

BUSINESS-- CAREER/TECH DEPT

ACCOUNTING 1 - Semester Course

Course #: 0201

Credit: 1

Offered: 2019-20, 2021-22, 2023-24

Elective Grades 10-12

Prerequisite: None

Course Description

Accounting 1 is for the students who desire beginning vocational preparation for accounting careers; or, for students looking to careers in related business fields for which mastery or some accounting knowledge, understanding, and application is needed; (small business ownership or entrepreneurship) or, for students seeking a foundation on which to continue studying business and accounting at the collegiate level. Understanding the accounting cycle is the basis of the course. Students begin with a simple accounting cycle and proceed to the more complex systems. Students will study the accounting cycle for a sole proprietorship and a partnership. The IBM computer lab, with accounting software, will be used to solve some of the problems. There is a fee for course material.

Skills Needed To Be Successful In The Class:

Students must have average or above average grades, be accurate, like to work with numbers, and have problem solving skills.

Specific Expected Outcomes -- The Student Will Be Expected To:

1. Identify the correct definition of accounting terms and list career in the accounting field.
2. Distinguish between correct and incorrect accounting principles.
3. State and explain the fundamental accounting equation.
4. Record transactions in a journal and post to ledgers.
5. Describe for a cash basis organization, each step of the accounting cycle.
6. Find and correct errors in the general journal and ledgers.
7. Handle the merchandise inventory account in a retail business.
8. Complete financial statements.
9. Prove cash.
10. Use special journals for transactions.
11. Demonstrate the ability to use subsidiary ledgers to keep track of receivables and payables.

Career Related to Content: Accounting Clerk, Junior or Assistant Accountant, Secretary, Typist, General Office Workers, Bookkeeper, Accountant.

BUSINESS-- CAREER/TECH DEPT

INTRODUCTION TO BUSINESS - Semester Course

Course #: 0203

Credit: 1

Elective Grades 9-10

Prerequisite: None

Offered Biennially: 2018-19, 2020-21, 2022-23

Course Description:

Introduction to Business is a one semester course which will provide students with a fundamental understanding of how business and our economy operate. As consumers, workers, and citizens, students should be able to interpret economic issues which affect them and manage their economic affairs efficiently and wisely. General Business is an excellent introductory course for any of the more specialized courses in the business department.

Skills Needed To Be Successful In The Class:

Students must be able to read, write, and express opinions and ideas verbally, visually, and in writing.

Specific Expected Outcomes -- The Student Will Be Expected To:

1. Make informed and intelligent personal, business, and consumer decisions.
2. Understand and appreciate the operations of the private enterprise system.
3. Understand his/her economic rights and responsibilities as a citizen in a democracy.
4. Explain how people, communities, and nations throughout the world depend upon each other.
5. Discuss the value of marketing upon a product.
6. Describe how tariffs, quotas, and embargoes affect world trade.
7. Explain the function of banks and their methods of operation and money earning.

Careers Related to Content: Introduction to Business is a life skill course related to any and all careers.

BUSINESS-- CAREER/TECH DEPT

BUSINESS PROCEDURES – Semester Course

Course #: 0233

Offered: 17-18

Credit: 1

Elective Grades 10-12

Prerequisite: Possess a typing skill level of at least 30 wpm OR teacher approval

Offered Triennially: 2019-20, 2022-23, 2025-26

Course Description:

This ACTIVITY-ORIENTED class is designed to provide students with a realistic view of today's business procedures, equipment and activities while developing business skills that are important to all office-support personnel. Students will be placed in the role of an administrative assistant in a simulated workplace environment. Tasks will include processing, creating, formatting, updating business documents while performing related activities. Simulations used in this course may cover a variety of businesses; River Oaks Mall, Tennessee Science Education Association, Salk Alumni Association, HPJ Communication Specialists, Maple View Chamber of Commerce.

Skills Needed To Be Successful In The Class:

Planning and organization are important due to the number of individualized assignments. Students must also be able to follow oral and written instructions and have keyboarding skills. This course is recommended for students who possess basic computer skills and wish to improve these skills.

