

Business Education Department:

620Z Introduction to Keyboarding (Full year 9th grade) 5 Credits: This course is required for all freshmen. Students will learn to key in data using the touch method. In addition, various personal computer functions and capabilities will be introduced as well as business letters, tables, and manuscripts.

621N Keyboarding I (New Americans) 5 Credits: This course is designed for those students with limited English proficiency. Knowledge of the computer, touch typing, basic letters, tables and reports will be introduced. Reinforcement of English grammar is a very large part of this course. The student will progress at his/her own pace to accommodate their own learning abilities.

622N Keyboarding II (New Americans) 5 Credits: This course is a continuation of Keyboarding I (New Americans) with an emphasis on developing speed, accuracy and building employable skills. Further knowledge of the computer will be introduced.

624Z E Finance 5 Credits: This course is intended to provide life skills for those who are about to enter the workforce and live on their own, or those entering college (both commuter and on campus). In addition to guest speakers, field trips, community involvement, Internet based learning using laptops, and relevant practical applications, the student will be exposed to popular personal financial software packages.

627Z Accounting I 5 Credits: This is an elementary course designed to acquaint the student with accounting concepts and procedures. The student will process accounting data for sole proprietorships organized as a service business and partnerships organized as a merchandising business. Work includes use of Accounting software on laptops plus completing actual Accounting documents and papers.

Knowledge gained in this course is invaluable for those who wish to open their own business, those wishing to study business at a higher level, and simply for those who wish to keep accurate personal records.

628Z Accounting II 5 Credits: Accounting II is a continuation of Accounting I. Those who wish to increase their knowledge in the accounting area are strongly encouraged to take this course. Work includes use of accounting software using the laptop computer. Study of corporate operation is paramount plus an overview of the US Tax structure.

631Z 21st Century Computer Skills I 5 Credits: This course is designed to familiarize the student with Microsoft application software and to help develop skills needed for college or the real world of work. Word, Excel, Access, and PowerPoint will be integrated with the power of the Internet. Students will learn to move quickly among applications, transfer text and graphics easily, and interact with the World Wide Web.

632Z 21st Century Computer Skills II 5 Credits: This course will introduce more advanced techniques and concepts. Students will have a firm knowledge of Microsoft Office and will be able to solve a variety of personal computer-related problems. Upon completion of both 21st Century I and II, the student will be prepared to take the Proficient Level of Microsoft Office User Specialist Exam (MOUSE).

635Z Marketing I 5 Credits: This course teaches the process of developing, promoting, and distributing products to satisfy customers' needs and wants. Microsoft Office, a class website, virtual business, laptops, guest speakers, and field trips are integrated into the lessons. Upon completion of this class, students are eligible for Marketing II.

636Z Marketing II 5 Credits: This course expands the principles of Marketing I using more real world examples and problems. The course focuses on Advertising, Hospitality, E-Commerce and Sports and Entertainment. Microsoft Office, a class website, virtual business, laptops, guest speakers, and field trips are integrated into the lesson.

640Z International Business/Economics 5 Credits: This course is designed to teach the basic laws and principles of economics-with a global spin. The stock market, advertising and marketing, careers, trips, and speakers will be incorporated throughout the year. Assignments and course work will be completed on laptops.

641Z Business Law (12) 5 Credits: This is a senior elective that seeks to correspond significantly to the vital area of current legal thinking. An extensive multi-phased edition of Business Law is designed to propel the student into and through the new millennium using creative and analytical thinking. Laptops will be used.

645Z Career Planning 5 Credits: Following the pathway of self-discovery, students become aware of their potential for entering various field of work. They are helped to weigh their own interests, values, aptitudes and abilities against the characteristics required of people who perform various jobs. The course is designed to increase students' awareness of career development issues and to familiarize students with resources that can help them reach their career goals. They learn what steps they should take in planning their future careers and how to apply self-assessment skills in a lifelong process of achieving career satisfaction.