

CAREER & TECHNOLOGY EDUCATION BUSINESS EDUCATION

Graduation Requirement: All students must earn one credit in Arts or Career & Technical Education classes.

<u>COURSE TITLE*</u>	<u>CREDITS</u>	<u>GRADES OFFERED</u>
Microsoft Office/Computer Applications	.5	9 10 11 12
Business Management & Entrepreneurship	.5	9 10 11 12
Business Law	.5	9 10 11 12
Web Design/E-Commerce 1 (SHS)	.5	9 10 11 12
Web Design/E-Commerce 2 (SHS)	.5	9 10 11 12
Personal Finance 1 (Graduation Requirement)	.5	9 10 11 12
Personal Finance 1 Honors On-Line (CCP)**(pending BOE approval)		11 12
Personal Finance 2: Investing Your Money	.5	9 10 11 12
Medical Careers 2	.5	10 11 12
Accounting 1 (CCP)**	1	10 11 12
Accounting 2	1	11 12
Honors Business and Finance	1	11 12

* See Career Pathways Program section for sequence of courses.

**CCP-College Career Pathways program offers an opportunity to earn college credit

Microsoft Office/Computer Applications (9-12) .5 Credit (1/2 year)

This course is designed for students to develop computer skills in Microsoft's integrated software package that includes Word Processing (Word), Spreadsheet (Excel), and Presentation Graphics (PowerPoint). According to the CT Department of Labor, Microsoft Office Professional is the world's most widely used software package.

Prerequisite: none

Business Management & Entrepreneurship (9-12) .5 Credit (1/2 year)

This course is designed to introduce students to the business world. Students develop an idea or concept into an actual business venture. They will identify key factors that will help them decide if their idea represents a real business opportunity. Students will study the interplay between marketing, manufacturing, financing, accounting and management. Students develop skills necessary to promote business ideas, test their feasibility and complete a business plan. This course offers hands-on activities in addition to various guest speakers. **Prerequisite: none**

Business Law (9-12) .5 Credit (1/2 year)

This course is designed to provide all students with a better understanding of the legal world in which they work and live. Students learn essential concepts of law including their rights and responsibilities as citizens and employer/employees. Some of the business topics discussed include: employment law, property law, contracts, minors, leases, bill of sale, agency law and white-collar crime. **Prerequisite: none**

Web Design/E-Commerce 1 (9-12) (SHS) .5 Credit (1/2 year)

In this hands-on computer class, students will learn how to plan, design, develop and evaluate an effective website for a business or an individual client using industry-standard professional web tools. Intellectual property laws and copyright laws are discussed. Among the software used in this class are: Adobe Photoshop, Illustrator, GoLive and Flash. Students will learn how to design sites using HTML and how to make the sites search-engine-friendly and user-friendly. Businesses today are including websites, E-commerce and E-publishing in their marketing plans and business plans. Students will learn how to become the technically skilled employees needed to achieve these goals.

Prerequisite: none

Web Design/E-Commerce 2 (9-12) (SHS) .5 Credit (1/2 year)

Intended for students who want to build more complex sites, expand their knowledge of website development and electronic commerce strategies, and incorporate advanced web-marketing techniques. **Prerequisite: C or better in Web Design and E-Commerce 1**

Personal Finance 1 (9-12) *Graduation Requirement .5 Credit (1/2 year)

Personal Finance helps students build a solid foundation for financial independence and future financial decisions. Students will learn about saving, spending, and credit. Topics will include preparing a monthly budget, planning for college expenses, buying a car, earning a paycheck, renting an apartment, investing their money and more. Guest speakers will enhance classroom activities. **Prerequisites: none**

Personal Finance 1 Honors On-Line (Pending BOE approval) .5 Credit (1/2 year)

This on-line honors level course can be taken for dual enrollment credit with Housatonic Community College. Students must complete an application and meet course requirements prior to registering for the course. Successful completion of this course will meet graduation requirement.

Personal Finance 2: Investing Your Money (9-12) .5 Credit (1/2 year)

This course will explore various vehicles for investing including stocks, bonds, and mutual funds. The world of investing and the operation of the stock market are the key components of this course. Students will evaluate and analyze many investment options in a collaborative environment. Emphasis is placed on developing the skills of global awareness, collaboration, oral and written communication, critical thinking, problem solving and a well-defined work ethic. Students will participate in the Stock Market Game. **Prerequisite: C or better in Personal Finance 1**

Introduction to Medical Careers 2 (10-12) .5 Credit (1/2 year)

This is the second semester (spring) of Introduction to Medical Careers. Students will continue to explore the various careers in the health and medical industries and will have an opportunity to develop an individual career portfolio. Guest speakers from the health and medical career cluster will enhance classroom activities. Participation in the Medical Careers Expo and service learning project opportunities will also be available. **(Medical Careers, Career Planning course) Prerequisite: Successful completion of Medical Careers 1**

Accounting 1 (CCP credit) (10-12) 1 Credit (full year)

This course will focus on the principles and procedures for keeping accurate records and the use of this information to make informed personal and business decisions. Preparation of financial statements, accounting practices for business (service or merchandising), and procedures for completing payroll activities are among the topics covered. This course provides an in-depth study of specific accounting problems for proprietorships and partnerships utilizing manual and computer-based accounting systems. Eligible students can receive college credit for this course as part of the CCP program with the University of Bridgeport and Housatonic Community College.

Please note: Successful completion of Accounting 1 (full year course) may be applied as a mathematics credit for graduation. Students must complete Algebra 1, Geometry and Algebra 2 or be concurrently enrolled in Algebra 2 before Accounting can be used for math credit. Students will have the option to use the credit as a math credit or as an elective credit.

Accounting 2 (11-12) 1 Credit (full year)

This course deals with basic financial reporting issues for corporations such as the identification of the users and uses of financial accounting information, the processing and recording of economic transactions, the preparation of financial statements and the interpretation of financial data. Emphasis is placed on automated accounting procedures. **Prerequisite: C or better in Accounting 1 and teacher recommendation**

Honors Business and Finance (11-12) 1 Credit (full year)

This advanced level business and finance course will be offered to juniors and seniors who are interested in majoring in the business and finance industry. This course will look at the global picture of business and finance and how it relates to the consumer. It will also introduce students to business and international banking concepts and various financially related careers through Credits such as financial planning, budgeting, credit management, ethics, social responsibility, insurance, business ethics, investments, bankruptcies, taxes, business concepts, marketing, international business and entrepreneurship. **Prerequisite: Algebra 2 C or better**