

BUSINESS, FINANCE, COMPUTER, MARKETING AND WORK STUDIES

BUSINESS ADMINISTRATION

The skills obtained in these courses will be useful in college and business, and provide 21st century skills for workplace readiness. Students are encouraged to participate in Future Business Leaders of American (FBLA), a national business leader's service organization with training in competitive events. FBLA is a co-curricular activity.

Business Administration CP-A

This course provides an overview of all critical business functions. Topics include business ownership, legal aspects of business, finance, the global economy and international business, management information systems, contemporary business issues, and an in-depth study of the stock market. The objective of the course is to prepare students to succeed in entry-level college business courses.

Grades 9 through 12 5 Credits

Entrepreneurship and Business Law CP-A

This course is for students who have an interest in the world of business. An entrepreneur is a person who attempts to earn a profit by taking the risk of operating a business enterprise. Entrepreneurship helps students understand how business operates, and it provides an appreciation of the relationship between business and the community. This course is designed to introduce students to the concept of entrepreneurship; present entrepreneurship as a career path that is worthy of consideration; and provide students with a realistic framework for starting their own business.

Business Law will help students understand their rights and responsibilities as applied to everyday matters. If you are interested in a career in law, law enforcement, or business, this course is a must. Topics will include how to make a contract, how to bring a law suit to court, special laws for minors, your rights as a consumer, and criminal terms and procedures.

Grades 9 through 12 5 Credits

Entrepreneurship CP-A

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Grades 9 through 12 2.5 Credits

This course must be taken in conjunction with Personal Finance.

FINANCE

Managing your Money

A Personal Finance Course for Everyone CP-A/B

This course includes training in keeping personal financial records necessary for banking services, paying taxes, using credit, maintaining a checking account and family money management. Additional topics include insurance, car and home purchase, and the fundamentals of investing, with the focus primarily on stocks, bonds, and mutual funds. This course will provide valuable information for business, administration, finance, hospitality and tourism, retail and wholesale careers, as well as personal use.

Grades 10 through 12 5 Credits

Managing your Money/Economics Honors

This course is for the more advanced student; it will include one semester in personal money management skills, and one semester exploring economic issues. The personal side includes training in keeping personal financial records necessary for banking services, paying taxes, using credit, maintaining a checking account and family money management. Additional topics include insurance, car and home purchase, and the fundamentals of investing, with the focus primarily on stocks, bonds, and mutual funds. The economics end will explore what students need to know about jobs, housing, prices, taxes, and other matters that affect income, spending, and wealth in their nation, and also globally. Students will understand the basics of supply/demand theory, and understand the fundamentals of government fiscal policy and monetary policy. This course will help them make wiser choices as they continue to face more complex financial issues in their future. This is a valuable course for any student in helping with personal financial decisions, but it is an especially important foundation for those students considering future careers or college courses in business.

Grades 10 through 12 5 Credits

Personal Finance CP-A/B

This half year course fulfills the state graduation requirement. The course will include training in keeping personal financial records necessary for banking services, paying taxes, using credit, maintaining a checking account and family money management. Additional topics include insurance, car and home purchase, and the fundamentals of investing, with the focus primarily on stocks. This course will help students make wiser choices as they continue to face more complex financial issues in their future. This course will also provide valuable information for business, administration, and finance.

Grades 9 through 12 2.5 Credits

Prerequisite: Student must schedule this course in conjunction with another 2.5 credit course; this requirement is indicated below their respective descriptions: Entrepreneurship, Global Awareness, Digital Photography, Lifetime Fitness and Wellness, Materials Science.

Personal Finance *Virtual* CP-A

This on-line course is for those that cannot find the time to take the in-school version of this course. It is a one semester course that will not have any teacher meeting time. The course includes training in keeping personal financial records necessary for banking services, paying taxes, using credit, maintaining a checking account and family money management. Additional topics include insurance, car and home purchase, renting, and the fundamentals of investing, with the focus primarily on stocks, bonds, and mutual funds. This course will provide valuable information for business, administration, finance, as well as personal use.

