

Father Judge High School

Business/Technology Department



Microsoft
IT Academy
Program Member

CompTIA

Accounting 1

Grades 11, 12

This course is designed to teach students basic accounting principles. The student is introduced in stages to a simple accounting cycle. Training is provided for analyzing transactions and for the single proprietorship business for which the student records transactions. After the students receive a thorough introduction to the Principles of Accounting they will gain experience using the computer to complete their assignments using an Automated Accounting program either in the lab or on the wireless network. It is recommended not only to Business students but also to those students who wish to major in Accounting or Business Administration in College.

Accounting 2 - Dual Enrollment with Holy Family University ACCT205

Grade 12

This course will focus on underlying theory and current practice of financial accounting for the sole proprietorship and corporations. It will include the fundamentals of the accounting process, analysis of transactions, and the preparation of financial statements. This course will enhance the student's ability to handle all aspects of accounting functions, including inventory control, depreciation, notes and accounts receivable, and control of cash. Students will utilize computerized spreadsheets to solve problems.

A+ Managing and Maintaining PC Hardware

Grades 11, 12

In this course students will learn the processes and procedures needed to troubleshoot, repair, and maintain PCs. This course also places emphasis on supporting various PC operating systems. Students will be introduced to disaster recovery methods. Students will have the opportunity to apply and enhance their skills through hands-on projects that simulate real-life scenarios. This course aids in preparation for the CompTIA '2006 certification exams.

Computer Applications

Grades 11, 12

This course is designed to develop knowledge and skills in utilizing the computer to manipulate and process information using the **Microsoft® Office Suite**. The course includes an introduction to Windows XP. Students will learn word processing, spreadsheet applications, database creation and application, and presentation skills. As part of **The Microsoft® IT Academy**, we can now offer our students the opportunity to become **MOS (Microsoft® Office Specialist)** certified in any of the Office applications. The course has a strong concentration on **Word** and **Excel**. The entire Business/Technology Computer lab has a direct Internet connection that makes the Internet both accessible and very fast. The lab is equipped with state of the art computers, laser printers, LCD projectors, and a fast Ethernet network.

Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows

Operating System

Grades 11, 12

This course will be taught using lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs—the skills and knowledge necessary to support end users who run Microsoft Windows XP Professional Edition in a corporate, small business, or home environment, or who run Microsoft Windows XP Home Edition and applications in a home or corporate environment.

This course was developed for students entering the information technology (IT) profession. The course teaches the fundamentals of installing, administering, and troubleshooting Windows XP Professional Edition and Windows XP Home Edition. It will help train students who plan to support computers and end-users who run the most recent Microsoft operating systems and the Microsoft suite of productivity applications.

It is designed to prepare students to take the 70-271 exam: Supporting Users and Troubleshooting a Microsoft Windows XP Operating System and 70-272 exam: Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System.

Introduction to Business Principles

Grades 11, 12

This course is designed to help introduce the student to various aspects of business that all people face in life. Particular attention will be given to the operation and management of a business. The course gives students an appreciation of the importance of business in our economy. Certain topics discussed will be Business & its Environment, Business Ownership, Marketing, Finance, Communication, Human Resources, and Management Function.

Business Law & The Criminal Justice System

Grade 12

This course is an introduction to laws which govern society and business. Our legal system, the federal court system and the state court system will be covered. Crimes, civil law suits and the makeup of a criminal trial will also be covered. The rules for a contract will be explained thoroughly; as will the following topics: bailments, real estate and insurance. Laws for employment, laws regarding the use of checks and notes, and laws covering an agent will be included, but to a lesser degree.