

Business Education Department

130 Career and Financial Management (.5 Cr.) *Required*

Grade 11

This course will offer students an opportunity to evaluate themselves in decisions regarding life after high school. Students will evaluate the income of planned career goals and the cost of education to pursue it. Financial topics covered include payroll and taxes, bank services, savings and investment opportunities, budgeting, proper credit usage and available insurances for health, auto, life, etc.

132 CP Introduction to Business (1 Cr.)

Grades 11 and 12

This course introduces students to the business and economy which they face every day. It will be taught to encourage creativity, innovation, critical thinking, and problem solving. Skills that will help people to work with others in a professional manner, manage and organize their work, and manage other employees, will be taught. Areas of concentration include various forms of business ownership, business ethics, management, human resources, marketing and advertising products and finance. This class is geared to the student considering any degree business program including international business, accounting, business administration, and finance.

134 CP Accounting I (1 Cr.)

Grades 11-12

The aim of this course is to provide students with an exposure to the basic skills needed to provide accounting for a sole proprietorship and corporation. Students with an interest in pursuing a career in business or accounting will be taught to record transactions in journals, post to ledgers, prepare financial statements, write and endorse checks, and prepare bank reconciliations. The calculation and recording of a company's payroll will also be covered. On-line working papers are used enabling each student to access assignments from any computer.

144 CP Accounting II (1 Cr.)

Grade 12

This course is an extension of the principles acquired in Accounting I. It is a valuable course for the college-bound student seeking a business, financial, or accounting degree. A corporate business environment is used to teach the recording of uncollectible accounts, inventory valuation, accruals, deferrals, and depreciation of assets. Specialized journals, ledgers, and financial statements are taught using online working papers and an automated accounting package.

Prerequisite: Accounting I