

Microsoft Applications

Students will become proficient in Microsoft Office 2010: Word, Excel, Access, and Windows 7. Digital cameras, scanners, and digital imaging software will also be use. Students will have the opportunity to earn their Microsoft Office Specialist certification in Word, Excel, and Access.



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Bothell High School

Business Education

It's Hire Education

Personal Finance

Students learn how they can afford to live on their own. Learn how to get a good deal on a car, understand credit cards and use them wisely, and develop a budget. Banking, investing, and filing taxes will also be included. Learn how to make your money work for you! We will participate in an online stock market simulation and compete against students across the nation. We'll also take a field trip to the Junior Achievement Finance Park in Auburn and participate in the Budget Challenge. This class is a MUST for seniors getting ready to move out on their own.

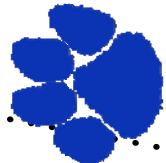
Did You Know...

...that your student can get college credit for taking our classes? High school students who enroll in Tech Prep and complete Tech Prep high school courses with "B" grade or better, become eligible to earn community /technical college credit.

Classes with designation qualify for Tech Prep credit



Northshore School District
Bothell High School
Business Education Department
9130 NE 180th Street
Bothell, WA 98011



Are you ready to register for your first year of classes at BHS?

Don't miss out on Future Business Leaders of America—it's one of the best and most active clubs on campus! It's a great chance to gain leadership skills, get awards and recognition for what you're learning in school, have fun, and travel to local, state, and national conferences.





COURSE OFFERINGS

Parents of Future Bothell High School Sophomores:

Do your students have the technical skills to meet the demands of high school and the future? The Business Education Department at Bothell High School has courses that will provide the skills needed for academic success in high school and college. Students can save time and money now and earn college credit by enrolling in Tech Prep credit courses.

Have you noticed your student struggling to type and format their research papers?

These classes can help:

- Beginning Computer Applications
- Microsoft Applications

In these courses, students master programs that will help them prepare their **Senior Project** using:

- **Word**—type and format research papers
- **Excel**—prepare tables, charts and graphs
- **PowerPoint**—create multimedia presentations
- **Access**—organize and manipulate data

Sophomores can enroll in other business education courses as well; please check this flyer for additional courses offered at BHS.

In addition to gaining valuable skills, students fulfill the occupational education requirement for graduation by completing two semesters of Career and Technical Education courses.

With registration approaching, let us help you and your students plan for a successful high school experience. Feel free to contact us with questions.

Terry, Lori, and Tom

Business Education Teachers & FBLA Advisors

425/408-7088

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Year-Long Classes

Accounting



Learn the basic principles of accounting for personal and business use. Students will learn to keep financial records both manually and computerized.

Advanced Accounting



Students receive further training in accounting practices and financial management decision-making with accounting computer software. This prepares students for entry-level accounting positions.

Computer Science with C#.Net



Learn how to create object-oriented programs using the C# language in the Microsoft .Net environment. This is a first course in computer programming; no previous programming experience is required. Prerequisite: Integrated Algebra/Geometry 2 or teacher permission.

Web Design



Learn HTML and CSS to create your own website and upload it to the Internet. You will also learn how to use Adobe Dreamweaver and Flash to create creative and effective websites.

Semester Classes

Beginning Computer Applications

Students will learn/review touch-typing skills and increase their speed and accuracy. They will learn how to properly format letters, envelopes, reports, memos, and tables using Microsoft Word. Voice recognition software will be introduced.

Introduction to Business

Students will gain experience running a virtual retail business as well as participate in the creation of their own company, develop a business plan, and present their company to an audience of their peers. Students will also keep financial records of a company throughout the course of a month "on-the-job".