite for this course.

Web Management – Grade 11-12

Semester Elective

Prerequisite: Dreamweaver

Students will learn to create and format web pages using Dreamweaver. Students will also be responsible for updating the SLHS web site.