



# Business Education

## **ACCOUNTING 1**

**Grades 11-12**

**1 semester**

**Prerequisite: None**

The student learns the fundamentals of keeping financial records by analyzing cash and “on account” transactions for business. The student will learn the application of the accounting equation, paper flow, accounting cycle, preparation of journals, ledgers, basic balance sheets, and income statements. Students will be introduced to computerized accounting. Accounting is a foundation course for business programs. It is recommended foundation course for business programs. It is recommended that students take Accounting 1 and 2 during the same year.

## **ACCOUNTING 2**

**Grades 11-12**

**1 semester**

**Prerequisite: Accounting 1 (Recommended: Grade of “C” or better in Accounting 1)**

Accounting 2 is a continuation of Accounting 1. Corporate accounting is the main focus. A comprehensive accounting simulation will review all accounting theory presented in Accounting 1. Students will also use accounting software.

## **BUSINESS COMMUNICATIONS**

**Grades 11-12**

**1 semester**

**Prerequisite: None**

Business Communications enables students to learn and apply current technologies used in today’s business environment to communicate effectively. Students are also prepared to address communication situations encountered in the working environment. Units of study include Tablet PCs, PDAs, Voice Recognition, Video Conferencing, Presentation Software, Written and Electronic Communication, Team Dynamics, International Communication, Researching and Using Information, Business Etiquette, Digital Cameras and Telecommunication skills.

## **BUSINESS FOUNDATIONS**

**Grades 9-10**

**1 semester**

**Prerequisite: None**

Business Foundations encompasses all major functions of business and is designed to provide students with a realistic view of American business within our free enterprise system. Units of instruction include entrepreneurship, investing, accounting, marketing, and economics. All units of instruction revolve around the Stock Market Game as an anchor for integrating units of instruction. It is the foundation course for other business classes.

## **BUSINESS LAW**

**Grades 11-12**

**1 semester**

**Prerequisite: None**

Business Law is a course designed to introduce the student to the legal system and then concentrate on the rights and problems encountered in the business world. In doing so, students will

increase their vocabulary, become more aware of why we have laws, sharpen their abilities to think logically, organize their thoughts systematically, and become more adept at expressing those thoughts in both written and oral form. The course emphasizes business transactions and provides practical guideline for becoming effective members in the business community. Units covered include the legal system, contracts, bailments, landlord/tenant rights and responsibilities, employer/employee rights and responsibilities, patents and copyrights, and business ownership.

## **CAREER INTERNSHIP**

**Grades 12**

**1 semester**

**Grade 11 with special permission**

**Prerequisite: Excellent attendance, two recommendations from Lake Park faculty, GPA of 3.0 or better, and teacher approval**

Career Internship focuses on the student’s experience as a volunteer to a sponsoring company. Placement will be based on a career assessment the student completes at the beginning of the course. During the 10-14 week field experience, students will have an opportunity to share experiences in seminars. At the end of the field experience, the student will evaluate and interpret the career experience. This course is offered on a Pass/Fail basis only.

## **CONSUMER EDUCATION**

**Grade 12**

**1 semester**

**Prerequisite: None**

Consumer Education develops an individual’s “life skills.” After completing the course, the student will have gained knowledge of and insight into the following areas: careers, consumer rights, new and used car buying, taxes, apartment renting, insurance, checking accounts, saving, investing, credit, credit cards, and budgeting.

## **FINANCING YOUR FUTURE**

**Grades 11-12**

**1 semester**

**Prerequisite: None**

Students take an in-depth look in the areas of long-term wealth building with an emphasis on savings, investing, and retirement planning. Students will learn terminology and concepts related to stocks, bonds, mutual funds, options, commodities, 401Ks and related work plans, IRAs and related individual plans, real estate and other investments as well as the tax implications of short- and long-term investing. This course will utilize technology such as the Internet and Microsoft Office applications.

## **INFORMATION PROCESSING**

**Grades 9-12**

**1 semester**

**Prerequisite: None**

This is a KEYBOARDING and Word Processing course combined into one. The course is designed to give students the skills necessary for a society based around the use of technology. Students will learn how to key correctly, thus improving both their keying speed and accuracy. Additionally, students will be learning how to create and format different documents in Microsoft Word. They will also obtain introductory skills in taking and organizing notes for a multitude of purposes. These include resumes, letters, memos, tables, outlines, bulleted lists, notes and others.



# Business Education

## COMPUTER APPLICATIONS

**Grades 9-12**

**1 semester**

**Prerequisite: None**

Computer Applications is designed as an introductory course for all interested students. The major thrust in this course is on the introduction of application software such as Microsoft Office Suite. In addition, the course will cover the history of computers and computer ethics. Skills acquired in the course will be of value in completing assignments throughout the student's academic career and beyond. This course offers dual credit.

## WEB DESIGN

**Grades 9-12**

**1 semester**

**Prerequisite: None (Recommended: Information Processing and Computer Applications)**

This advanced lab course exposes students to "cutting edge" computer technologies. Students will use the appropriate software to gain hands-on knowledge of recent advances in the designing of web pages, graphics and animations. Currently we are using the Macromedia Suite: DreamWeaver, Fireworks and Flash. Students will be given the opportunity to display everything they have learned with a self-selected final project incorporating forms, pictures, graphics, and animations; then they will upload the finished product to the internet.

