

BUSINESS EDUCATION DEPARTMENT

Class Number: 30
Class Name: **Vocational Business** (Elective)
Length of Class: Year
Prerequisite: None
Grade Level: 9 - 12

Vocational Business acts as the core class for all vocational classes. It is open to all students in grades 9 - 12. It is designed to develop a basic economic understanding of your role in the business community. Some areas of study include the economic system, your role as a consumer, managing money, taxes, saving and investing money, insurance, and career exploration. Fundamental math skills are used in solving life-like math situations.

Class Number: 31
Class Name: **Keyboarding 1 and 2** (Elective)
Length of Class: One Semester Each
Prerequisite: Keyboarding 1 is a Prerequisite for Keyboarding 2
Grade Level: 9 - 12

Keyboarding is open to all student in grades 9 - 12. In Keyboarding 1, the students are introduced to typing and learning the keyboard on a computer. Special features and functions of word processing are learned and applied to timed writings, business letters, tables, memorandums, and unbound reports.

In Keyboarding 2, the students have advanced assignments including letters, two or three column tables, reports, and a typing simulation. In the simulation, students assume an employee role for a company.

Class Number: 32
Class Name: **Accounting I** (Elective)
Length of Class: Year
Prerequisite: 1st Semester Must be Taken Before 2nd Semester
Grade Level: 10 - 12

Accounting is open to all students in grades 10 - 12. Accounting I is a systematic recording of all financial operations of a business determining the profit or loss for a fiscal period and the financial condition of a business over a specific period of time. Records are kept for a proprietorship acting as a service business, a partnership acting as a merchandising business, and corporate accounting for a merchandising business. It is applicable for personal financial use as well as a foundation for future study in the accounting or business field. Simulation sets are used in the course in addition to the text and workbook.

Class Number: 33

Class Name: **Accounting II** (Elective)
Length of Class: Year
Prerequisite: Accounting I and 1st Semester Accounting II Must
Be taken Before 2nd Semester
Grade Level: 11 - 12

Accounting II is open to all juniors and seniors who have completed Accounting I. Accounting concepts, practices, and procedures are continued and expanded in Accounting II. More time will be spent on analysis of financial statements rather than preparation. A simulation will be completed on the computer during 1st semester. Second semester features work with an Advanced Automated Accounting series that is completed on the Macintosh computer. A good class for students interested in studying accounting and/or business in college.

Class Number: 37
Class Name: **Business Math** (Not a Math Credit)
Prerequisite: None
Class Length: Year
Grade Level: 9 - 12

Consumer Math -- General Math Level courses reinforce general math skills for students who have previously attained them, may extend the general math skills to cover additional math concepts, and use these skills in a variety of consumer applications. In addition to reinforcing general math topics, such as arithmetic using rational numbers measurement, and basic statistics, these courses apply these skills to consumer problems and situations. Applications may include budgeting, taxation, credit, banking services, insurance, buying and selling products and services, home and/or car ownership and rental, managing personal income, and investment. Enhancement topics: ratio and proportion, further statistical concepts (i.e., measures of central tendency), and basic probability theory.