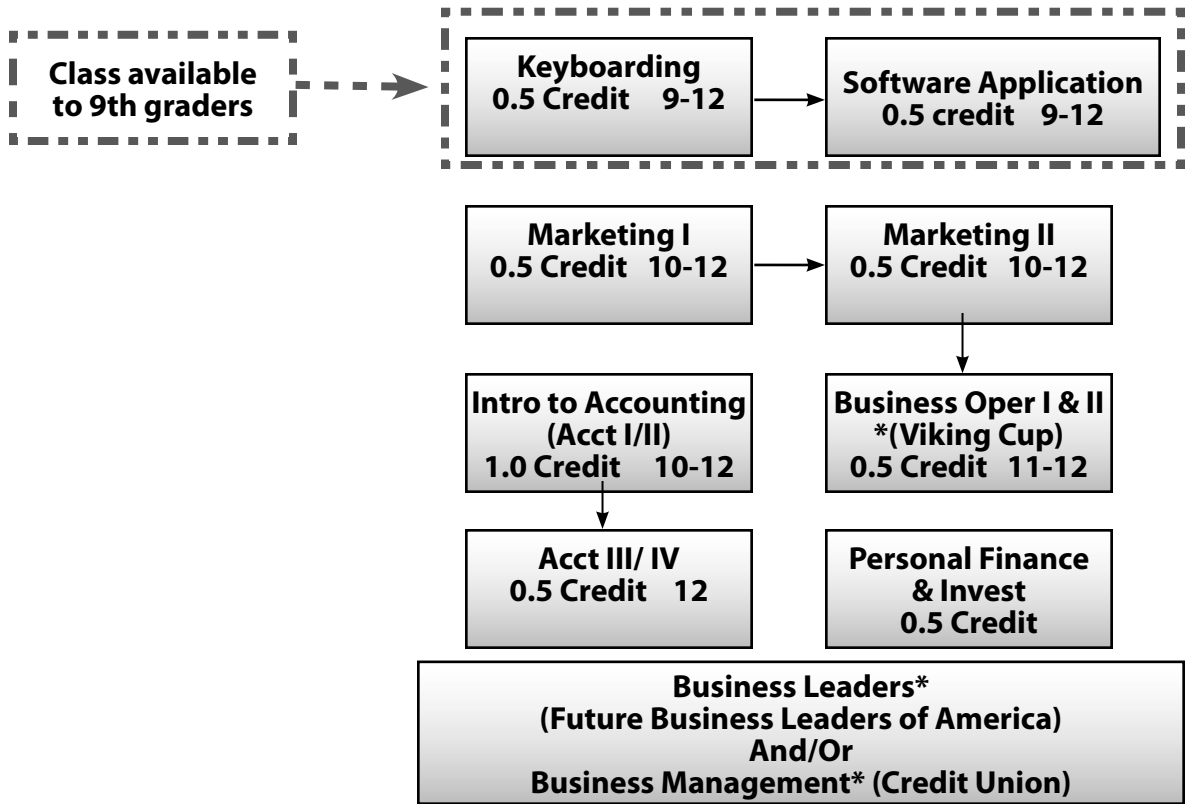


# Business and Management

Business classes are for EVERYONE! If you are considering working in business or owning your own business, or maybe you don't know what you want to do, business classes are for you. Every nonprofit and for profit business needs employees who know how to use the computer, market their products and ideas, and understand the money matter of the business. Whether you plan to work in culinary, healthcare, engineering or manufacturing, business is everywhere. Students have the opportunity to explore or specialize in accounting, computer application, and marketing. Advanced students may also have the opportunity to apply their skills in one of our real-life work sites (Business Leaders-Future Business Leaders of America officer team, Business & Management-operate the Maps Credit Union, and Business Operations-operate the Viking Cup Coffee Shop). A student completing the business endorsement may have the opportunity for internships or employment opportunities. College credit may be available for some classes.

## Business Management Course Offerings



**To Receive a Business Endorsement Complete the Following Classes:**  
 Keyboarding, Software Application, Marketing I/II, Intro to Accounting, Accounting III, and Personal Finance  
 And at least one of the following: Business Leaders\* and/or Business Management\* and/or Business Operations I/II\*  
**\*With Instructor Approval**

<b>Keyboarding</b>		<b>BE202SX Fine/App Arts Credit=0.5</b>	
<b>HECC:</b> No	<b>NCAA:</b> No	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 9-12
<p>Keyboarding teaches touch typing on standard microcomputers. Speed, accuracy, understanding basic computer vocabulary, formatting of business letters, reports, and proofreading is emphasized.</p>			
<b>Prerequisite:</b> None			