## INTRODUCTION TO PROGRAMMING/ VISUAL BASIC

**Grades 9-12**

**1 semester**

**Prerequisite: None (Recommended: Enrollment on completion of Algebra)**

Introduction to Programming/Visual Basic is designed as an introductory programming course for all interested students. This course presents Visual Basic language, syntax and elementary problem-solving using the computer. The course is intended for those students who have had little or no experience in computer programming.

## INTRODUCTION TO JAVA PROGRAMMING

**Grades 9-12**

**1 semester**

**Prerequisite: None (Recommended: Introduction to Programming/Visual Basic)**

Introduction to Java Programming is designed as an introductory programming course for students wanting to investigate another, more highly structured language. This course presents Java language, syntax and elementary problem-solving using the computer.

## AP COMPUTER SCIENCE

**Grades 11-12**

**full Year**

**Prerequisite: Advanced Algebra (Recommended: Introduction to JAVA Programming)**

Advanced Placement Computer Science 1-2 is designed to prepare the student for the Advanced Placement examination in computer science. Math, problem solving, and structured programming are emphasized. Students will use the JAVA language to communicate their algorithms to a computer.

## MARKETING

**Grades 11-12**

**1 semester**

**Prerequisite: None**

Students interested in advertising, business management, or product development should find Marketing to be for them. Students will learn about business operations and future career opportunities in all levels of business. To start a business career today students should sign up for Marketing. Marketing is a related course for Cooperative Marketing Education (see Cooperative Education.)

## MANAGEMENT

**Grades 11-12**

**1 semester**

**Prerequisite: None**

Management is for the student who wishes to pursue a career in management, consulting or business ownership. The Management course studies planning, controlling, organizing and directing. Management styles of the founders of companies such as Ben & Jerry's, Microsoft, Ford and DKNY are used to illustrate key concepts in management.

Students will learn how to develop a business plan that is suitable to get a loan for starting a business. Guest speakers will discuss personnel management, production management and their careers. Tours to some businesses may be taken when available.

Business majors in college are generally required to take a course in management. This course offers you a great opportunity to get a head start on your college studies. Management is a related course for Cooperative Marketing Education (see Cooperative Education).

## AP MACROECONOMICS

**Grades 11-12**

**1 semester**

**Prerequisite: There are no specific prerequisites for AP Macroeconomics; however students should be highly motivated and college bound.**

AP Macroeconomics is designed to give students a thorough understanding of the principles of economics that apply to an economic system as a whole. It places primary emphasis on the study of national income and price level determination, and develops students' familiarity with economic performance measures, the financial sector, stabilization policies, economic growth, and international economics.

## AP MICROECONOMICS

**Grade 11 & 12**

**1 semester**

**Prerequisite: There are no specific prerequisites for AP Microeconomics; however students should be highly motivated and college bound.**

AP Microeconomics is designed to give students a thorough understanding of the principles of economics that apply to the functions of individual decision makers, both consumers and producers, within the economic system. It places primary emphasis on the nature and functions of product markets, and includes the study of factor markets and of the role of government in promoting greater efficiency and equity in the economy.



# Cooperative Education

## Possible sequences for Cooperative Education

Grades 11 - 12

Grade 12

Cooperative Work Training Class 1 - 2  
Cooperative Work Training Job 1 - 2

Cooperative Marketing Education Class 1 - 2  
Cooperative Marketing Education Job 1 - 2

See course descriptions for prerequisites.

See Business Education, Family & Consumer Sciences, and Industrial Technology for related courses.

### COOPERATIVE WORK TRAINING (CWT) 1-2

#### CWT CLASS 1-2

Grades 11-12

1/2 credit per semester

#### CWT JOB 1-2

credit per semester for job

**Prerequisite:** Age 16, good attendance, and teacher approval of class and job.

**VICA dues required.**

**Application forms are available in the Counseling Office**

Cooperative work Training is designed for students who would like a basic work experience and job-related instruction in school. Positive human relations and good attitudes are stressed. The related class will include units in skills required for successful employment, consumerism, successful work attitudes and career decision-making. The District requirement for Consumer Education can be met in the related class. CWT students will be members of Skills USA-VICA, which meets during class time. Students will have an opportunity to be leaders, take responsibility as members of the group, and use their skills to compete on regional and state levels. Experiences from the students' training station enhance class discussions and objectives.

### COOPERATIVE MARKETING EDUCATION (CME)

#### CME CLASS 1-2

Grade 12

1/2 credit per semester for class

#### CME JOB 1-2

1 credit per semester for job

**Prerequisite:** Age 16, good attendance, teacher approval of class and job, and any of the following: CWT, Accounting, Business Law, Economics, Marketing, Merchandising, or approved work experiences (Recommended: Keyboarding)

**DECA dues required.**

**Application forms are available in the Counseling Office**

CME is a course for the business, marketing, or management student interested in a work experience. Individual student work in the specific skills needed by him/her on the job is developed in class. Class time is also devoted to group and individual study of pricing, retailing, career and consumer skills, human relations, management principles, and applying for a job. Students will be members of DECA, the related student organization, which meets during class time to develop leadership skills, develop social awareness and prepare for DECA competition.

Special Notes:

- Students must be enrolled concurrently in class and job.
- Each cooperative education course has a related student organization.
- Successful completion of 2 semesters of cooperative education class/job meets the District's requirement for consumer education.