

## Credentialing

Students are able to credential in any Business Education course. The credentials offered include: Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Access.



Vickie Starnes  
Business Ed Teacher  
[vstarnes@jefcoed.com](mailto:vstarnes@jefcoed.com)  
Ext. 110022

Carmen Simmons  
Business Ed Teacher  
[Csimmons@jefcoed.com](mailto:Csimmons@jefcoed.com)  
Ext. 110055



The Jefferson County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities or employment, and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies and the application of Title IX and its regulations to the Board: Mr. Jeff Caufield, Deputy Superintendent and Title IX Coordinator - 2100 18th Street South, Birmingham, AL 35209 205-379-2102  
[titleixcoordinator@jefcoed.com](mailto:titleixcoordinator@jefcoed.com)

The following person has been designated as the Board's Section 504 Specialist: Dr. Cherith Fluker, Homebound and 504 Specialist -2100 18th Street South, Birmingham, AL 35209 , 205-379-2214  
[cfluker@jefcoed.com](mailto:cfluker@jefcoed.com)

## Gardendale High School



## Business Education

800 Main Street  
Gardendale, AL 35071  
(205) 379-3600



## **BUSINESS ESSENTIALS**

Business Essentials is a one-credit foundation course. Students develop an understanding of how academic skills in mathematics, economics, and written and oral communications are integral components of success in commerce and information technology careers. Students examine current events to determine impact on business and industry and legal and ethical behavior, acquire knowledge of safe and secure environmental controls to enhance productivity, determine how resources are managed to achieve company goals, and identify employability and personal skills needed to obtain a career and be successful in the workplace. As students learn about different types of business ownership, they interpret industry laws and regulations to ensure compliance, identify principles of business management, and analyze business practices to determine ethical and social responsibilities

## **BUSINESS TECH APPLICATIONS**

Business Technology Applications is a one-credit foundation course designed to assist students in developing technological proficiencies in word processing, spreadsheets, databases, presentations, communications, Internet use, ethics, and careers using technology applications. Simulations and projects promoting teamwork, leadership, and workplace skills offer further opportunities for application of knowledge and skills.



## **ADVANCED BUSINESS TECHNOLOGY APPLICATIONS**

Advanced Business Technology Application is a one-credit course that provides students with project-based applications of concepts learned in Business Technology Applications or Business Essentials. Personal computing and business skills are integrated throughout the course as students use a variety of software applications to produce and prepare documents for publication and learn how to select appropriate software for generating information. A major emphasis is placed on guiding students through real-world experiences to aid in the school-to-career transition. The prerequisite for this course is Business Technology Applications or Computer Applications.

## **INTERACTIVE MULTIMEDIA DESIGN**

Interactive Multimedia Design is a one-credit course designed to provide students with skills involving presentations, desktop publishing, web publishing, and digital graphics. Students use various hardware peripherals as well as the Internet for integrating skills to create a variety of publications. Upon successful completion of the course, students are able to pursue further study in the area of professional interactive multimedia design. The prerequisite for this course is Business Technology Essentials.

Business Education students are encouraged to join the Gardendale High School Chapter of



**Future Business Leaders of America**

## **WORK BASED LEARNING**

The is a one credit course in which a student has a internship or an apprenticeship. Eleventh and Twelfth graders are eligible to apply for this program which utilizes a supervised work experience. This supervised environment allows the student to learn, demonstrate, and apply skills necessary to obtain and maintain jobs.