

4. Business – 0200-0299

This subject area encompasses courses that concern knowledge and skills useful in business, secretarial, and office technology, including general office procedures, use of office technology, business management, and financial operations.

0201 Business/Office Career Exploration - Recommended for Students Grades 6 - 8 - Geared for students with a possible interest in business or office technology. Business/Office Career Exploration courses expose students to the opportunities available in the accounting, administration, computer applications, data processing, management, and secretarial fields. Emphasis is placed on responsibilities, qualifications, work environment, rewards, and career paths. These courses may also include consumer education topics, computer exposure, employability skills, and/or hands-on experience within the various occupational areas.

0202 Office Technology - (formerly Office Technology - Comprehensive) - Recommended for Students Grades 9 - 10 - Courses provide numerous opportunities to explore and understand the responsibilities and duties common to most office personnel. These comprehensive courses cover such topics as communication skills, reception and transmission of information via electronic media, filing and electronic record keeping, management, mail handling, scheduling meetings and conferences, creating itineraries, dictation and machine transcription, and varied computer applications to include are word processing, spreadsheets, data bases, presentation software, and internet.

0203 Business Communication and Technology II – Grades 10-12 – Business Communication and Technology II focuses on the integration of information technology, communication skills, leadership skills, and workplace skills in the business world and/or post secondary education arena. In addition, the student examines career paths available after graduation.

0204 Keyboarding - Recommended for Students Grades 6 - 12 - This middle-school level course provides an introduction to the keyboard (letter, numbers, and symbols), basic machine operation, and proper keyboarding technique. As students progress through the course and into advanced courses, they improve their speed and accuracy. Initial courses typically focus on producing business letters and reports that incorporate column typing. Advanced courses continue to emphasize developing speed and accuracy in producing a variety of increasingly complex business documents. Such courses develop proficiency, production skills, and problem solving skills. Keyboarding skills may be developed on typewriters or computers.
Student Teacher Accountability Reporting System

0205 Word Processing - Recommended for Students Grades 6 - 12 - Courses introduce automated document production using one or more software packages. These courses may introduce keyboarding techniques or may require prior experience; in either case, speed and accuracy are emphasized. A parallel focus is placed on the use of software commands and functions to create, edit, format, and manipulate documents, capitalizing on the power offered by word processing software programs. File and disk management and other computer related skills may also be covered in Word Processing courses.

0206 Data Management - Recommended for Students Grades 9 - 12 - Classes provide a basic understanding of the procedures involved in recording personal financial transactions as well as transactions typically undertaken by small businesses. Partial emphasis may be placed

on personal banking, budgeting, and income tax calculations; additional emphasis is usually placed on cashier and clerical procedures, inventory control for small businesses, database management, merchandising, and payroll. Data management courses teach students the value of data management to the organization, operation, and control of a business.

0207 Accounting - Recommended for Students Grades 9 - 12 - Courses introduce and then expand upon the fundamental accounting procedures used in small businesses. Typically, the first year covers the full accounting cycle, and incorporates topics such as payroll, taxes, debts, depreciation, ledger and journal techniques, and periodic adjustments. Students may learn how to apply standard auditing principles to the projects they work on and may prepare budgets and final reports. Calculators, electronic spreadsheets, or other automated tools may be used. In advanced courses, elementary principles of partnership and corporate accounting are introduced and explored, as are the managerial uses of control systems and the accounting process.

0210 Advanced Accounting - Recommended for Students Grades 10 - 12 - This course builds upon the concepts learned in Accounting Fundamentals. Students will study and apply advanced accounting principles relating to partnerships, corporations, cost accounting, number systems, inventory control, depreciation, petty cash systems, accruals, notes and interest, payroll and taxes, and computerized accounting. Computerized spreadsheet applications and a "simulation" project are integral to the class.

