

BUSINESS EDUCATION & TECHNOLOGY

INTRODUCTION TO BUSINESS

CLASS NUMBER	1100	CLASS LENGTH	1 semester
GRADE LEVEL	9, 10, 11, 12	CREDIT	0.5
CLASS FEES	None	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	

Introduction to Business is a class that introduces students to the concepts and skills required for success in today's workplace. There will be extensive coverage of finance, marketing, management and other business operations which will take them beyond the basics. Other topics covered will include business ethics, career planning and business technology. Current events in the business world will also be explored by using the Internet, newspapers, and magazines. FBLA leadership skills will be integrated into the class.

BUSINESS CAREERS

CLASS NUMBER	1102	CLASS LENGTH	1 semester
GRADE LEVEL	9, 10, 11, 12	CREDIT	0.5
CLASS FEES	\$5.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	

This class is a student's guide to work-based learning. They will discover new paths to success in today's workplace. The class is designed to help each student complete a successful work-based learning experience. The format of the class is based on your participation and communication. With the involvement of the Job-Shadow experience and the ability to have a Mock Interview each student will learn more about themselves. FBLA leadership skills will be integrated into the class.

COMPUTER APPLICATIONS I

CLASS NUMBER	1106	CLASS LENGTH	1 semester
GRADE LEVEL	9, 10, 11, 12	CREDIT	0.5
CLASS FEES	\$5.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	

Computer Applications I is designed to cover the basics in a single course. The Internet and the World Wide Web are included throughout the class. This class will acquaint you with Microsoft Office applications: Word (word processing), Excel (spreadsheet), and PowerPoint (presentation graphics). FBLA leadership skills will be integrated into the class.

TECHNOLOGY MEDIA

CLASS NUMBER	1107	CLASS LENGTH	1 semester
GRADE LEVEL	9, 10, 11, 12	CREDIT	0.5
CLASS FEES	\$5.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	Computer Apps I	NOTES	

This course is designed to give the student an opportunity to learn technology applications used in the multi-media 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.

COMPUTER APPLICATIONS II

CLASS NUMBER	2106/2107	CLASS LENGTH	2 semesters
GRADE LEVEL	10, 11, 12	CREDIT	1.0
CLASS FEES	\$10.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	Computer Apps I	NOTES	Dual credit through Aims Community College credit is possible for an additional expense.

This comprehensive course of office technology includes extensive instruction in Microsoft Office software. Major emphasis will be placed in Word, Excel, Access, and PowerPoint. Integrating Internet usage into the Microsoft Office software will be included. Students will also have the opportunity to explore desktop publishing software as well as image editing software. In addition to instruction on each individual program, integration of the software packages will also be covered. Students will be given instruction on ten-key calculators with emphasis on using speed and accuracy when using a ten-key keypad. FBLA leadership skills will be integrated into the class.

ACCOUNTING I

CLASS NUMBER	2110/2111	CLASS LENGTH	2 semesters
GRADE LEVEL	10, 11, 12	CREDIT	1.0
CLASS FEES	\$25.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	

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.

BEING OFFERED FOR THE FIRST TIME IN 2 YEARS!**WEB PAGE MANAGEMENT**

CLASS NUMBER	2106/2107	CLASS LENGTH	1 semester
GRADE LEVEL	10, 11, 12	CREDIT	0.5
CLASS FEES	\$5.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	Computer Apps I	NOTES	This course will only be offered in even-numbered years.

This course is devoted to developing web pages of various types. Projects include creating, revising, and maintaining professional looking web pages. Students will learn to create and incorporate graphics, text and hyperlinks into a web page. FBLA leadership skills will be integrated into the class.

BUSINESS LAW

CLASS NUMBER	3100	CLASS LENGTH	1 semester
GRADE LEVEL	11, 12	CREDIT	0.5
CLASS FEES	\$5.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	

The class combines "Law" for social control and "Business" the medium through which most of the necessities of life are provided. The class will also explore criminal law, civil law and family law. This introductory law class will be a great way for students to understand what law is about and to also develop the research skills to understand the law. General topics covered would be Constitutional Rights, Our Laws, Fundamentals of Contracts, Sales Situations, The Court System, and Ethics in our Laws. The popularity of law television has elevated the interest of this subject across the board. FBLA leadership skills will be integrated into the class.

BUSINESS LAW II

CLASS NUMBER	3101	CLASS LENGTH	1 semester
GRADE LEVEL	11, 12	CREDIT	0.5
CLASS FEES	\$5.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	Business Law	NOTES	

This advanced class will be devoted to a deeper understanding of law. Activities included in this class could be a mock trial, a class field trip to the Weld County Courthouse to witness our legal system. The coverage of wills, estates, and property law will take place during this class. Other topics covered could include The Law of Jobs, Forms of Business Organizations, Borrowing Money and Paying Bills, Debtors and Creditors, and Bankruptcy. FBLA leadership skills will be integrated into the class.

BUSINESS FINANCE

CLASS NUMBER	3102/3103	CLASS LENGTH	1 or 2 semesters
GRADE LEVEL	11, 12	CREDIT	0.5 or 1.0
CLASS FEES	\$10.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	None	NOTES	

In this course students will learn to better prepare for their business and personal financial futures. Business topics may include computing employee gross and net income; maintaining financial accounts and records; calculating sales and income tax; analyzing the cost of credit and loans; buying, leasing, and insuring buildings and vehicles; evaluating technology costs; outsourcing of work; researching various forms of investments; and maintaining a competitive edge in a global market. Students will apply concepts and skills to real-life situations as they relate to businesses, consumers, and the economy. FBLA leadership skills will be integrated into the class.

ACCOUNTING II

CLASS NUMBER	3110/3111	CLASS LENGTH	2 semesters
GRADE LEVEL	11, 12	CREDIT	1.0
CLASS FEES	\$20.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	Accounting I	NOTES	This course will only be offered in odd-numbered years.

First semester will include Accounting Concepts, Departmentalized Accounting, Automated Accounting, General Adjustments and an accounting simulation. Second semester material includes Corporate Accounting, Management Accounting and Cost Accounting. One more accounting simulation packet will also be included. Automated accounting will be emphasized throughout the two semester course. FBLA leadership skills will be integrated into the class. AIMS COMMUNITY COLLEGE credit is possible through the Tech Prep program.

BUSINESS LEADERSHIP I & II

CLASS NUMBER	3112/3113	CLASS LENGTH	1-4 semesters
GRADE LEVEL	11, 12	CREDIT	0.5 - 2.0
CLASS FEES	\$5.00 - \$10.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	Teacher approval	NOTES	

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.

COOPERATIVE BUSINESS

CLASS NUMBER	4112/4113	CLASS LENGTH	2 semesters
GRADE LEVEL	12	CREDIT	1.0
CLASS FEES	\$10.00	CREDIT AREA	Career & Technical Education
PREREQUISITES	Teacher approval and completion of one of the business strands	NOTES	The cooperative work experience must be taken in conjunction with this 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

CLASS NUMBER	4112/4113	CLASS LENGTH	2 semesters (2 periods/sem)
GRADE LEVEL	12	CREDIT	2.0
CLASS FEES	None	CREDIT AREA	Career & Technical Education
PREREQUISITES	Teacher approval and completion of one of the business strands	NOTES	Application required. The cooperative business class must be taken in conjunction with this work experience..

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.
