



BUSINESS EDUCATION

Accounting I

A full year course designed to develop occupational competencies in bookkeeping. This course is also recommended for students going on to post-secondary accounting training. Course content encompasses the complete accounting cycle.

Grades:	11-12	1 unit
Prerequisite:	None	1 year

Accounting II

A full year course to be offered as an extension of the Bookkeeping/Accounting I course. The introduction of additional topics involving more complex bookkeeping/accounting applications significantly extends the basic accounting concepts and skills. Much emphasis is placed on Automated Accounting.

Grade:	12	1 unit
Prerequisite:	Accounting I	1 year

Introduction to Computing with Microcomputers

This is a non-programming course designed to familiarize the student with the use of modern computers as tools for problem solving. Students will complete projects using application software for word processing, spreadsheets, graphics, and presentation software. Basic computer experience is required. This class is worth 3 college credits.

Grade:	10-12	3 credits, ½ unit
		1 semester, ½ year

Entrepreneurship/Designs by Knight

Designs by Knight is a student managed and operated embroidery business class designed to teach students entrepreneurship skills. Through this class students will learn various skills and concepts that are necessary to set up and successfully run a business. The student will become familiar with the use of microcomputers and popular applications of software. Students will learn and practice the use of video editing, word processing, spreadsheets, and graphics through the use of Microsoft Office (Microsoft Word, Excel, PowerPoint, and Publisher), and I-movie. Some of the skills they will develop through this class are as follows: teamwork, advertising through various means, keeping financial records, designing, computer-generated embroidered files, operating and maintaining machinery, how to effectively deal with the public in a professional manner, and composing a business plan.

Grades:	11-12	1 unit
Prerequisite:	Career and Finance Mgt (CFM)	1 year

Personal Finance

This course in applied mathematics focuses on problem solving and mathematical reasoning in work-related problems as well as everyday personal finances. Money management topics that will be covered are:

Checking accounts, check reconciliation, calculating net pay, taxes, budgeting and buying, saving money, borrowing money, calculating compound and simple interests, investing money, buying a home, buying a car, insurance, purchasing/selling, pricing goods, stocks, bonds, etc.

The goal of the course is to prepare the student to be a successful adult money manager.

Grades: 11 - 12

1 unit

Prerequisite: Algebra 1

1 year

Career & Financial Management

Career & Financial Management is a full year course. It is designed to help all students prepare for challenges related to choosing a direction for their future.

Throughout this course, students will be exposed to self-assessment, career exploration, ethical issues, developing an individual career plan, and the development of professional and personal life skills.

Students will be provided with opportunities to create resumes, cover letters, prepare for job interviews, design a money budget, and explore banking and insurance services as well as develop a better understanding of taxes and social security associated with payroll and his/her paycheck.

Additional topics relate to setting up a household and successful career management which includes ways to deal with changes in career, coping with job loss, balancing work and career and preparing for retirement.

Technology is utilized whenever possible for conducting searches and preparing documents.

Grade: 10

1/2 unit

Prerequisite: None

1 year

Requirement for credit: A student must complete the course to the satisfaction of the instructor with a passing average.