

BUSINESS EDUCATION

BUSINESS EXPLORATORY

Credits: Semester - 1 Credit

This elective course will introduce students to the growing world of business and technology. This is a great course for every student. It teaches skills in the business area that you will use the rest of your life. The majority of the class will be dedicated to introducing business concepts that will benefit the students after high school. Some of the concepts covered in this general business approach are: economy, banking, checking accounts, and financial management. The following computer programs will be integrated into the curriculum; Microsoft Word, Excel, Publisher, and Power Point. Once a week we will review keyboarding skills, along with learning basic word processing tools. These skills are essential for effectiveness and efficiency in the business world.

PERSONAL FINANCE

Credits: Semester -1 Credit

Prerequisite: Business Exploratory

Personal Finance is designed to inform students of their financial responsibilities as citizens, students, family members, and consumers. The course will help students understand the importance of personal financial planning, consumer credit and overall money management. This is a course all students should take. Discover new ways to maximize earning potential, develop strategies for managing resources and explore skills for using credit wisely. Projects will be done allowing students hands on experience and valuable practice for their future in managing personal finances.

ACCOUNTING I

Credits: Year - 2 Credits

Prerequisite: Business Exploratory

The purpose of this first year accounting course is to acquaint the student with the fundamental accounting procedures employed by businesses today. A major objective of this course is to provide the student with insight in how to employ the accounting procedures and concepts learned. This can be done in their financial record keeping for income tax purposes and can aid in managing their personal business affairs more wisely. Emphasis is placed on the "how to" and also the "why" of accounting procedures. This study of accounting would be of great benefit for anyone, no matter what his or her future occupation might be. Simulations will take place throughout the year, reviewing accounting concepts learned. Students will also have the opportunity to integrate computers with their accounting.

ACCOUNTING II

Credits: Year - 2 Credits

Prerequisite: Accounting I

The purpose of the second year Accounting course is to further the knowledge of students who may be interested in an accounting career. This course will cover some of the more advanced accounting concepts and practices used in the operation of a business. This is a good choice for a student interested in keeping financial records, marketing management, or business courses. This course is specifically vocational and career oriented. Two computer automated simulations will be completed during the year- one each semester.

COMPUTER APPLICATIONS I

Credits: Semester - 1 Credit

Prerequisite: Business Exploratory

Computer Applications I is designed to explore the Microsoft Word software. We will learn the different menus and tools available in Word. Formatting of documents will take place along with increasing efficiency in creating documents. The class involves learning and following efficient, orderly steps for decision-making and evaluating final format acceptability. Projects are done throughout the semester to display new skills.

COMPUTER APPLICATIONS II

Credits: Semester - 1 Credit

Prerequisites: Computer Applications I

This class introduces students to Microsoft Excel, Power Point, and Access. Microsoft Excel is software used in numerous businesses in creating spreadsheets. Computer Applications II will teach students about creating spreadsheets and many other features of Excel. Microsoft Power Point software allows the user to create presentations to be viewed on your computer or to be projected on screens. Students will learn to create and navigate through presentations and add enticing effects. Microsoft Access deals with databases. Students will be given instruction in creating databases and using the databases to create reports, forms, and merge to other documents. Students will complete lessons over the different areas and also complete jobs relating to what they have learned. These computer concepts will help the students become more proficient in using the computer.

COMPUTER APPLICATIONS III

Credits: Semester -1 Credit

Prerequisites: Computer Applications II

Computer Applications III expounds on skills learned in Computer Applications I & II. More complex activities will be performed in Microsoft Word, Excel, Power Point, and Access. Deeper study of these software programs will bring students to a level of expertise in each area.

WEB PAGE DESIGN

Credits: Semester - 1 Credit

Prerequisite: Business Exploratory

This course will introduce students to the web design software program, Dreamweaver. The history of the Internet, search engines, and evaluation of web sites will be studied. A unit on HTML and Publisher's web design program will be covered. The students will design several web pages, including a personal, commercial, and organization web page. The graphic editing program Fireworks will be used to edit pictures and images. As part of the curriculum, we will be utilizing the Internet to search for pertinent information.

