

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.

5045 SECURITIES & INVESTMENT

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 securities industry; access, process, maintain, evaluate, and disseminate information to assist in making decisions common to the securities industry; and monitor, plan, and control day-to-day securities organization activities to ensure continued business functioning. Students will use career planning concepts, tools, and strategies to explore, obtain, and develop a career in the securities industry. Students will determine client needs and wants and respond through planned, personalized communication to influence purchase decisions and enhance future securities sales opportunities.

5050 ACCOUNTING

Grade: 10-12

Credit: 1

Prerequisite: None

Counts as college credit – see Tech Prep section (pg.104)



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

A one-year course designed for students to consider the field of accounting, including how it is impacted by business standards as well as economic, financial, technological, legal and ethical factors. Students reflect on this knowledge as they take in the process of recording, classifying, summarizing, analyzing, and communicating information. Students will interpret financial information for use in business decision-making. This course is a must if the student wants to pursue a business major in college.

5055 STATISTICS AND RISK MANAGEMENT

Grades:

Credit:1 (*May count as 4th year Math credit*)

Prerequisite: Accounting I & Algebra II



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

In Statistics and Risk Management, students will learn how to take large collections of data and apply statistical analysis to assess risk. Students will use a variety of graphical and numerical techniques to analyze patterns and departures from patterns to identify and manage risk that could impact an organization. Students will develop forecasting and anticipation techniques designed to work with a business model to make decisions. Students will determine the appropriateness of methods used to collect data to ensure conclusions are valid. Refer to page 48 - 50.

HEALTH SCIENCE CAREER CLUSTER

5430 MEDICAL SCIENCE

Grades:10-12

Credit:1 (*1 credit of Medical Science can be substituted for the required .5 credit of Health.*)

Prerequisite: Biology

Counts as college credit-see Tech Prep section (pg. 104)



Providing diagnostic and therapeutic services, health information, support services, and biotechnology research and development.

This course provides an introduction to the therapeutic, diagnostic, health informatics, support services and biotechnology research and development systems of the Health Care Industry. Students will be given the opportunity for advancement of knowledge and skills related to a variety of health careers. Students will have hands-on experiences to develop skills, and should be able to learn to reason, think critically, make decisions, solve problems and communicate effectively. This course includes the study of Medical Terminology, ethics, legal issues, anatomy physiology, disease processes, critical attributes of patient relationships, and management of patient care. Students receive CPR certification, training in first aid techniques, and vital signs assessment. This course is recommended for anyone interested in a health care career.