**Business & Technology Education**

**Introduction to PC Applications Grade Level: 9-12**

**Prerequisites: none Class Length: 1 semester**

Introduction to PC Applications is designed to cover the basics in a single course. This class will acquaint you with Microsoft Office Applications: Word (word processing) and Excel (spreadsheet). Students will also complete a resume and cover letter as well as explore creating your own graphics. FBLA leadership skills will be integrated into the class.

**Technology Media Grade Level: 9-12**

**Prerequisites: Intro to PC Applications Class Length: 1 semester**

This class should be taken in the same year as Computer Applications I. This course is designed to give the student an opportunity to learn technology applications used in multimedia arts. Students will learn to create, edit, and format all business forms including newsletters, flyers, brochures, reports, advertising materials and other publications. Students will also have the opportunity to work with images, sound, and presentation programs. FBLA leadership skills will be integrated into the class.

**Business Leadership I, II, III, IV Grade Level: 9-12**

**Prerequisites: Teacher Approval \*\*Must be in FBLA Class Length: 1-8 semesters**

**(capstone class)**

Students will have the opportunity to further their knowledge of leadership skills. Students will learn employability, management, and leadership skills. Students will also advance their knowledge of various computer applications. FBLA leadership skills will be integrated into the class.

**Introduction to Business Grade Level: 10-12**

**Prerequisites: none Class Length: 1 semester**

This class introduces students to the role of business in the lives of individuals, consumers, workers, and citizens. Students will understand basic business terminology and the class will cover business operations, small-business management, business fundamentals, marketing, career planning, social responsibility and ethics, basic economics, technology, soft skills, and consumer decision-making. FBLA leadership skills will be integrated into the class.

**Ethical Leadership Grade Level: 10-12**

**Prerequisites: none Class Length: 1 semester**

Leadership develops student understanding and skills in the areas of communication skills and emotional intelligence. Through this course, students acquire an appreciation for the need for self-awareness, teamwork, and leadership skills. By developing these skills and habits early, students are likely to experience greater success in subsequent academic and career courses, as well as perform better in their CTSO and professional lives. This class should be taken directly after Introduction to Business. FBLA leadership skills will be integrated into the class.

**Principles of Marketing Grade Level: 11-12**

**Prerequisites: none Class Length: 1 semester**

Presents the analysis of theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer. In addition, communication, interpersonal, leadership and technology skills will be developed, as well as employability and career development strategies. Students will learn through a project-based atmosphere where they will learn the concepts and apply to real-world situations. FBLA leadership skills will be integrated into the class.

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**Principles of Management Grade Level: 11-12**

**Prerequisites: none Class Length: 1 semester**

Provides an overview of the principles of management. Emphasis is on the primary functions of planning, organizing, staffing, leading and controlling with a balance between the behavioral and operational approaches. Areas to be examined include business organization, ethical and legal responsibilities, communication, decision-making, personnel, professional development and related careers. By gaining an understanding of these areas, students will be better prepared to enhance the business decisions of tomorrow. FBLA leadership skills will be integrated into the class.

**Accounting-Aims 101 Grade Level: 11-12**

**Prerequisites: none Class Length: 2 semesters (capstone class)**

Accounting teaches students to analyze business transactions, to understand the principles of double-entry accounting, to make correct and neat entries, to know the accounting cycle, to know the general system of taxation. The students will complete a minimum of one practice set. Automated accounting will also be introduced, and computer problems will be completed. FBLA leadership skills will be integrated into the class.

**Cooperative Business Grade Level: 12**

**Prerequisites: Teacher approval Class Length: 2 semesters (capstone class)**

This class will provide related class instruction for those students who are working through a cooperative work experience program related to their chosen business strand. The course will be individualized to fit each student's work situation. Any instruction necessary to aid the student in their work experience will be emphasized. FBLA leadership skills will be integrated into the class.

**Coop Work Experience (Work Based Learning) Grade Level: 12**

**Prerequisites: Teacher approval Class Length: 2 semesters (capstone class)**

This is the capstone phase of all the business strands. Students will have the opportunity to be placed in a work/study situation that will enable them to use skills they have acquired through their previous learning in business education. The cooperative business class must be taken in conjunction with this work experience. FBLA leadership skills will be integrated into the class.

**Why should you take Business Education Classes?**

Many people-parents, students, and even educators- operate under the erroneous assumption that business education is only for students who expect to graduate and pursue a career in business. The information contained within the business education curriculum is not only valuable for all students in today's world, but also is critical for the success of our country. All students need to have a general understanding of how the American economy operates and the role business plays in the economic well-being of this country. Not to mention, the absolute necessity for students to be able to understand and utilize technology in their personal and professional lives.

Also, it is a well-publicized fact that today's graduates will change CAREERS (not jobs, in the sense of moving to a higher-level position or moving across town to do the same job) at least seven times in their professional job years. This means students need to have the knowledge and skills it takes to become a lifelong learner and to harness the momentum of the business world to their advantage!