BUSINESS INTERNSHIP

Credits: Semester or year -1 or 2 credits

Grades: 11, 12

Prerequisites: Vocational Concepts

Students with a career interest in the business field can elect to hold a part-time job at a local business. The internship experience must be approved by a business education teacher. Entry level employment in positions include retailing, wholesaling, banking, food marketing, restaurant and other related fields. Quarter evaluation is based on a series of written assignments, employer evaluation, self evaluation and other assigned responsibilities. **STUDENTS MUST BE ENROLLED IN A BUSINESS CLASS AND HAVE TAKEN, OR ARE CURRENTLY TAKING, VOCATIONAL CONCEPTS.**

PERSONAL LAW

Credits: Semester - 1 Credit

Grades: 11, 12

Prerequisite: Business Exploratory

A one semester course designed to give students a background of personal and business law by studying the legal system, contracts, purchasing, consumer protection, insurance, real estate, marriage and divorce, and a variety of other legal related areas of importance to one's personal and business life. Classroom lectures and discussions may be supplemented with guest speakers, field trips, debates, and mock trials. In this class, research on court cases brought to the Supreme Court will be emphasized. Students will learn how to brief a case.

VOCATIONAL CONCEPTS

Credits: Semester - 1 Credit

Grades: 10, 11, 12

Prerequisite: Business Exploratory

The goal of this class is to have students develop entry-level competencies that will be of great importance to them in the future. Emphasis is placed on developing positive Human Relations Skills. Students planning on participating in Business Internship or Job Shadowing must take this class as a requirement. The class will focus on developing soft skills employers are looking for such as effective communication, problem solving, professionalism, and teamwork. An important part of the semester

will focus on completing a unit over researching possible careers, professional letter and resume writing, and job interviewing. Other business topics of interest will be covered as time allows.

MARKETING AND MANAGEMENT

Credits: Semester - 1 Credit

Grades: 10, 11, 12

Prerequisite: Business Exploratory

Marketing is all around us. It is not only used by manufacturing companies, wholesalers, and retailers, but by all kinds of individuals and organizations such as hospitals, museums, performing arts groups, lawyers, and accountants. When students enter the job market, they must do "marketing research" to find the best opportunities and the best ways to "market themselves" to prospective employers. Many students will start careers with marketing jobs such as sales, retail, advertisement, and research. Students are given an opportunity to make business decisions in units such as Marketing Concepts, Advertising, Entrepreneurship, Publicity, Public Relations, and Sales. Marketing in and about the Iowa Falls-Alden area will be emphasized. Many people who originally train to be accountants, teachers, financiers, or even writers eventually become managers. For this reason, all students can benefit from learning management skills. This class is designed to give students a background in the four principles of management: planning, organizing, influencing, and supervising.

ENTREPRENEURSHIP

Credits: Semester - 1 Credit

Grades: 10, 11, 12

Prerequisite: Business Exploratory

The purpose of this class is to allow students to take a step-by-step journey through the entire process of owning their own business. In addition, students will learn the principles of good employer-employee relationships as well as the elements of a good business plan.

CAREER INTERNSHIP

Credits: Semester or year -1 or 2 credits (limit of 2 semesters)

Grades: 11, 12

Prerequisites: Vocational Concepts or instructor approval (with a minimum of three vocational class credits)

Students with a career interest in a specific field can elect to hold a part-time job at a local business for a minimum of 10 hours each week. The internship experience must be approved and is expected to extend the student's learning opportunities beyond that of a normal teenager. Simply working at the part time job you already have during school hours is not enough. Entry level employment in positions include retailing, wholesaling, banking, food marketing, restaurant, manufacturing, repair, and other related fields as approved. Quarter evaluation is based on a series of written assignments, employer evaluation, self evaluation, site visits by the instructor, and other assigned responsibilities. Classroom meetings will take place as necessary. **STUDENTS MUST BE ENROLLED IN A VOCATIONAL CLASS AND/OR OBTAIN WRITTEN APPROVAL FROM THE INSTRUCTOR.**

JOB SHADOWING

Credits: Semester or year -1 or 2 credits (limit of 2 semesters)

Grades: 11, 12

Prerequisites: Vocational Concepts or instructor approval (with a minimum of three vocational class credits)

Job shadowing gives students the opportunity to visit various Iowa Falls or Alden businesses for a quarter. All shadowing experiences must be approved by the instructor. This is a non-paid opportunity to gain firsthand knowledge of the daily routine of a potential career path. Students will be on the job site four days of the week. They will attend job shadowing class one day each week at the high school. Evaluation will be based on a series of written assignments, mentorship evaluation, self-evaluation, attendance, community service, and other assigned responsibilities. **STUDENTS MUST BE ENROLLED IN A VOCATIONAL CLASS AND/OR OBTAIN WRITTEN APPROVAL FROM THE INSTRUCTOR.**