Specific Expected Outcomes -- The Student Will Be Expected To:

1. Understand the unique functions of the office and related career requirements.
2. Describe important safety, organization, and time management skills and demonstrate improved productivity.
3. Prepare calendars, agendas, travel itineraries, and meeting plans.
4. Code alphabetic, numeric, geographic and subject files using recognized ARMA filing rules.
6. Handle incoming and outgoing mail procedures.
7. Demonstrate proper telephone techniques in answering incoming and placing outgoing calls. Understand basic telecommunication concepts.
8. Prepare career-related papers (resume, application forms and letters, follow-up letters, skill inventories, interview questions, etc)
9. Demonstrate proficiency in using the functions and features of both the computer hardware and software while completing office simulations using a variety of software and interactive situations.
- 10.. Keyboard and format usable/mail able documents, proofread and edit to correct all errors, and refine evaluation skills while increasing their keyboarding skill beyond their present level of keying speed and accuracy

Careers Related to Content:

Virtually every career requires the ability to utilize a computer to complete tasks. Any business has staff that works in the "OFFICE". Specifically, administrative assistants, receptionists, support staff, word processors, clerk-typists, data-entry operators, office supervisors, office managers, secretaries, Information Technology (IT Computer) Positions, Entrepreneurs, Managers, and Medical Records. Oftentimes the skills can be used for part-time college employment or used in their PERSONAL lives as a student, consumer, employee, and a person maintaining their own home/apartment.

BUSINESS-- CAREER/TECH DEPT

BUSINESS LAW - Semester Course

Course #: 2733

Credit: 1

Offered: 2016-17, every other year

Elective Grade 10-12

Prerequisite: None

Offered Triennially: 2018-19, 2021-22, 2024-25

Course Description:

Law affects each of us on a daily basis. The relationship between individuals, business, and government is very complex. This complexity makes a general understanding of how Business Law affects us as citizens, workers, and consumers an essential life skill and thus a course strongly recommended for all students. Students will find the content of this course interesting, dramatic, practical, relevant, and challenging.

Skills Needed To Be Successful In The Class:

Students must be able to read, write, and express opinions and ideas clearly and concisely; must be willing to work both independently and cooperatively; must demonstrate problem solving skills, and must possess good work habits and study skills.

Specific Expected Outcomes -- The Student Will Be Expected To:

1. Understand their basic legal rights and responsibilities and apply them to their everyday roles as consumers, citizens, and workers.
2. Demonstrate a respect for law and an understanding of how the legal system functions.
3. Understand the purpose, format, and uses of a variety of common legal documents.
4. Understand the legal implications of various business transactions.
5. Possess a working vocabulary of the most frequently used legal terms.
6. Demonstrate decision making, analysis, and application skills in solving frequently encountered legal situations.

Careers Related to Content: Virtually every aspect of life is touched by the law. Specifically Business Law is related to careers such as law enforcement, private investigators, court reporters, legal assistants, legal secretaries, lawyers, clerks of court, FBI agents, judges, insurance claims adjusters, title searchers and examiners, sol proprietors, and any career associated with business administration.

BUSINESS-- CAREER/TECH DEPT

ENTREPRENEURSHIP - Semester Course

Course #: 1803

Credit: 1

Elective Grades 11-12

Prerequisite: None

Offered Annually: Spring

Course Description:

The primary focus of this class deals with ENTREPRENEURSHIP. This course provides insight into the characteristics, organization, and operation of business. Students will complete a BUSINESS PLAN for a business of their own choice throughout the semester.

Components of the business plan include: Executive Summary, Company Description, Industry Analysis, Target Market, Competitive Analysis, Marketing Plan and Sales Strategy, Operations, Management and Organization, and Financials.

A two-week unit of this course is MARKETING and SALESMANSHIP. The SELLING portion of this class develops the skills necessary to become a successful salesperson. Product features are translated into buyer benefits. The central theme is "helping the customer make wise buying decisions." Each student presents an actual sales demonstration to another student.

Skills Needed To Be Successful In The Class:

This course is designed for those students thinking of owning or managing their own business or understanding those people who do. This class is also designed for those thinking of pursuing a career in sales. It is also recommended for students pursuing a business degree in college, such as business administration, marketing, management, accounting, and finance.

Students should have a desire to build an interest in the business field, and be able to relate concepts from the book to actual projects of their own design. Students will read, write and express opinions and ideas verbally, visually, and in writing, and to compute using basic math.

Specific Outcomes -- The Student Will Be Expected To:

1. Be a simulated entrepreneur by developing a new business plan of their choice.
2. Role-play a typical product sale. The student shall be aware of the importance of selling in their personal life; the importance of the customer to a business; and specific strategies and skills involved in each step of a sale.
3. Become familiar with business vocabulary, understand the many activities, problems, and decisions involved in operating a business successfully in our global world.
4. Appreciate the importance of business in our economy.
5. Demonstrate 21st century success skills.

Careers Related to Content:

A wide variety of business-related careers would include Entrepreneurship (Business Ownership) and Management. In addition, over a third of all Americans are employed in marketing related positions. Thus, the number of possible marketing careers is enormous and the opportunities are open to a full range of careers in Sales and Sales Management, as well as Advertising, Public Relations, Buyers, Retail and Wholesale Management. This background information is also helpful for students interested in the Accounting profession.

