

## **BUSINESS MANAGEMENT AND ADMINISTRATION CAREER CLUSTER**

### **5000 PRINCIPLES OF BUSINESS, MARKETING, FINANCE & INFORMATION TECHNOLOGY**

Grades: 9-12

Credit: 1

Prerequisite: None

Students will develop computer literacy skills to adapt to emerging technologies. Students will develop a basic understanding for computer hardware, networks, word processing, spreadsheet, database, presentation software, and design and web publishing. Students employ both student-created formulas and preprogrammed functions to produce documents such as budget, payroll, and statistical tables while implementing personal and interpersonal skills to prepare for a rapidly evolving workplace environment. Students will enhance reading, writing, computing, communication, and reasoning skills and apply them to the information technology environment.

### **5005 TOUCH SYSTEM DATA ENTRY**

Grades: 9-10

Credit: .5

Prerequisite: None



Organizing, directing, and evaluating functions essential to productive business operations.

Formerly known as Keyboarding, Touch Systems Data Entry is a class where students will learn the proper technique for entering data more efficiently. Students will learn proper formatting technique for MLA documents, letters, reports, and number of other professional documents used in the work place. Not only will this class enable students to excel in the class room, it will help them to develop a skill they will use for the rest of their lives.

### **5010 BUSINESS INFORMATION MANAGEMENT**

Grades: 9-12

Credit: 1

Prerequisite: Recommended: Principles of Business, Marketing, Finance & Information Technology



Organizing, directing, and evaluating functions essential to productive business operations.

Students taking this course will apply technical skills in word processing, spreadsheet, database and presentation technologies to create a project management business project. This course emphasizes database from creating, defining relationships of tables, analyzing information, identify trends, and mining. In spreadsheets, students learn solutions to a variety of business problems such as budgets, payroll, balance sheets, profit and loss, and income tax preparation.

### **5065 GLOBAL BUSINESS**

Grades: 9-12

Credit: 1

Prerequisite: None



Organizing, directing, and evaluating functions essential to productive business operations.

Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce and postsecondary education. Students apply technical skills to address global business applications of emerging technologies. Students develop a foundation in the economical, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment.

## 5518 PRACTICUM IN BUSINESS MANAGEMENT (CO-OP CLASS)

Grades: 11-12

Credit: 3

Prerequisite: Must provide own transportation.



Organizing, directing, and evaluating functions essential to productive business operations.

This course is designed to prepare students for employment in office related occupations and to encourage further education in the business field. Administrative Procedures Career Preparation allows the student to receive classroom instruction in office techniques while receiving on-the-job work experience in an office setting. Students receive wages as they work 15 hours a week at approved training sites. Reliable transportation is a must. Both instructor and employer evaluate students. In the classroom special emphasis is placed on duties and responsibilities common to most offices, focusing in computer applications relating to word processing, database, spreadsheet and desktop publishing. Also, the ten key calculator is used to prepare business forms such as invoices and purchase orders. Business telephone techniques and communication skills are likewise covered. Leadership activities are provided through Business Professionals of America (BPA). Active club participation is expected. Class can be taken one or two times.

## FINANCE CAREER CLUSTER

### 5000 PRINCIPLES OF BUSINESS, MARKETING, FINANCE & INFORMATION TECHNOLOGY

Grades: 9-12

Credit: 1

Prerequisite: None



Planning finances and investments; managing banking, insurance, and business finances.

Students will develop computer literacy skills to adapt to emerging technologies. Students will develop a basic understanding for computer hardware, networks, word processing, spreadsheet, database, presentation software, and design and web publishing. Students employ both student-created formulas and preprogrammed functions to produce documents such as budget, payroll, and statistical tables while implementing personal and interpersonal skills to prepare for a rapidly evolving workplace environment. Students will enhance reading, writing, computing, communication, and reasoning skills and apply them to the information technology environment.

### 5035 INSURANCE OPERATIONS

Grades 10-12

Credit: .5

Prerequisite: Principles of Business, Marketing, and Finance & Information Technology



Planning finances and investments; managing banking, insurance, and business finances.

Students will describe and abide by laws and regulations in order to manage business operations and transactions in the insurance industry; access, process, maintain, evaluate, and disseminate information to assist in making decisions common to the insurance industry; and monitor, plan, and control day-to-day insurance organization activities to ensure continued business functioning. Students will use career planning concepts, tools, and strategies to explore, obtain, and develop a career in insurance. Students will employ underwriting techniques and strategies to gather, access, and evaluate the risk posed by potential insurance clients. Students will determine client needs and wants and respond through planned, personalized communication to influence purchase decisions and enhance future insurance business opportunities.