<b>Introduction to Accounting</b>		<b>BV202S1/S2 Fine/App Arts Credit=1 .0</b>	
<b>HECC:</b> Yes	<b>NCAA:</b> Yes	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 10-12
<p>Accounting is a great career opportunity! Every business needs an accountant! Students learn the basic accounting principles and procedures that are applied to accounting records kept for service-oriented and merchandising businesses. Students will learn to use specialized journals, 10-column worksheets and how to prepare financial statements. Students use technology and working papers, computerized problems and simulations that satisfy math requirements for the high school diploma.</p>			
<b>Prerequisite:</b> Strong Math Background			

<b>Accounting III</b>		<b>BV301SX Fine/App Arts Credit=0.5</b>	
<b>HECC:</b> No	<b>NCAA:</b> No	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 11-12
<p>This course is designed to complement the competencies possessed by students who understand the basic accounting principles for both service and merchandising businesses. The course builds on skills learned in Accounting II. The course is generally individualized, allowing students to work through a variety of assignments and accounting simulations at their own pace.</p>			
<b>Prerequisite:</b> Teacher Approval or Introduction to Accounting			

<b>Accounting IV</b>		<b>BV302SX Fine/App Arts Credit=0.5</b>	
<b>HECC:</b> No	<b>NCAA:</b> No	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 11-12
<p>This course is designed to complement the competencies possessed by students who understand the basic accounting principles for both service and merchandising businesses. The course builds on skills learned in Accounting III. The course is generally individualized, allowing students to work through a variety of assignments and accounting simulations at their own pace.</p>			
<b>Prerequisite:</b> Accounting III			

<b>Marketing I</b>		<b>BV205SX Fine/App Arts Credit=0.5</b>	
<b>HECC:</b> No	<b>NCAA:</b> No	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 10-12
<p>Students will learn the foundations of marketing, including the elements of the marketing mix, consumer behavior, influences of external factors on marketing, the role of marketing research and elements, the design and purposes of marketing plans, pricing and promotion strategies.</p>			
<b>Prerequisite:</b> None			
<b>Note:</b> Sophomore students interested in a business endorsement and/or working in the Viking Cup must take both Marketing I & II.			

**Marketing II** **BV206SX Fine/App Arts Credit=0.5**

<b>HECC:</b> No	<b>NCAA:</b> No	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 10-12
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Students will develop a new business plan, assemble channels of distribution, study promotion as a means of communication, develop pricing strategies, identify and assess business and marketing risks, collect and apply market research.

**Prerequisite:** Marketing I

**Software Applications** **CA202SX Fine/App Arts Credit=0.5**

<b>HECC:</b> No	<b>NCAA:</b> No	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 9-12
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The purpose of this course is for each student to be exposed to the fundamental application of selected software, including word processing, spreadsheets, database management, graphics, and desktop publishing. The student will demonstrate an application of the software in the form of a project related to another class in which he/she is enrolled. The course will emphasize a general familiarity with computers and if time permits, an introduction to telecommunication concepts and multimedia.

**Prerequisite:** Keyboarding or Challenge Exam

**Personal Finance** **BV316SX Fine/App Arts Credit=0.5**

<b>HECC:</b> Yes	<b>NCAA:</b> Yes	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 10-12
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A course designed to teach students to make wise financial decisions as they enter into life after high school. Taking a life-cycle approach to finance and investing, students will learn how to prepare budgets, understand taxes, purchase automobiles, houses, and insurance, as well as the importance of investing, how to invest (stock market simulation), the time value of money, risk vs. return, and planning for retirement.

**Prerequisite:** None

**Bus Operations & Management** **BV305S1/S2 Fine/App Arts Credit=0.5**

<b>HECC:</b> No	<b>NCAA:</b> No	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 11-12
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Business Operations and Management is a year long course wherein students can put academic and business skills to use in exciting projects. Students will design and produce their own business cards, and become involved in the set up and operation of business within the school setting. The class works cooperatively with other aspects of the school, such as the literary magazine, school bank, school store, and other appropriate applications.

**Prerequisite:** Teachers Approval

**Business Leaders** **BV304S1/S2 Fine/App Arts Credit=0.5**

<b>HECC:</b> No	<b>NCAA:</b> No	<b>Fine &amp; Applied Arts :</b> Yes	<b>Grade Level:</b> 10-12
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Business Leaders is a year-long course for sophomore, junior, and senior students who are interested in developing occupational, personal, interpersonal, and leadership skills. Students will plan and be involved in many varied activities including community projects, organizing and conduct meetings, developing a program of work, and participating in local, state, regional and national FBLA activities. Membership in the Future Business Leaders of America is required.

**Prerequisite:** Teacher Approval