0212 Cost Accounting - Recommended for Students Grades 11 - 12 - This course builds upon the concepts learned in Advanced accounting, and introduces students to principals of cost accounting with an emphasis on job order costing. Topics covered may include manufacturing statements; cost theory; and integration of materials, labor and overhead to the computerized job cost situation. Computerized spreadsheet applications are emphasized

0220 Exploring Business and Marketing - Recommended for Students Grades 6 - 8 - This middle-school course is designed to explore the nature of business and to study related careers in fields such as financial services, fashion merchandising, information systems, marketing, office systems technology, public relations and promotion, and travel and tourism. Emphasis is on using the computer while studying applications in these careers along with problem solving and thinking skills. Entrepreneurship practices and principles may be surveyed or implemented through a project or thematic unit.

0221 Introductory Business - Recommended for Students Grades 9 - 12 - Courses survey an array of topics and concepts related to the field of business. These courses introduce business concepts such as banking and finance; the role of government in business, consumerism, credit, investment, and management; and may provide a brief overview of the American economic system and corporate organization. In addition, Introductory Business courses may expose students to the varied opportunities in secretarial, accounting, management, and related fields.

0223 Business Management - Recommended for Students Grades 9 - 12 - Courses acquaint students with management opportunities and effective human relations. These courses may provide students with the skills to perform planning, staffing, financing, and controlling functions within a business. In addition, they may provide a macro level study of the business world, including business structure and finance, and the interconnections between industry,

government, and the global economy.

0224 Business Ownership and Management Entrepreneurship - Recommended for Students Grades 10 - 12 - Courses acquaint students with the knowledge and skills necessary to own and operate their own businesses. Topics from several fields typically form the course content: economics, marketing principles, human relations and psychology, business and labor law, legal rights and responsibilities of ownership, business and financial planning, finance and accounting, and communication. Several topics surveyed in Business Management courses may also be included.

0225 Financial Services - Recommended for Students Grades 10 - 12 - Courses provide students with an overview of the American monetary and banking system, types of financial institutions, and the services and products they offer. Course content may include government regulations; checking, savings, and money market accounts; loans; investments, and negotiable instruments. As the courses provide information about career opportunities, students may practice the varying responsibilities of personnel within the banking and finance industries.

0226 General Business (formerly Business & Marketing) - Recommended for Students Grades 7 - 12 - This business and marketing course explores the world of business and marketing. Curriculum will focus on the skills, knowledge, and attitudes demanded by employers in the workplace. Students will study economics, marketing and basic accounting concepts. Emphasis will be placed on business computer applications including word processing, spreadsheets, and databases. Students will have the opportunity to demonstrate knowledge of retail merchandising, customer service, and working with a team by participating in the operation of a school-owned student operated snack bar and classroom projects. Student participation in related co-curricular vocational student organizations, DECA and BPA, is strongly encouraged.

0228 Personal and Business Finance - Recommended for Students Grades 10 - 12 - Course covers fundamental concepts of personal financial management to include insurance, budgeting, credit, savings, investments, home financing, retirement, and estate planning, and consumer debt management. Finance relating to problems, methods, and policies in financing business enterprise are also covered.

0230 Consumer/Business Math - Recommended for Students Grades 7 - 12 - This course covers mathematical applications that reinforce general math topics, such as arithmetic using rational numbers, measurement, and basic statistics. Consumer applications may include personal and business budgeting, taxation, credit, banking services, insurance, buying and selling products and services, home and/or car ownership and rental, managing personal income, and investment.

0231 Financial Spreadsheets - Recommended for Students Grades 7 - 12 - This course provides an in-depth study of Microsoft Excel spreadsheet software. A hands-on approach is taken with projects and assignments and may cover the MOUS certification requirement.

0239 Individual Taxation - Recommended for Students Grades 11 - 12 - This course examines the fundamental characteristics of Federal and state legislation as applied to individual

incomes. Students will be introduced to basic tax return preparation issues and the software to do basic tax returns. On the job training and a certification examination may be integral to this class.

