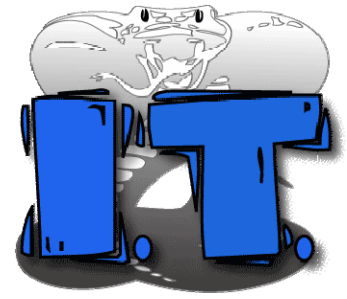


# Business & Information Technology Programs



**Information Technology Academy** students will take Intro. to IT as the first year course and then choose one of the Business Education career clusters. Most upper level CTE courses are for Honors Credits. Academy students will have job shadowing and internship opportunities in their junior/senior year.



**Future Business Leaders of America (FBLA)** is an organization for all secondary students participating in business education programs. Members have the opportunity to compete in business-related events at district, state, and national levels.



**National Technical Honor Society (NTHS)** is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Joining NTHS is an important career investment, respected by business, industry, and education that will add value and prestige to your professional portfolio. Student candidates must meet national and local membership standards and should be persons who have demonstrated scholastic achievement, skill development, leadership, honesty, responsibility, and good character.



**Vocational Gold Seal Scholarship** recognizes outstanding high school graduates who have completed a course of study in career preparation. This scholarship is awarded to students who have a cumulative weighted G.P.A. of 3.0 and complete a minimum of three vocational classes in one program. Students must maintain a 3.5 G.P.A. in those courses. The Scholarship (75% of tuition and fees per year) is renewable for students who enroll full-time in a certificate or degree-seeking program at a Florida public university, community college, or an accredited private postsecondary school.

Go to  
[www.floridastudentsfinancialaid.org](http://www.floridastudentsfinancialaid.org)  
for complete details and application

**Industry Certification** shows employers that persons have relevant digital skills and credentials for the competitive global workforce. Students enrolled in any Career and Technical course will take area certification exams. Currently students will test in Microsoft Office (MOS), C+ Networking, Apple's Final Cut Pro, Adobe Design & Media. Other exams are being added all of the time. Seniors will also take Ready-to-Work exams.



# Business & Information Technology Programs

Listed below are the programs offered at Park Vista High School. Those with an asterisk \* are honors level courses. See the Curriculum Guide for complete descriptions of each course. To qualify for the Vocational Gold Seal Scholarship, a minimum of 3 credits must be completed in one program. Students in all Technology courses will take an Industry Certification Exam paid for by the school district. Students who pass the exam will get a certificate which should be included with college applications and job resumes. These exams are the same professional exams that adults take to prove proficiency on certain software programs.

**C.C.C. or Intro. to I.T. is a prerequisite to all upper level Business Technology courses.** Emphasis is placed on developing proficiency with keyboarding, word processing, database, spreadsheet, presentation, and integrated software application as tools for accomplishing business-related job objectives. Sophomores, juniors, and seniors may take this course concurrently with level one of any other business program. *Exam: Microsoft Office Bundle (MCAS)*

## Accounting Operations

The theory and system of setting up, maintaining, and auditing the books of a business, art of analyzing the financial position and operating results of a business house from a study of its sales, purchases, overhead, etc.



Accounting Applications 1  
Accounting Applications 3<sup>+</sup>

*Exam: Microsoft Office Bundle (MCAS)*

## Client Services

A select group of students run the school store each day. See Mr. Rott for details.

*Exam: Microsoft Office Bundle (MCAS)*



## New Media Technology

Student will capture, manipulate, and store video images and sounds.



New Media & Digital Imaging

*Exam: Adobe Photoshop*

Digital Video & Sound Fundamentals

*Exam: Apple Final Cut Pro*

Web Design 1

*Exam: Adobe Photoshop*

## Digital Design

Students use computers to create graphics and page layout designs.

Digital Design 1

*Exam: Adobe Illustrator*

Digital Design 2<sup>+</sup>

*Exam: Adobe Photoshop*

Digital Design Yearbook (+ second year students) Application required.

*Exam: Adobe InDesign*



## PC Support Services

PC Support Technicians can diagnose, locate, and effectively repair most problems that frequently occur on computer systems.

PC Support 1

*Exam: Microsoft Office Bundle (MCAS)*

PC Support 2<sup>+</sup>

*Exam: A+*



Students in PC Support may also be involved in the Digital Divide. The Digital Divide program refurbishes older school district computers. Over the past 2 ½ years, our students have given over 700 computers to economically challenged youths or to non-profit organizations that assist challenged families throughout the Palm Beach area.

## On-The-Job Training (OJT)

Students in the program must hold a part-time job. They will receive high school credit in addition to their normal salary. Students must apply for the program and also be actively enrolled in any one of the other six business programs.

*Exam: Ready to Work*



## Web / Internet Services

Web design is the coding of web sites. It includes the incorporation of graphics and media to enhance the appearance and function of the web site.



Web Design 1

*Exam: Adobe Photoshop*

Web Design 2<sup>+</sup>

*Exam: Adobe Dreamweaver*

Web Design 3<sup>+</sup>

*Exam: Adobe Flash*

Students in Web Design 3 will work on professional websites for community businesses.