

BUSINESS PROGRAM

<u>COURSE</u>	<u>LENGTH</u>	<u>CREDITS</u>	<u>OPEN TO</u>
Computer Applications I	Semester	2.5	9 – 12
Computer Applications II	Semester	2.5	9 – 12
Personal Finance	Year	5	9 – 12
Accounting I	Year	5	9 – 12
Accounting II	Year	5	10–12
Marketing	Year	5	10–12
Entrepreneurship	Semester	2.5	9 – 12

COMPUTER APPLICATIONS I

Prerequisite: None

Semester, 2.5 credits

Open to: Fr., So., Jr., Sr.

This is an essential and practical course for every student, whether they are considering going on to college or immediately entering the workforce. Students will learn the foundations of keyboarding using a variety of computer software, keyboarding information, and processing textbooks. In addition, students will learn the fundamentals of Microsoft Word, Excel, and PowerPoint creating, formatting, editing, and printing documents such as letters, tables, reports, resumes, etc. Students will also conduct short presentations in class.

COMPUTER APPLICATIONS II

Prerequisite: Computer Applications I

Semester, 2.5 credits

Open to: Fr., So., Jr., Sr.

Students will learn how to communicate using the computer as a tool. More advanced topics in Excel, PowerPoint, Publisher, and Access will be covered. Using Access – students will learn how to design and create a database. Searching the database using filters and queries will be studied. Using PowerPoint – students will learn how to plan and create presentations that include text, pictures, draw objects, and clipart. Students are required to present more comprehensive slide shows to the class using PowerPoint and alternative web-based presentation software. Desktop publishing techniques using Word is also covered.

PERSONAL FINANCE

Prerequisite: None

Full Year, 5 credits

Open to: Fr., So., Jr., Sr.

Personal Finance is a full-year course designed to help students gain the skills they need as they leave home and assume adult responsibilities. Topics covered will revolve around career planning and preparation, and money management including budgeting, credit, taxes, insurance, and saving and investing.

ACCOUNTING I

Prerequisite: None

Full Year, 5 credits

Open to: Fr., So., Jr., Sr.

Basic accounting concepts and career options are introduced. The complete accounting cycle for a sole proprietorship, partnership, and corporation is taught. The student will be familiarized with accounting for a merchandising business with all its related business transactions, including financial statements. Computers are used to gain experience on automated accounting systems. This course is recommended if you are considering majoring in business at college.

ACCOUNTING II

Prerequisite: Accounting I, Dept. Head Approval

Full Year, 5 credits

Open to: So., Jr., Sr.

Students electing this course should be interested in the further study of accounting. Strong analytical and research skills are necessary for success in this course. After a brief review of basic accounting, an expansion of the fundamental principles of accounting will be explored. The computer will be used to apply accounting principles. In addition, much detail will be spent critiquing major business publications. This course is highly recommended for students considering majoring in business at college.

MARKETING

Prerequisite: None

Full Year, 5 credits

Open to: So., Jr., Sr.

Marketing is the act or business of promoting sales of a product, as by advertising and packaging. This course is designed to introduce the student to the Principles of Marketing from conception to sale. The influence and impact of firms, organizations, and society on the marketing process will be explored. Topics covered include: the role of advertising, sales promotion, market strategy, consumer behavior, product development, direct marketing, international marketing, service marketing, and marketing management. This course requires students to use creative and analytical skills through detailed case analysis and marketing projects. Strong English and Mathematical skills are needed for success in this course.

ENTREPRENEURSHIP

Prerequisite: None

Semester, 2.5 credits

Open to: Fr., So., Jr., Sr.

This semester course is designed to help students understand the principles of starting a small business with an emphasis on business opportunities. Entrepreneurial businesses are a driving force in today's economy. Student responsibility and initiative are encouraged as business strategies are created, planned, and presented as a final product. Through the use of research, class assignments, guest lecturers, simulations, and the design of a business plan, students will understand and demonstrate their skill in using the tools needed to become a successful entrepreneur.