0240 Business Communications - Recommended for Students Grades 9 - 12 - Course emphasizes written reports, proposals, memos and business letters, Principles of effective business writing, business letter and solution of business problems by letter, letter of application, development of effective expression, related business forms and business reports are covered. Additional communication skills are addressed - non verbal communication, cultural differences in non-verbal communication, listening, and oral communication.

0250 Business Law - Recommended for Students Grades 10 - 12 - Course is designed to give students an understanding of the U.S. legal system, the law of contracts, and Uniform Commercial Code statutes regulating the sale of goods and commercial paper. Student will investigate the nature and role of the law in our society with emphasis in personal, consumer, and business law. The legal environment in which business operates will be investigated.

0254 Business Ethics - Recommended for Students Grades 10 - 12 - Reasoning for issues in business and business practices that uses both a theoretical and practical approach to business decision-making are examined as well as quality and customer service insight and skills. An emphasis on current events/issues in the local, state, national, and world economy are integrated in the instruction.

0261 Hospitality and Tourism - Recommended for Students Grades 10 - 12 - Course provides basic knowledge plus as well as job shadowing experiences for the student who is interested in a career in lodging, hospitality, travel and tourism. Areas of study may cover culinary arts, lodging occupations, travel services, customer service and management of recreation, sales, marketing, leisure programs or events. In some school districts, membership in the student vocational organization may be required to involve students in leadership, community service and competitive events. Course may also be a part of a team-teaching approach to a career pathway (several aligned sequential courses)

0265 Hotel Management I - Recommended for Students Grades 11 - 12 - Sequential course designed to introduce students to industry standards such as customer relations, accounting, management techniques, public relations, customer services, and marketing. Industry standards and certifications for front and back of the house are also available. Students are also encouraged to explore a wide variety of careers found in the hospitality and lodging/resort industries. School districts involved in this program must complete an RFP process and be a recognized site. Co-sponsored by the Educational Institute of the American Hotel and Lodging Association. Course may also be a part of a team-teaching approach to a career pathway (several aligned sequential courses)

0227 Business, Marketing and Finance II – Grades 11-12 – Business, Marketing, and Finance II continues the exploration of business, marketing, and financial concepts. This course continues to focus on the skills, knowledge, and attitudes demanded by employers in the workplace. The student studies advanced economic, marketing, and financial concepts. Emphasis is placed on business computer applications including word processing, spreadsheets, and multimedia applications.

0229 Word Processing for Business – Grades 10-12 – Word Processing for Business is intended for the student who desires additional hands-on training in the use of computer software programs with an emphasis in word processing (e.g. Microsoft Word®). Topics include merges, macros, tables with formulas and templates used in a real-life work simulation within the classroom.

0232 Business Computer Skills for the Workplace – Grades 9-12 – In Business Computer Skills for the Workplace, the student becomes proficient in the use of Windows™ and computer software programs including word processing (e.g., Microsoft™ Word), databases (e.g., Microsoft™ Access), spreadsheets and charts (e.g., Microsoft™ Excel), presentation (e.g., Microsoft™ PowerPoint®), and desktop publishing (e.g., Microsoft™ Publisher®) as well as the Internet and basic Web page design. The student becomes competent in workplace skills and is prepared for employment or advanced training.
Student Teacher Accountability Reporting System

0266 Hotel Management II - Recommended for Students Grades 10 - 12 - Sequential course designed for students pursuing careers in hospitality and lodging/resort industries. This is an intensive program involving topics covering entrepreneurship and managerial techniques, portfolio and customer service skills, safety and related work issues, beverage/banquet, limited service, full service, resort, and bed and breakfast operations. Golf course maintenance and human resource management are also covered with certifications available. Students who complete the program, a 400-hour internship, and pass the national exam leave high school with a national certification recognized by the hospitality industry. Co-sponsored by Educational Institute of the American Hotel and Lodging Association. Course may also be a part of a team-teaching approach to a career pathway (several aligned sequential courses)

0267 Human Resource Management - Recommended for Students Grades 11 - 12 - This course is designed to provide the student with a contemporary and comprehensive introduction to the field of personnel/human resource management aimed at the student who wants to know how these functions and tools will assist one in becoming a better manager. The International Sector is also covered. Emphasis is placed on cooperation among all managers for the successful administration of human resources.

