

Business Technology Department

Academy of Business Management *An Arts & Sciences Program*

Course Summary

Code	Level	Course	Periods	Credits
518	I	Strategies for Success with Computer Apps.....	5.....	10
532	H	College Accounting II	5.....	10
564	I	Marketing & Event Management	5.....	10
581	I	Introduction to Academy of Business Management.....	5.....	10
582	I	Economics & Securities.....	5.....	10
583	I	Advanced Business Concepts.....	5.....	10
584	H	College Accounting I.....	5.....	10
571		Desktop Publishing/Word Processing	2.....	4
574		MS Excel	2.....	4
576		MS Access.....	2.....	4
580		Financial Literacy.....	2.....	4

Course Descriptions

Code	Level	Course
518	I	Strategies for Success with Computer Applications

This course of study helps to orient students to the world of school and work through the use of computer applications. The ninth grade is the ideal time to take this course as it addresses the need for students to develop good work and study habits. Additionally, this course helps students to prepare portfolios, learn about school resources, develop career plans, start preparing for college, and develop solid interpersonal skills.

532	H	College Accounting II
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Are you an accountant or finance “wanna be?” College Accounting I students who plan to specialize in accounting or finance in college should be prepared with this advanced study of accounting principles and concepts. Accounting software and simulations facilitate business management and decision-making skills for various types of business ownership.

564	I	Marketing & Event Management
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This course will provide students with opportunities to examine the nature and role of marketing both locally and globally. Students will also gain exposure to event planning and organization. Students practice creative problem solving and apply analytical skills to develop effective ways to meet customer needs. Students will be given the authentic opportunity to plan their own events.

571		WORD/Desktop Publishing
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In this course, students will take word processing to the next level. In addition to creating common professional correspondence, students will learn the techniques used in document design and layout. Ultimately, the goal is for students to learn effective communication skills through the use of these techniques.

581 I Introduction to Academy of Business Management

This course has three major components. First, students will be introduced to the various sectors of business related careers. Second, students will complete a unit on Entrepreneurship “owning your own business”. Lastly, students will learn how to prepare a basic financial plan that includes saving, investing, borrowing, and risk management. Open to students in Grade 10 only.

582 I Economics & Securities

Students will study the principles and practices of micro and macroeconomics and how they relate to the functioning of a market economy. Economic simulations and project base learning will be used throughout the course to develop the economic way of thinking. The twenty-two basic principles of economics set forth in the National Standards for Economic Education will be covered.

583 I Advanced Business Concepts

This full year course is broken into two major areas of study. The first part of the year will concentrate on the Management role in various business settings. The second part of the year focuses on the international business market and how students need to become globally responsible citizens.

584 H College Accounting I

This course is a requirement for all Academy students and an excellent elective for any student planning on pursuing a business major in college. In addition to basic accounting principles and concepts, students develop the necessary oral and written communication skills needed to succeed in this field. Through the use of case analysis, EXCEL software, and computer simulations students will receive reinforcement of the accounting principles and concepts. Students must have completed Algebra I.

574 MS Excel

Students majoring in science, mathematics, engineering, or business should consider taking this course since many colleges and universities are expecting students to enter with an in-depth knowledge of this software. Students may choose after completing the course to take the Microsoft Office certification exam for EXCEL. Colleges and industry recognize this exam as proof of proficiency in the software. There is a two or three day a week option.

576 MS Access

Students majoring in science, mathematics, engineering, or business should consider taking this course since many colleges and universities are expecting students to enter with an in-depth knowledge of this software. Students may choose after completing the course to take the Microsoft Office certification exam for ACCESS. Colleges and industry recognize this exam as proof of proficiency in the software. There is a two or three day a week option.

580 I Financial Literacy

Students study topics related to personal finance. Specific units covered include, savings, investments, credit, insurance, taxes and other financial services. Students develop the skills and knowledge necessary to make rational financial decisions. This course meets twice per week.