

# BUSINESS EDUCATION COURSES BY GRADE LEVEL

## 9<sup>TH</sup> GRADE:

### CAREER & FINANCIAL STRATEGIES

**522** **1 Credit**

This course teaches the skills and knowledge that all students need for career & college readiness. It is also designed to help incoming freshman make the transition from the middle school to the high school through the use of activities that include an orientation to the high school, study skills, self-assessment and team building. Students will explore careers and develop workplace skills to ensure effective job performance. During this course, the students will complete working papers, create a resume, fill out a job application, prepare for an interview and develop financial literacy which will include budgeting, checking accounts and credit cards.

**Pre-requisite: Required for the ninth grade curriculum as the student's schedule permits.**

### INTRODUCTION TO COMPUTER LITERACY/BUSINESS COMMUNICATIONS

**538** **1 Credit**

This course is designed to introduce students to the alphabetic keyboard and provides students with the skills and strategies necessary to communicate successfully in the corporate/business world. The students will become familiar with the 2010 Microsoft Office Suite (Word, Excel, and PowerPoint). They will learn to analyze information, compose documents, develop and strategize concepts and ideas in a professional manner. The students will have a better understanding of how to use a computer in their high school career and beyond. **This course can be used to fulfill one of the English electives.**

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## 10<sup>TH</sup> GRADE:

### INTRODUCTION TO COMPUTER LITERACY/BUSINESS COMMUNICATIONS

**538** **1 Credit**

This course is designed to introduce students to the alphabetic keyboard and provides students with the skills and strategies necessary to communicate successfully in the corporate/business world. The students will become familiar with the 2010 Microsoft Office Suite (Word, Excel, and PowerPoint). They will learn to analyze information, compose documents, develop and strategize concepts and ideas in a professional manner. The students will have a better understanding of how to use a computer in their high school career and beyond. **This course can be used to fulfill one of the English electives.**

### WEB PAGE DESIGN I

**541** **.5 Credit**

This half-year course will help students plan and develop well-designed websites that combine effective navigation with the balanced use of graphics, text and color. Varied Adobe programs including Dreamweaver, Photoshop and Flash (for animation) will be taught and integrated into websites. Basic HTML skills will be covered along with in-depth knowledge of creating a website from scratch to publication. **Pre-requisite: Computer Literacy or instructor's approval.**

### MATH AND FINANCIAL APPLICATIONS

**510** **1 Credit**

This course is designed to prepare students for college level business programs and an understanding of the complex financial world they will encounter during their lives. **This course can be used to fulfill one of the mathematics requirements for graduation. Pre-requisite: Successful completion of Algebra.**

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## 11<sup>TH</sup> AND 12<sup>TH</sup> GRADE:

### INTRODUCTION TO COMPUTER LITERACY/BUSINESS COMMUNICATIONS

**538** **1 Credit**

This course is designed to introduce students to the alphabetic keyboard and provides students with the skills and strategies necessary to communicate successfully in the corporate/business world. The students will become familiar with the 2010 Microsoft Office Suite (Word, Excel, and PowerPoint). They will learn to analyze information, compose documents, develop and strategize concepts and ideas in a professional manner. The students will have a better understanding of how to use a computer in their high school career and beyond. **This course can be used to fulfill one of the English electives.**

## WEB PAGE DESIGN 1

### **541 .5 Credit**

This half-year course will help students plan and develop well-designed websites that combine effective navigation with the balanced use of graphics, text and color. Varied Adobe programs including Dreamweaver, Photoshop and Flash (for animation) will be taught and integrated into websites. Basic HTML skills will be covered along with in-depth knowledge of creating a website from scratch to publication. **Pre-requisite: Computer Literacy or instructor's approval.**

## WEB PAGE DESIGN 2

### **564 .5 Credit**

This half-year course is designed for students who want to continue to build on the skills learned in Web Design 1. Students will work with clients to create and maintain websites for school clubs and activities. Advanced skills in HTML, CSS, Photoshop, and Flash will be covered. **Pre-requisite: Successful completion of Web Design 1 and Teacher Recommendation.**

