

HIGH SCHOOL BUSINESS AND OFFICE TECHNOLOGY COURSE CODES GRADES 7-12

High school (grades 9-12) courses in Business and Office Technology require 150 contact hours per credit.

Course Code	Course Name	Grade Levels	Description	Accreditation Time/ Credit Options*	License/credential Required**
03005	Computers & Keyboarding I	7-8	The student will develop basic skills in operating the keyboard using the touch system.	NDAC 67-19-01-34 (2)(b) ◆ may be counted as part of the minimum 200 minutes per week of additional courses	License Code: 03020-Business Ed/General Business ◆ K-12, 1-12, 7-12, 9-12, K-8, 1-8, or 5-8 OR 03025-Business-Vocational Education ◆ K-12, 1-12, 7-12, 9-12, K-8, 1-8, or 5-8
03006	Computers & Keyboarding II	7-8	The student will further develop skills in operating a computerized keyboard by using the touch system to produce mailable business documents. Mailability standards apply to keying, formatting, grammar, punctuation, capitalization, spelling, content, and layout and design. The student will be able to format academic and business reports.	NDAC 67-19-01-34 (2)(b) ◆ may be counted as part of the minimum 200 minutes per week of additional courses	
03007	Personal Finance	7-8	The learning experiences will involve business activities such as banking, accounting, money management, and other economic concepts. Students will explore issues of ethics, integrity, and confidentiality as they relate to the business environment.	NDAC 67-19-01-34 (2)(b) ◆ may be counted as part of the minimum 200 minutes per week of additional courses	
03008	Computer Applications ◆ Prerequisite: Keyboarding or equivalent skill	7-8	The main focus of this course is microcomputer operation system functions and commands. Students learn about operating system concepts, disk and file formats, disk and file management, and control and processing programs. Students learn to use utilities to sort, merge, copy, back up, and recover data. They also perform installation and execution of business applications software.	NDAC 67-19-01-34 (2)(b) ◆ may be counted as part of the minimum 200 minutes per week of additional courses	
03009	Business Ownership & Careers	7-8	The students will be introduced to entrepreneurship, business opportunities and requirements as well as related career information and self-assessment opportunities. Students will explore important entrepreneurship concepts, characteristics of different types of business organizations and opportunities, entrepreneurial career examples, individual career assessment and planning, entrepreneurial projects, and simulations.	NDAC 67-19-01-34 (2)(b) ◆ may be counted as part of the minimum 200 minutes per week of additional courses	

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14010	Accounting I	10-12	To introduce students to bookkeeping principles. A combination of subject matter and practice experiences concerned with elementary principles of accounting, accounting terminology, and basic knowledge necessary to keep a simple set of books.	½	License Code: 03020-Business Ed/General Business ♦ K-12, 1-12, 7-12, 9-12 OR 03025-Business-Vocational Education ♦ K-12, 1-12, 7-12, 9-12
14011	Accounting II ♦ Prerequisite: Accounting I	10-12	To provide students with detailed accounting knowledge. Includes more complex accounting transactions and the preparation of financial statements and reports.	½	
14012	Accounting III ♦ Prerequisite: Accounting II	11-12	This course is designed to help the student acquire a more thorough, in-depth knowledge of accounting procedures and techniques utilized in solving business problems and making financial decisions. Students will develop skills in analyzing and interpreting information common to partnerships and corporate forms of organization, preparing formal statements and supporting schedules, and using inventory and budgetary control systems. Computer applications should be integrated in each appropriate instructional unit.	½	
14013	Accounting IV ♦ Prerequisite: Accounting III	11-12	With the background of the accounting cycle, students will analyze and interpret financial information using computers and accounting software. Emphasis will be placed on decision-making in preparation for entry-level accounting positions.	½	
14022	Web Design ♦ Prerequisite: Keyboarding or equivalent skill	9-12	Introduces students to a variety of ways to create and maintain web pages. The students will focus on the overall production processes with particular emphasis on design elements involving layout, navigation, and interactivity. The basics of web page design programming languages and web design software can be taught. Careers in web design are explored and students are provided with opportunities to increase their communication, teamwork, and critical thinking skills.	¼ or ½	
14024	Computer Applications ♦ Prerequisite: Keyboarding or equivalent skill	9-12	The main focus of this course is microcomputer operation system functions and commands. Students learn about operating system concepts, disk and file formats, disk and file management, and control and processing programs. Students learn to use utilities to sort, merge, copy, back up, and recover data. They also perform installation and execution of business applications software.	¼ or ½	

