

# ***BUSINESS EDUCATION***

## **Keyboarding I - Grades 9-10-11-12**

*Semester Elective*

*\*This course is a **requirement** for any student who could not type at least 30 wpm in 8<sup>th</sup> grade*

*Prerequisite: Students who can type 50 wpm or faster should not be placed in this course.*

Keyboarding I is a one-semester course that is required for every student in high school who hasn't "tested out" in middle school. Everyone will need to know how to keyboard with speed and accuracy to be effective when using a computer.

The objective of this course is to give the student an operational knowledge of the computer as it pertains to keyboarding. The student will learn all keys and work on building speed and accuracy along with formatting personal letters, business letters, outlines, reports, and tables.

## **Keyboarding II - Grades 9-10-11-12**

*Semester Elective*

*Prerequisite: Keyboarding I OR Successful Completion of Keyboarding in Middle School*

Keyboarding 2 is a one-semester elective course. Emphasis is placed on basic skill building as well as speed and accuracy. Keyboarding competence is developed through intensive practice on business reports (MLA style), business forms, and business letters as well as advanced tables.

Being able to use the computer is a "must" in the business world.

## **Introduction to Business I - Grades 9-10-11-12**

*Semester Elective*

Students will be exposed to principles of economics and how economic decisions affect individual consumers, businesses, countries, and international competition. Understanding needs and wants will help introduce students to trade-offs made in the business world and applied throughout the business cycle.

## **Introduction to Business II - Grades 9-10-11-12**

*Semester Elective*

The business world is an exciting and always changing adventure. This class consists of real-life activities with the following units: Money Management & Financial Planning (Budgets), Banking & Financial Services (Checking & Savings), Consumer Credit & Personal Business Plans. Students will work through the steps for creating a personal Business Plan including brainstorming sessions, evaluating ideas, market research, finance & Presentation Techniques.

First semester Introduction to Business I is strongly recommended, but not required.

## **Business Law - Grades 10-11-12**

### *Semester Elective*

The fundamental emphasis is on business law, while introducing personal law topics that are interesting to the students. Students will look at ethics, employment, credit, banking, bankruptcy, contracts, partnerships, and more. The lessons provide relevant real and fictional cases that encourage students to apply the legal concepts they are learning.

## **Business Communications - Grades 11-12**

### *Semester Elective*

*Dual credit through ICCC (3 hours college credit upon completion) [BUS-121]*

*Prerequisite: Guidance Approval*

Introductory course designed to help you develop and refine the skills necessary to communicate effectively in a professional business environment. The focus will be on communicating clearly, concisely, considerately, and correctly, both orally and in writing. You will learn to plan, compose, and evaluate business documents, including letters, memos, and business reports; to use technology to communicate, including e-mail and discussion boards; and to prepare and deliver oral presentations. The course will also contain an introduction to employment communication, including resumes, application letters, and interview skills. Emphasis throughout the course will be placed on intercultural communication and the ethics of communication. Teaching/learning methods will include reading, close analysis of business and professional documents, in-class writing and oral exercises, brief lectures, formal writing assignments, group projects, and examinations.

## **Marketing - Grades 11-12**

### *Full Year Elective*

This elective course gives the student an opportunity to explore the business world by discussing the free enterprise system, marketing concepts, distribution, communication and interpersonal skills, ethical situations and management skills, as well as selling and advertising.

DECA, a marketing/management organization is a vital part of the marketing education program. Students will learn leadership skills and compete in marketing/business competitions.

Students will also have the opportunity to learn about business ownership through field trips.

## **Introduction to Accounting - Grades 10-11-12**

### *Full Year Elective*

Students will receive instruction in analyzing and recording various business transactions and in completing the accounting cycle by journalizing, posting, preparing worksheets, making adjusting and closing entries, and preparing financial statements for service and merchandising businesses. Instruction will be provided for accounting for cash by using a petty cash fund, reconciling a bank statement, and utilizing the cash short and over account;

calculating and journalizing employees' payroll; and calculating and journalizing employer payroll taxes.

**Office Calculations/Office Procedures – Grades 11-12**

*Semester Elective/Dual credit through ICCC (10-Key Mastery [CSC 110] – 1 credit;  
Business Skills [BST 183] – 4 credits)*

*Prerequisite: Guidance Approval*

**Office Calculations** This course prepares students for mastery of both the 10-key electronic calculator and the computer keypad. Students will develop speed and accuracy and apply these skills in a variety of job simulations and applications.

**Office Procedures** Students will acquire a working knowledge of current office systems and equipment. Students will be introduced to the mechanics and operational methods of various office systems and equipment in varied business environments. This course is designed for students interested in a career as an Administrative Assistant.