

BUSINESS COURSES

Course Title	Course #	Credit	Level	Prerequisite	NCAA
ACCOUNTING I Semester 1	25450 S1	0.5	10-12	None	No
ACCOUNTING I Semester 2	25450 S2	0.5	10-12	None	No
Workbook: \$28.00	Learn the steps in the accounting cycle, which includes analyzing source documents, journalizing, posting, trial balance, multi-column worksheet, income statement, statement of changes in owner's equity, balance sheet, and post closing trial balance. Check writing and bank reconciliation as well as income tax preparation are included. <i>Meets Graduation Requirements in: Practical Arts.</i>				
ACCOUNTING II Semester 1	25455 S1	0.5	11-12	Acctg I	No
ACCOUNTING II Semester 2	25455 S2	0.5	11-12	Acctg I	No
Workbook: \$28.00	Accounting II builds upon knowledge acquired from Accounting I through the use of Peach Tree automated accounting software. Students will work through real-world computerized accounting simulations reinforcing the nine steps of the accounting cycle that were covered in Accounting I. In addition, students will learn advanced concepts including the accounting for: assets depreciation, notes receivable/payable, deferrals, accruals, stocks, bonds, dividends and inventory valuation. Other topics will be discussed such as business ethics and the formation of business organizations including sole proprietorships, partnerships and corporations. <i>Meets Graduation Requirements in: Practical Arts.</i>				
PROFESSIONAL BUSINESS TRAINING Semester 1	25657 S1	0.5	11-12	Word Proc	No
PROFESSIONAL BUSINESS TRAINING Semester 2	25657 S2	0.5	11-12	Word Proc	No
	Professional Business Training is beneficial for all students who wish to train for a career in the business world upon graduation from high school or college. Be on the cutting edge of business with management skills, leadership training and technology enhancement skills. <i>Meets Graduation Requirements in: Practical Arts.</i>				
PROFESSIONAL BUSINESS TRAINING-WORK EXP S1	25658 S1	0.5	11-12	See below	No
PROFESSIONAL BUSINESS TRAINING-WORK EXP S2	25658 S2	0.5	11-12	See below	No
	Must be currently enrolled in Professional Business Training and have the ability to provide own transportation. Students work on-the-job in a business-related area and may receive up to two school credits per year while earning pay from the employer. Students may be dismissed one or two periods early in order to work. Students who wish to work and NOT be dismissed early and desire the extra school credit may enroll in out-of-school work experience. <i>Meets Graduation Requirements in: Practical Arts.</i>				
MICROSOFT OFFICE APPLICATIONS	25425	0.5	9-12	Word Proc	No
Fee: \$35.00	This course includes MS Word (word processing), MS Excel (spreadsheets), MS PowerPoint (presentation software) and MS Access (database). Students create business documents such as: Resumes, memos, payroll spreadsheets, charts/graphs, filter, sorts, etc. In addition, students prepare for the MOS (Microsoft Office Specialists certifications in Word, Excel, PowerPoint, Access). Microsoft Office Specialist certification, the premier Microsoft desktop productivity certification, is a globally recognized standard that validates computer desktop skills. The Microsoft Office Specialist program is meeting the demand for "job-ready" people in the global workplace. *This satisfies the technology proficiency requirement for graduating classes of 2010 and 2011. <i>Meets Graduation Requirements in: Practical Arts.</i>				
ENTREPRENEURSHIP	25525	0.5	10-12	None	No
	Students will study the nature of small businesses, analyze advantages, risks and opportunities of personal business ownership, learn the process of starting, managing and evaluating a small business. Students will complete a comprehensive business plan including organizational, marketing and financial sections. <i>Meets Graduation Requirements in: Practical Arts.</i>				

Course Title	Course #	Credit	Level	Prerequisite	NCAA
BUSINESS LAW	25475	0.5	10-12	None	No
	This course deals with a study of our legal system, the courts and the law in relation to minors as well as with a study of contracts and bailment. This course is designed to introduce students to business law in their everyday lives. Emphasis is placed on the study of legal rights and obligations that individuals will encounter in everyday business transactions as well as in personal life. Consideration is given to problems and situations that require analysis of rights and responsibilities in legal agreements and relationships. A survey of the division of law and court system is presented. The course ends with a student driven mock trial. <i>Meets Graduation Requirements in: Practical Arts.</i>				
BUSINESS PRINCIPLES	25700	0.5	9-11	None	No
	This course addresses many elements of business to include basic economics, management, ethics, marketing, advertising, credit use/banking, franchises, corporations and sole proprietorships. In addition, students have the opportunity to job shadow a professional for a day, play the stock market and complete projects using a variety of technology. <i>Meets Graduation Requirements in: Practical Arts.</i>				
MARKETING I Semester 1	25570 S1	0.5	10-12	None	No
MARKETING I Semester 2	25570 S2	0.5	10-12	None	No
Fee: \$30.00 for DECA dues and workbook.	Marketing I is an introductory course designed for students who are interested in exploring marketing. Topics covered include basic marketing and economic concepts, the free enterprise system, legal and ethical issues concerning marketers, selling, advertising and promotion. In addition, communication, interpersonal, leadership and technology skills will be developed, as well as employability and career development strategies. Active participation in DECA is an integral component of the curriculum. Membership in DECA is mandatory for all Marketing I students. <i>Meets Graduation Requirements in: Practical Arts.</i>				
MARKETING II Semester 1	25572 S1	0.5	11-12	Mktg I	No
MARKETING II Semester 2	25572 S2	0.5	11-12	Mktg I	No
Fee: \$30.00 for DECA dues and workbook	Marketing II/School Store is a course designed for students interested in exploring advanced topics in marketing. Topics covered include physical distribution, purchasing, stock handling and inventory control, price planning and pricing strategies, marketing research, product planning, branding, packaging, and labeling, extended product features, entrepreneurial concepts, interpersonal and management skills. An integral component of the Marketing II course involves the application of these concepts in the management and operation of the school store. Students will also develop employability and career development strategies. Active participation in DECA is an integral component of the curriculum. Membership in DECA is mandatory for all Marketing II students. <i>Meets Graduation Requirements in: Practical Arts.</i>				
MARKETING WORK EXP. Semester 1	25571 S1	1.0+	11-12	Mktg I or II	No
MARKETING WORK EXP. Semester 2	25571 S2	1.0+	11-12	Mktg I or II	No
	Marketing Work Experience gives students who are currently enrolled in a Marketing class, and have their own transportation, the option of earning course credit for out-of-school employment. Students will be expected to secure employment with a district-approved employer; work a minimum of 120 hours per semester for each period of Marketing Work Experience on their class schedule; maintain employment continuously throughout the semester; provide documentation of hours worked and perform satisfactorily on the job. <i>Meets Graduation Requirements in: Practical Arts.</i>				
Word Processing	25400	0.5	9-12	None	No
Fee: \$10.00	This course is designed to establish keyboarding efficiency by touch on the alphanumeric keyboard and the ten keypad. This course is a must for students who desire to be more time efficient on the keyboard by increasing speed and reducing mistakes. The skills needed to create, format, and edit professional documents such as letters, tables and reports are taught, as well as inserting graphics, page numbers, borders, shading, bullets and numbering using Mirosoft Word. <i>Meets Graduation Requirements in: Practical Arts.</i>				