## COLLEGE ACCOUNTING

### **565 1 Credit**

*DCC Course #ACC- 101 (Principles of Accounting I)*

*DCC Course #ACC-102 (Principles of Accounting II) up to 8 College Credits*

This course introduces students to the real world of accounting in today's business environment. This course provides a thorough knowledge of basic accounting concepts and procedures. Students advance from manual accounting to computerized accounting. This class is a stepping-stone for those entering the field of accounting or majoring in Business Administration in college. **This course can be taken for college credit through Dutchess Community College. Eight (8) potential college credits earned at no cost to the student. Open only to juniors and seniors. Prerequisite: None**

## COLLEGE BUSINESS LAW

### **570 1/2 Credit**

*STAC Course #BUSA-205 (Business Law I) 3 College Credits*

The focus of this course is on the practical application of the law in our day-to-day business activities. This includes the study of the court system; court procedures; rights and responsibilities of citizens; contract law; insurance; employment; wills and estates; and renting and buying real property. The emphasis of this course is placed on consumer protection and the means to avoid legal entanglements. **This course can be taken for college credit through St. Thomas Aquinas College for a low fee. This course can also be used to fulfill the Law requirement for graduation. Open only to juniors and seniors. Prerequisite: None**

## COLLEGE BUSINESS ECONOMICS (PERSONAL FINANCE)

### **512 ½ Credit**

*STAC Course #BUSA-207 (Personal Financial Management) 3 College Credits*

This course provides an overview of how the economy works in order for students to make informed personal financial decisions & judgments. Topics include: Supply/Demand, Scarcity, economic systems, money management and planning, budgeting, tax planning credit and borrowing, saving and investment, housing, taxes, and retirement and estate planning. *This course can be taken for college credit (3 credits) through St. Thomas Aquinas. There is a fee and an application deadline (January). Open only to juniors and seniors. Pre-requisite: None*

## COLLEGE MANAGEMENT

### **595 .5 Credit**

*STAC Course #MGT-121 (Management Process) 3 College Credits*

This course will involve a hands-on learning experience in: responsibility, management, personal development, citizenship, and communications. Students will plan, organize and execute successful projects that will utilize these goals. Such projects include: Public Speaking, Entrepreneurship, Decision Making Case Studies, and International Business. It is recommended that class members going FBLA for leadership experience. This is a great ½ year course for business majors. **This course can be taken for college credit through St. Thomas Aquinas College. Open only to juniors & seniors. Pre-requisite: None**

## COLLEGE SPORTS AND ENTERTAINMENT MARKETING

### **555 .5 Credit**

*STAC Course #MKT-102 (Principles of Marketing) 3 College credits*

This course is designed for students who are interested in the field of Marketing from the perspective of Sports and Entertainment. This course will teach the basic principles and practices of Marketing as they relate to everyone as a consumer and worker. Included in this course are: the functions of Marketing, research, promotion, and management. Students will have the opportunity to plan sales presentations and begin making career choices in the field of Marketing. **This course can be taken for college credit through St. Thomas Aquinas College. Open only to juniors and seniors. Pre-requisite: None**

## MATH AND FINANCIAL APPLICATIONS

### **510** **1 Credit**

This course is designed to prepare students for college level business programs and an understanding of the complex financial world they will encounter during their lives. **This course can be used to fulfill one of the mathematics requirements for graduation. Pre-requisite: Successful completion of Algebra.**

## WORK EXPERIENCE

### **599** **1 Credit**

This program allows the student to be placed with an employer for the purpose of learning work-related skills. Students will earn school credit as well as a salary. Students are given the opportunity to be placed in the field for which he/she is being trained and will gain valuable experience. **Student must be 16 or older. 150 hours = ½ credit, 300 hours = 1 credit.**