

#### Accounting I (Course #580) 1.00 credit

This is an introductory accounting course. Students will develop an understanding of the basic accounting cycle and then learn to apply those concepts and procedures to a merchandising business. Students will use special journals and a general journal. Basic accounting principles learned in this course are also applied to various personal finances, such as banking and tax returns.

Since Accounting is a required course for every business major in college, this course is highly recommended for students who are planning to attend college and major in any business field.

One semester course  
elective  
prerequisite: none  
grade: 10,11,12

#### College Accounting (Course #581) 1.00 credit

This is a rigorous course which encompasses the scope and sequence of a college-level introductory financial accounting class. A college-level textbook will be used. Students will focus on the principles and procedures for recording, classifying summarizing, reporting, and analyzing financial information.

Since Accounting is a required course for every business major in college, this course is highly recommended for students in Grades 11 or 12 who are planning to attend college and major in any business field.

(Students may choose to take this course for college credit.)

One semester course  
elective  
prerequisite: "B" average or higher in Accounting I  
grade: 10,11,12

#### Business and Personal Law (Course #594) .50 credit

This course is designed to acquaint students to aspects of our legal system and introduce students to business-related law as it applies to individuals and businesses. As students become familiar with concepts, they will understand the ways law affects them personally and how they interact legally in relationships with others and business.

One nine week course  
elective  
prerequisite: none  
grade: 10,11,12

#### Business Concepts (Course #550) .50 credit

This introductory course covers our economic system and businesses' and individuals' roles in it. Students will learn the importance and processes of being a wise consumer, managing finances, and saving. Students will be able to describe the need for insurance and aspects of insurance as it affects them.

One nine week course  
elective  
prerequisite: none  
grade: 9,10,11,12

#### Career Preparation (Course #592) .50 credit

In this course, students examine their own interests, abilities, attitudes and goals to determine which career areas are best suited for them. After exploring and researching various careers, students learn the elements of success in the job search process. These elements include: job leads, resumes, cover letters, job applications, and interview techniques. This course is recommended for students in grade 11.

One nine week course  
elective  
prerequisite: none  
grade: 9,10,11,12

Keyboarding (Course #560) .50 credit

This class is recommended for all 9th graders to improve basic keyboarding skills. Students will review touch-typing (location of letter, number, and symbol keys) and develop skill and techniques to type at a modest, accurate rate. Students will also be able to format documents such as memos, letters, envelopes, and reports.

One nine week course  
elective  
prerequisite: none  
grade: 9,10,11,12

International Business (Course #552) .50 credit

The focus of this course will be on current business issues relative to a global economy and on developing an understanding of the problems and opportunities faced by businesses trading internationally. Students will research business institutions, functions, and current business problems in the United States and selected countries.

One nine week course  
elective  
prerequisite: Business Concepts  
grade: 10,11,12

Small Business Management - The Pencil Box (Course #591) 1.00 credit

This course applies classroom theory to the actual operation of the school's student store, The Pencil Box. Students assume full responsibility for the entire operation of the store - advertising and promotions, accounting, merchandising, inventory, purchasing, scheduling, and selling.

One semester course  
elective  
prerequisite: Business Concepts  
grade: 10,11,12

World of Business/Manufacturing (Course #551) .50 credit

This is the first class in the Partnership for Advanced Studies (Ford PAS) Program and is designed to better prepare students for success in the "real world." This course covers: principles of economics; employment prerequisites and skills; teamwork and problem-solving skills; business etiquette; and oral and written communication skills..

One nine week course  
elective  
prerequisite: Member of FAMS or Instructor's permission  
grade: 10,11,12