

7515C Money Matters

Credit: 1

Prerequisite: None

What does it take to run a business? This course helps students to prepare for Accounting courses along with planning for future financial goals, both personally and business success. Special emphasis is placed on bank record management, use of credit, investing, insurance and budgets. You are introduced to financial market and securities analysis. Current economic events dictate that it is never too early for students to gain an awareness of factors that will impact their short-term and long-term financial plans. This course can earn college credit based on Articulation agreements, which are subject to change.

7310C Business Information Management I

Credit: 1

Prerequisite: None; Money Matters for Business Management & Administration declared Endorsement option

Do you have what it takes to get a good paying job? Do you have computer skills to help you get ahead in school and the workforce? Take this class to move you forward in today's society. You will develop skills in Microsoft Excel, Access, Word, and PowerPoint that will strengthen your individual performance in the workplace and in society to make a successful transition to the workforce and post-secondary education! Industry certification testing will be available for Microsoft Office Specialist (MOS) to all students meeting testing criteria; see teacher for these details. This course can earn college credit based on Articulation agreements, which are subject to change.

7320C Business Information Management II

Credit: 1

Prerequisite: Business Information Management I

Take it to the next level! Learn how to address business applications of emerging technologies, manage an electronic portfolio, create complex documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software. If you want to get ahead in business, this is where you need to be! Additional Industry certification testing will be available for Microsoft Office Specialist (MOS) to all students meeting testing criteria; see teacher for these details. This course can earn college credit based on Articulation agreements, which are subject to change.

7330C Business Law

Credit: 1

Prerequisite: Business Information Management II

Is that legal? Is it ethical? Is it right? Answer these questions by exploring the ins and outs of business organizations, employment, contracts, and lawsuits. Bring it to life by analyzing current events in today's economy. Learn how the business world relates to you! This course can earn college credit based on Articulation agreements, which are subject to change.

7333W Practicum in Business Management

Credit: 2

Prerequisite: Business Information Management II;

Student must complete interest form for enrollment and attend a meeting with the instructor. Students will participate in a teacher-approved training station (onsite or offsite, paid or unpaid) for continuation in this course; must be a minimum age of 16 and hold a valid work documentation to enroll in a paid practicum experience working at least 10 hours per week. Transportation to and from the training station is the responsibility of the student. Workplace visits required by teacher of record every 6 weeks. Training station evaluation will count as 30% of the student's grade.

Practicum in Business Management is designed to give students supervised practical application of previously studied knowledge and skills. Practicum experiences occur in a paid or unpaid arrangement and a variety of locations appropriate to the nature and level of experience. Implement personal and interpersonal skills. Apply technical skills to address business applications of emerging technologies. Develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Apply reading, writing, computing, communication, and reasoning skills to the business environment based on knowledge from legal, managerial, marketing, financial, ethical, and international dimension of business.

7333EW Practicum in Business Management - Extended

Credit: 3

Prerequisite: Business Information Management II

Student must complete an interest form for enrollment and attend a meeting with the instructor. Extended is for students who work a minimum of 15 hours a week in a teacher-approved training station (paid or unpaid off site) for continuation in this course, must be a minimum age of 16 and hold a valid work documentation to enroll in a paid practicum experience. Transportation to and from the training station is the responsibility of the student.

Workplace visits required by teacher of record every 6 weeks. Training station evaluation will count as 30% of the student's grade.

This course completes the coherent sequence in the field of Business Management. This occupationally specific course is designed to provide classroom technical instruction and on-the-job training experiences. Students will work on fine tuning their Business Management skills, safety, work ethics, and job-related study in the classroom. Instructor will provide industry standard training. Industry certification testing is offered to all students meeting testing requirement; see teacher for details.