

BUSINESS DEPARTMENT

ACCOUNTING I	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: None			
This course covers the accounting cycle, including the use of journals, ledgers, worksheets, and the preparation of income statements and balance sheets. In addition to the manual process, it also includes the use of calculators and computers to process financial information and produce reports.			
GRADES: 10, 11, 12		LENGTH: 1 Year	
APPLIED BUSINESS SKILLS I	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: None			
Business Skills is a comprehensive course emphasizing the communication and computational skills, general office procedures, and economic concepts necessary for success in the work force. Included will be the development of a 4-year personal career plan.			
GRADES: 9, 10, 11, 12		LENGTH: 1 Semester	
BUSINESS COMPUTATIONS/ APPLICATIONS I	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: None			
Students will understand basic accounting principles and procedures. Students will understand how to apply a variety of calculating skills in business situations.			
GRADES: 10, 11, 12		LENGTH: 1 Semester	

BUSINESS LAW I	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: None			
This course covers legal terms, rights and responsibilities. Both business and personal aspects of civil law will be investigated. Relevant court cases will be examined.			
GRADES: 10, 11, 12		LENGTH: 1 Semester	
BUSINESS MANAGEMENT I	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: None			
The student will understand administrative functions and processes that contribute to the achievement of the goals of the individual and the organization. The student will perceive alternative administrative theories that are used to establish organizational policy.			
GRADES: 11, 12		LENGTH: 1 Semester	
BUSINESS MATHEMATICS II	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: Completion of General Math or Equivalent			
The basic skills and knowledge required to conduct the mathematics of business are studied. Mathematical concepts are covered in relation to business problems and business vocabulary. Can be used to make up 1 year of a failed math graduation requirement. This course is above competency level.			
GRADES: 10, 11, 12		LENGTH: 1 Year	

COMPUTER APPLICATIONS I 1-2	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: None			
Computer Applications teaches beginning keyboarding, incorporating a computer-based program. Students are introduced to designing, editing and enhancing word processing documents; to creating and calculating spreadsheets and reports; to creating and sorting database lists; and to learning fundamentals of power point.			
GRADES: 9, 10, 11, 12		LENGTH: 1 Year	
COMPUTER APPLICATIONS II 1-2	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: Computer Applications I 1-2			
Through the use of computer applications software and textbook resources, students learn how information systems are integrated and interrelated. Units covered include data base management, e-mail, spreadsheets, telecommunications, adaptability to technological changes, and more.			
GRADES: 10, 11, 12		LENGTH: 1 Year	
CAREER PLANNING I	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: None			
Career Planning introduces students to the world of work and the many career opportunities available in today's market place. The goals of this course are to create job acquisition documents including resumes and to teach students some of the realities of the workplace. These skills will be developed through guest speakers, lectures, role-playing, career search, and career interest evaluations.			
GRADES: 10, 11, 12		LENGTH: 1 Semester	

HOSPITALITY MANAGEMENT I	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: None			
The students will learn industry specific terms, job duties and operational structure for Hotel, Travel and Tourism. Students will learn procedures for hotel guests from check-in to check-out; utilize computer programs to build guest records; discuss safety/security policies. World travel, vacation destinations, cruises and resorts will be explored.			
GRADES: 11, 12		LENGTH: 1 Semester	
MARKETING I	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE: None
PREREQUISITES: None			
This course will develop the students' skills in understanding the selling process, advertising, pricing, distributing and customer behavior. In addition, they will gain skills in applying basic entrepreneurship, product research, analyzing consumer trends, product distribution, product promotion, and advertising.			
GRADES: 10, 11, 12		LENGTH: 1 Semester	
PRESENTATION SKILLS I	REQUIRED () ELECTIVE (X)	CSU () UC ()	LAB FEE:
PREREQUISITES: None			
The course content relates to communication skills: presentation, oral reports for a variety of business situations, telephone communication, intercultural communications, listening and recording skills, and sales presentations for various retail consumer products. Employment interview skills and building oral communication skills in a noncompetitive nurturing environment will also be emphasized.			
GRADES: 9, 10, 11, 12		LENGTH: 1 Semester	