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14025	Spreadsheets ◆ Prerequisite: Keyboarding or Computer Applications	9-12	Students will use the operating system of a microcomputer to analyze business trends and solve problems using spreadsheet software. This course will develop skills in designing worksheets, writing formulas, analyzing data, charting data, and managing data.	¼ or ½	License Code: 03020-Business Ed/General Business ◆ K-12, 1-12, 7-12, 9-12 OR 03025-Business-Vocational Education ◆ K-12, 1-12, 7-12, 9-12
14026	Database ◆ Prerequisite: Keyboarding or Computer Applications	9-12	Students will use the operating system to a microcomputer to organize and automate file handling. Students will use database software to solve business problems, analyze business trends, and solve problems.	¼ or ½	
14028	Telecommunications	10-12	This course will provide practice and understanding for the use of personal computer and appropriate software to access and utilize electronic telecommunication equipment in a business environment. Students will learn to conduct research and access electronic databases through the Internet. Students will also access information stored electronically in remote sites to conduct business projects and activities.	¼ or ½	
14029	Electronic Presentations	9-12	Students will learn to use a personal computer and appropriate software to create colorful and effective business presentations.	¼ or ½	
14050	Business Mathematics	9-12	This course is designed to improve computational skills and apply them to business situations. Areas of study include mathematical problems dealing with interest, percentages, installment buying, insurance, depreciation, markup and markdown, payroll, and taxes. Note: This course can be taught for Business Education credit only.	½	
14060	Business Communications ◆ Prerequisite: Keyboarding or equivalent skill	10-12	To provide a special English review for business students. Contains oral and written English as it applies to business including correctness and clarity of style, vocabulary in business correspondence, memorandums, formal and informal reports, and writing of minutes. Note: This course can be taught for Business Education credit only.	½	
14079	Business Technology and Procedures I ◆ Prerequisite: Word processing skill	10-12	To introduce students to office skills and occupations. Covers general office skills and procedures; attitudes and work habits; dress and grooming; job application skills; office telephone techniques; information processing; keyboarding applications; operating all types of common office machines; calculating, filing, sorting, checking, and recording data.	½	

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14080	Business Technology and Procedures II ◆ Prerequisite: Business Technology and Procedures I	10-12	Provides an understanding of the information processing systems and procedures used to support the administration in an electronic office. Electronic filing and records management, reprographics, telecommunications, handling the mail, telephone techniques, travel arrangements, handling meeting details, proofreading and editing tasks, dictation and transcription techniques, supervising activities of others, understanding career growth and job seeking skills. The content of this course could be delivered as a model office or other simulation.	½	License Code: 03020-Business Ed/General Business ◆ K-12, 1-12, 7-12, 9-12 OR 03025-Business-Vocational Education ◆ K-12, 1-12, 7-12, 9-12
14090	Personal and Business Law	10-12	To provide students with principles of law as they related to business transactions including contracts, insurance, loans, sales, negotiable instruments, partnerships, corporations, and property.	½	
14094	Keyboarding	9-12	Students will develop touch-typing skills. The course will include subject matter and practice activities to develop mastery of the keyboard through the touch system. It will include development of formatting skills for basic business documents.	¼ or ½	
14095	Consumer Education	9-12	To provide students with business related consumer knowledge. The economic welfare of the consumer and consumer groups in every day life including money management, purchasing, and utilization of goods and services, banking, investments, credit, evaluation of consumer research and product testing, and the role of the consumer in the economy.	½	
14096	Word Processing ◆ Prerequisite: Keyboarding or equivalent skill	9-12	Students will develop improved productivity with more efficient, timesaving ways of producing documents using electronic word processing equipment. The course continues instruction and practice in document composition, formatting, proofreading, and editing skills.	¼ or ½	
14098	Desktop Publishing ◆ Prerequisite: Keyboarding or equivalent skill	9-12	The process of creating a document that looks like a professionally designed and printed document. Includes sizing and inserting photos, graphics, and line drawings to the text copy. Instruction will be provided to create an original layout for a newsletter, catalog, brochure, and other materials that utilize different types of print.	¼ or ½	

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14111	Entrepreneurship	9-12	To provide students with an introduction to entrepreneurship business opportunities and requirements as well as related career information and self-assessment opportunities. Covers entrepreneurship importance and concepts, characteristics of different types of business organizations and opportunities, entrepreneurial career examples, individual career assessment and planning, and entrepreneurial projects and simulations.	½	License Code: 03020-Business Ed/General Business ♦ K-12, 1-12, 7-12, 9-12 OR 03025-Business-Vocational Education ♦ K-12, 1-12, 7-12, 9-12
14230	Introduction to Business	9-12	To provide students with an understanding of the economic environment in which we all live. An introductory study of business, how business meets consumer needs and wants, economic principles, desirable business practices, and awareness of career opportunities in the field of business.	½	
14340	Abbreviated Writing and Personal Notetaking	9-12	To give students a quick and easy method of writing in an abbreviated writing system and to develop notetaking skills. Includes information on how to take notes when working with printed materials, development of listening, and organizational skills.	½	
14999	Cooperative Work Experience	11-12	Provides students with a regularly scheduled, supervised employment opportunity related to Business and Office Technology Occupations in order to develop and improve work skills. The employment must be preceded by, or concurrent with, classroom instruction related to the work experience, consistent with the student's occupational goals, and related to the Business and Office Technology program area. There shall be a training agreement among all partners to the work experience (school, employer, student, and parents/guardians) outlining the expectations of each party. The instructor shall also develop a specific training plan with the employer for each student placed. The training plan shall include provisions for assessment of student progress and for on-site visits by the instructor during the student's placement. NOTE: <i>Students must be at least 16 years old and may be paid a wage by the employer.</i>	maximum of ½ per semester, not to exceed 2 credits while in high school	

* High school curricular requirements are spelled out in NDCC 15.1-21-02. Accreditation Rules can be found at <http://www.legis.nd.gov/information/acdata/pdf/67-19-01.pdf>. For accreditation, schools must provide additional units of credit based on school enrollment [see NDAC 67-19-01-32 (3)].

** Please refer to the second page of the teacher's North Dakota Educator's Professional license to verify which subject areas a teacher is qualified to teach. Licenses and endorsements are obtained on a teaching license from the Education Standards and Practices Board (ESPB). Credentials are obtained from the Department of Public Instruction (DPI) and are issued to individuals holding a current teaching license.