0269 Hotel Management Internship - Recommended for Students Grades 10 - 12 - Sequential course designed to provide the work experience component of the Hotel Management Program of study offered through the American Hotel and Lodging Association. . Student will work in an industry-based setting and be evaluated by work-based competencies. Varying numbers of hours must be completed in the internship in order to receive the industry-recognized certification.

0270 Computer/Business Technologies - Recommended for Students Grades 7 - 12 - This course is designed to develop the student's computer technology skills as they prepare for a career in the world of business. Student will produce business documents using word processing, spreadsheet, database and presentation skills to be an effective employee; operate business equipment, read and write technical documents, apply office management procedures, learn communication etiquette, manage time and projects, develop interpersonal skills, examine employer/employee interactions, and develop job preparation skills.

0271 Database Design and Programming - Oracle Academy - Recommended for Students Grades 7 - 12 - Students analyze case studies to identify patterns and connections between information not obviously related and to develop solutions to make a business effective. The program teaches inductive reasoning to solve problems and think conceptually, systematically, and critically by transforming business requirements into an operational database, creating and implementing database design, managing a business project, and preparing for SQL Certification exam. Students become proficient business analysts, technical experts in structured query language (SQL), and develop essential "professional skills" including teamwork, project management, presentation, and interviewing techniques.

0276 Web Page Design - Recommended for Students Grades 7 - 12 - Course emphasizes skill development that will enable students to author, edit, debug, evaluate and publish web pages on a server. The basics of planning and creating Web Pages, using text editors, and HTML editors, selecting and adding images, choosing background colors, creating active internal and external links, adding lists and testing pages created are also covered.

0290 Business Economics - Recommended for Students Grades 9 - 12 - This course provides an understanding of basic economic principles and use of economic reasoning skills to analyze the impact of economic systems on individuals, families, businesses, communities and governments. Course includes basic concepts of macro and micro economics, definition of economics, demand and supply, output and cost, competition, monopoly, markets and government, income distribution and equality, national income, employment and unemployment, budget and fiscal policy, foreign trade and business.

0294 AP Microeconomics - Recommended for Students Grades 10 - 12 - Course is designed to parallel a semester of college-level microeconomics, AP Microeconomics courses provide students with a thorough understanding of the principles of economics that apply to the functions of individual decision makers (both consumers and producers), and place primary emphasis on the nature and functions of product markets, while also including a study of factor markets and the role of government in the economy. This course is intended to prepare students for the optional Advanced Placement Exam in this subject and should follow the published College Board guidelines.

0295 AP Macroeconomics - Recommended for Students Grades 10 - 12 - Course is designed to parallel a semester of college-level macroeconomics, AP Macroeconomics courses provide students with a thorough understanding of the principles of economics that apply to an economic system as a whole, placing particular emphasis on the study of national income and price determination, and developing students' familiarity with economic performance measures, economic growth, and international economics. This course is intended to prepare students for the optional Advanced Placement Exam in this subject and should follow the published College Board guidelines.

0297 Business Work Experience (Co-op) (formerly Business Work Site Experience - Cooperative Education - OJT) - Recommended for Students Grades 11 - 12 - Course work experience is gained within the business field. The student, teacher, and employer will set goals cooperatively: classroom attendance, related training experience, and related course work are an integral part of the Business -OJT Experience - Course may also include work-study, internships, school based enterprises, service learning, mentor programs, or job shadowing experiences. Goals are set for the employment period and related classroom

experiences will align with occupational training in the field. Improvement of employability skills and discussion regarding the experiences and problems encountered on the job will also be included in classroom activity.

0299 Business - Recommended for Students Grades 7 - 12 - Other