

COURSE DESCRIPTIONS

BUSINESS EDUCATION

Leadership Dynamics (45111941)

Grade level: 9th

Prerequisite(s): none

This course is designed to assist students with developing skills needed to be successful leaders, responsible members of school, community, and society, and to aid in the successful transitioning to high school. The student will develop personal attributes and social skills as well as skills for enhancing their academic performance in high school. Emphasis will be placed on interpersonal skills, team building, communication, personal development, research, technology enhancement, community service, and leadership. This course will include opportunities for students to apply their knowledge.

Note: This course is required for all freshman HSU students.

Computer Applications (45015941)

Grade level: 9 - 12

Prerequisite(s): none

Students will use computers and application software including: Microsoft Office (WORD), presentation software (POWERPOINT), database (ACCESS), spreadsheets (EXCEL), Internet, and e-mail to prepare business documents and reports. The impact of computers on society and ethical issues are covered, as well as the study of computer terminology, career opportunities, concepts of programming, concepts of computer systems for business and/or personal use, and the proper care of computer hardware and software.

Note: This course is a requirement if a student did not master the JCPS 8th grade technology assessment with 80% mastery or successfully pass the IC³ certification for graduation.

Accounting and Financial Foundations (45016141)

Grade level: 10th, 11th, or 12th

Prerequisite(s): none

This course will provide an introduction to both areas of accounting and finance. Topics will include banking, credit, financial literacy, career exploration and spreadsheet usage. The accounting principles taught in this course are based on a double-entry system and include preparing bank reconciliations, payroll taxes, and financial statements. This class will involve activities with a computer-based accounting simulation. This course is a requirement to complete a Career and Technical four-course certificate from the state of Kentucky.

Entrepreneurship (45026941)

Grade level: 10th – 12th

Prerequisite(s): None

This course provides students the opportunity to explore the rewards and risks of business ownership. Emphasis is given to the characteristics of successful entrepreneurs: planning, organizing, and beginning a business; financing and managing the enterprise; franchising opportunities; and sources of financing.

Business Law (45026641)

Grade level: 10th, 11th, or 12th

Prerequisite(s): none

This course develops an understanding of legal right and responsibilities in personal and business law with applications applied to everyday roles as consumers and citizens. Students will explore the American legal system, civil and criminal law, buying and selling, real estate, contracts, hiring agents, employment, organizing a business, warranties, and consumer protection among other topics. This course is an elective in a Career and Technical four-course certification from the state of Kentucky.

Business Management (45026741)**Grade level: 10th, 11th, 12th****Prerequisite(s): none**

Business Management is designed to provide the student with a working knowledge of the essential principles and concepts of management theory and practice. Students study the basics of finance, production, accounting, marketing, human resources, public relations, and management while running a school-based enterprise. There is a focus on Internet usage, including its use in marketing and financing. The course offers opportunities for the student to explore management through the operation of a Junior Achievement Company.

Financial Services I (Bank of Manual) (45016341)**Grade level: 11th or 12th****Prerequisite(s): Accounting and Financial Foundations, interview with Bank of Manual Instructor**

Student Financial Services I is designed for 11th and 12th grade students interested in pursuing a career in the financial institution field. It involves the operation of a student financial center in cooperation with a sponsoring financial institution (PNC), which provides application of banking, and financial procedures and concepts. Students also have the opportunity to take the Kentucky Occupational Skills Standards Assessment in Banking and Financial Systems upon completion of this course and earn a Skills Standards Certificate from the state of Kentucky. This course is a requirement to complete a Career and Technical Education four-course certificate in Financial Services from the state as well.

Financial Services II (Bank of Manual) (45026341)**Grade level: 12th****Prerequisite(s): Accounting I and Financial Foundations, interview with Bank of Manual Instructor**

Financial Services II is a continuation of Financial Services I and is designed for 12th grade students ONLY who wish to complete a Career and Technical Education four-credit Financial Services Career Major Certificate. Students continue to learn and practice financial activities associated with the operation of the school financial center and other finance-related institutions, in addition to assuming management and supervisory responsibilities including training "new" employees. Students also have the opportunity to take the Kentucky Occupational Skills Standards Assessment in Banking and Financial Systems upon completion of this course and earn a Skills Standard Certificate from the state of Kentucky. This is an elective course in a four-course state career pathway certificate.

Business Technology (45016841)**Grade 11th, or 12th****Prerequisite(s): Computer Applications**

This course is designed to be a hands-on exploration of business technologies in the following areas: accounting, finance and credit, business management, marketing, economics, and computer applications. This course is a requirement to complete a Career and Technical Education four-course certificate in Business Technology from the state of Kentucky.

Business Cooperative Education (Co-op) (45034641)**Grade level: 12th****Prerequisite(s): application, interview with Bus. Dept department chair, completion of two prior Business classes**

Business Cooperative Education (Co-op) focuses on a cooperative work experience for 12th grade students. Students attend school ½ days and are then released ½ day to report to their co-op jobsite.

Principles of Marketing (45732241) (Formerly the Advertising/Promo course)**Grade level 11th or 12th****Prerequisite(s): None**

Students will examine common marketing practices in popular businesses, and develop marketing strategies of their own, and analyze the effectiveness of marketing strategies in various environments.