

eBusiness Academy

BUSINESS MANAGEMENT PATHWAY 1 (182)

Course Type	Course Code	Course Title	Course Description	Post Secondary Connection
Introductory Course	O119/120	Leaders of the PACC	The Leaders of the PACC course is designed to promote and cultivate leadership skills that will serve the student invaluablely in achieving his or her future academic and career goals. The course will be offered to any incoming freshmen that are willing and able to commit to a rigorous academic curriculum that will develop their abilities to be current leaders on campus as well as future leaders in their communities.	
Concentrator	IS600/601	MOUS Word	Microsoft Word prepares students for the MOUS Certification: Microsoft Word test. The following topics are covered during the course: Introduction to Word 2000, Text, Editing and Formatting of Documents, Creating and Formatting Tables, Inserting and Formatting Graphics, Mail Merge, Managing Files and Customized Word, and Creating Web Pages.	
Capstone Course I	IS602/603	MOUS Excel	Microsoft Excel prepares students for the MOUS Certification: Microsoft Excel test. The following topics are covered during the course: Introduction to Excel 2000, Worksheets and Entering Formulas, Functions, Creating and Modifying Charts, Developing a Multiple-Sheet Workbook, Custom Formats, Auto formats, Styles, Templates, Creating Special Effects, Sorting and Filtering Lists, Creating Pivottable and Pivotchart Reports, Automating Tasks with Macros, and Creating Hyperlinks.	A-G Approved
Capstone Course II	IS604/605	MOUS Powerpoint	Microsoft PowerPoint prepares students for the MOUS Certification: Microsoft PowerPoint test. The following topics are covered during the course: Introduction to PowerPoint 2000, Creating and Modifying Presentations, Creating Charts, Automating Electronic Slide Shows, Multimedia and Graphics, Third Party Photographic Design Software and Film Editing Software, and Interactive Slide Shows.	

eBusiness Academy

BUSINESS MANAGEMENT PATHWAY 2 (182)

Course Type	Course Code	Course Title	Course Description	Post Secondary Connection
Introductory Course	O119/120	Leaders of the PACC	The Leaders of the PACC course is designed to promote and cultivate leadership skills that will serve the student invaluablely in achieving his or her future academic and career goals. The course will be offered to any incoming freshmen that are willing and able to commit to a rigorous academic curriculum that will develop their abilities to be current leaders on campus as well as future leaders in their communities.	
Concentrator	IS600/601	MOUS Word	Microsoft Word prepares students for the MOUS Certification: Microsoft Word test. The following topics are covered during the course: Introduction to Word 2000, Text, Editing and Formatting of Documents, Creating and Formatting Tables, Inserting and Formatting Graphics, Mail Merge, Managing Files and Customized Word, and Creating Web Pages.	
Capstone Course I	IS654 & IS655	Machine Embroidery & Silk Screening	<p>This course is designed to teach students about machine embroidery including the fundamentals and procedures of machine embroidery and business marketing. The students will gain entry-level competency in the skills needed for employment in an embroidery shop.</p> <p>This course teaches students about the screen-printing industry and focuses on four main areas of the screen printing industry; design, fundamentals and procedures in silk screening and business marketing. The students will gain entry-level competencies for the skills needed in a screen-printing shop. Instructions will be provided through lecture and project-based assignments.</p>	
	IS552/553	Baking	This course is designed to acquaint students with all aspects of commercial baking. Skills will be acquired in using recipes/formulas and baking ingredients to prepare breads, pastries and other baked goods for distribution and sales. This is a course that prepares students for employment as a cake baker, cake decorator or baker's helper. Students will learn decorating skills such as roses, and borders.	A-G Approved