Grades 9 through 12 2.5 Credits

Prerequisite: Student must have a full schedule to take this course.

Accounting 1 CP-A

This course is the first in the Accounting series of three courses, and is a must for any student entering the world of business and finance. Students are introduced to the field of accounting as well as ways to self-manage their finances. They will learn how business transactions are recorded, reported, and interpreted by hand and with the use of computerized accounting software. They will learn about paying expenses, receiving revenues, and balancing a checkbook. Accounting procedures for a sole proprietorship as well as a merchandising business will be the focus. This course builds a foundation for Accounting 2 and 3 so plan ahead to be able to complete all courses. This course is appropriate for all levels of students.

Grades 9 through 12 5 Credits

Accounting 2 CP-A (Semester 1)

This course is the second course within the Accounting series. It is designed for those who have successfully completed Accounting 1. This course will introduce students to specific areas of accounting: Payroll Accounting, Corporate Accounting, Partnerships, as well as Accounting. Students will incorporate their newly acquired knowledge of Accounting 1 with a step-by-step journey into the world of Accounting by completing simulations to mirror real-life activities. It is recommended that students continue the series by taking Accounting 3.

Grades 10 through 12 2.5 Credits

Prerequisite: Successful completion of Accounting 1

Accounting 3 CP-A

(Semester 2: must be taken sequentially with Accounting 2)
This course completes the Accounting series. Using a variety of mediums, this course is designed for the student who has

successfully completed Accounting 1 and Accounting 2. Students will have actual hands-on experience in completing an accounting cycle for merchandising and publicly-held corporations. A variety of materials will be used to simulate business activities as well as a computerized accounting program. Students completing this series will be prepared for entry-level accounting positions, and/or to meet the challenge of college business courses.

Grades 10 through 12 2.5 Credits

Prerequisite: Successful Completion of Accounting 2

COMPUTER TECHNOLOGY

Computer Applications 1 CP-A/C

This program will give students computer skills that will help them in high school, college and future careers. This course includes the skills of keyboarding, word processing, spreadsheets, database management, presentation software, and desktop publishing. This course will also introduce students to Blogs, Wikis, and Google Docs.

Grades 9 through 12 5 Credits

Computer Applications 2 CP-A/C

This course focuses on Desktop Publishing and enhanced PowerPoint presentations. Also, incorporated throughout the course is advanced training in spreadsheets, information processing, and database management. Students will also be introduced to basics of HTML language, digital image editing, and basics of Virtual Learning Environments. All programs will be integrated into workplace simulations, with emphasis on student proficiency in the development of multimedia presentations. By the end of this course, students will be prepared to obtain a MOS (Microsoft Office Specialist) certification, an important credential which broadens employment opportunities.

Prerequisite: Computer Applications 1 – 72 or better

Grade 10 through 12 5 Credits

Web Page Design 1 CP A

This course is designed for the student who desires to confidently and effectively use the Internet and the World Wide Web as an indispensable tool at school, work or home. A comprehensive study of the tools and information available on the Internet, search engines and their features will be covered, as well as how to successfully explore the Internet to access information. Interdisciplinary projects will be assigned where the student will research on the Internet and utilize various software programs, such as word processing, spreadsheet, database, PowerPoint or graphic programs to present their findings. An in-depth study of e-mail will be covered. Students will learn to create, format and enhance Web Pages through programs designed for Web Page Design as well as HTML, utilizing various hyperlinks, animations, frames, graphics and WebBots.

Grades 10 through 12 5 Credits

Prerequisite: Computer Applications 2,
(Computer Apps 1 w/teachers recommendation).

Information Technology

CP-A

This course presents a general overview of information technology. Topics include how computers work, input and data storage devices, operating systems, data communications, systems analysis and design, and ethics. The course will also introduce the basics of networking. Topics include network topologies, media, protocols, hardware and software. The course includes practical experience and business case studies.

Grades 9 through 12

5 Credits

MARKETING

These programs are designed to prepare students for employment in various retailing, service, commercial, and distribution occupations. Students are encouraged to join DECA, a national marketing organization with training in competitive events.

Retail Marketing

CP-B/CP-A

This course is designed to give students a strong foundation in Marketing and an understanding of how stores and shopping malls operate. Units of study include: Merchandising, store operations, location, selling, business ownership, pricing, product planning, distribution, training techniques, compensation methods, customer service skills, promotion, purchasing, inventory control, risk management, career planning, human relations, and communication. Students taking Retail Marketing have the opportunity to participate in the DECA organization. DECA-related activities and curriculum are used as part of all marketing courses. This course can be a prerequisite to the Co-Op program.

Grades 9 through 12

5 Credits

Advertising & Sales

CP-B/CP-A

This course is offered in both College Prep A and College Prep B levels. This course is an in-depth program for the college or career-minded student with an emphasis in the following areas: Marketing and business fundamentals, personal selling, human relations, advertising, display, promotion, publicity, public relations and career planning. Students will create and evaluate advertising layouts for various forms of media (TV, radio, magazine and newspaper) as well as perform sales demonstrations.

Participation in DECA is strongly suggested in this course, with an emphasis on competitive event preparation. DECA-related activities and curriculum will be used as part of all Marketing courses. This course can be a prerequisite to the Co-Op program.

Grades 9 through 12

5 Credits

Sports, Entertainment, Hospitality, and Tourism Marketing

CP-A

This course is designed to give students an overview of careers in the sports, entertainment, hospitality, and tourism industries. It is for the student who may plan to pursue either a college degree or future employment in Sports, Entertainment, Hospitality or Tourism management or marketing. Major emphasis of study will include

but may not be limited to: introduction of marketing concepts through the marketing of a professional sports team (Fantasy Football projects), contracts and negotiations, the importance of Sports/Entertainment/Hospitality/Tourism to our economy, media and promotion, sponsorships, event management, licensing, restaurants and food service, hotel and lodging, travel and tourism, recreation, amusements and attractions, executing the operation of an event or simulation, emerging trends in the industries and available career opportunities. Participation in DECA is strongly suggested in this course. DECA-related activities and curriculum are used as a part of all Marketing courses.

Grades 10 through 12

5 Credits

Prerequisite: Successful completion of Retail Marketing or Advertising & Sales

WORK STUDY PROGRAM

Business, Marketing

CP-B

Students who will seek admittance to this program in their senior year are encouraged to take Driver Behind the Wheel Training at age 16, so they are eligible for their license at age 17 – since they must be able to provide their own transportation. This program provides the senior student with the opportunity to relate their skills to the workplace while earning money. Through a cooperative arrangement between the school and community employers, students spend a part of the day in school and a part in an approved office, related commercial/retail establishment, or engineering firm, depending on completion of prerequisite. The program is comprised of the related classroom course and up to three periods of released time for paid work experience. Fifteen credits are earned upon successful completion of the course.

The related class covers life skills content related to money management and career preparation. Money management topics covered include banking, taxes, using credit, maintaining a checking account, making major purchases, independent living, consumerism, civic financial responsibility, and insurance. Included in the career preparation area are job searching, resumes, understanding paychecks, dealing with different bosses and co-workers, how to work as part of a team, workplace communications, worker accountability and productivity, safety on the job, and ethics in the workplace.

15 Credits

Prerequisites: See Chart Below Senior Enrollment Only

Category for Work Study	Required Courses
Business	Combination of two Business, Computer or Finance Courses; second course may be taken concurrently. This combination must be equal to 10 total credits.
Marketing	Two Marketing courses; second course may be taken concurrently.