

Business Management and Administration

CC1233 – PRINCIPLES OF BUSINESS, MARKETING, AND FINANCE

This introductory course will give students knowledge of private enterprise systems, the impact of global business, marketing of goods and services, advertising, and product pricing. They will practice word processing and other technological communication skills as they learn to analyze the sales process and financial management principles, the role that government and the legal system play in business, and the principles of money.

Grade Placement: 9-12

1 credit

Location: Home Campus

CC1234 – BUSINESS INFORMATION MANAGEMENT I

Students will apply technical skills to address business applications of emerging technologies, create word-processing documents, develop spreadsheets, formulate a database, and make an electronic presentation using appropriate software. They will implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and postsecondary education.

Grade Placement: 9-12

1 credit

Location: Home Campus

CC1235 – BUSINESS INFORMATION MANAGEMENT II

Certification opportunity: Microsoft Office Specialist Exams

Students will develop advanced technical skills and show mastery to an industry standard through success on the Microsoft Office exams. They will develop management and communication skills as they create, interpret, and share items such as tables, charts, and infographics to accomplish specific occupational tasks.

Grade Placement: 10-12

1 credit

Prerequisite: Business Information Management I or *(Computer Information Applications)*

Location: Home Campus

CC1237 – BUSINESS LAW

Students will learn the terminology of the legal field and will identify the different types of law, courts, and regulations in the judicial system. They will explain the difference in personal and real property, identify the principles of contracts in business, research negotiable instruments, analyze the concepts of agency and employment, and identify the different types of business organization and how they differ within the legal system.

Grade Placement: 11-12

1 credit

Location: Home Campus

CC1238 – GLOBAL BUSINESS

Students will analyze global trade theories, international monetary systems, trade policies, politics and laws relating to global business, as well as cultural issues, logistics, and international human resource management. Topics will include the International Monetary Fund, exchange rates, the North American Free Trade Agreement, global logistics, global advertising, and data analysis for international market potential.

Grade Placement: 10-12

0.5 credit

Location: Home Campus

CC1239 – MAPPING YOUR FUTURE

This course is designed to prepare students for the transition from high school to post-secondary college and career pursuits. They will use the Career Cruising Career Guidance System to do self-assessments, explore educational and career options, explore the college application process, learn about financial aid options, and learn about the job application process. They will apply technical communication and reasoning skills as they research their career and educational options and develop individual career portfolios highlighting their life goals and career plans for the future.

Grade Placement: 9-12

0.5 credit

Location: Home Campus

CC4234 – PRACTICUM IN BUSINESS MANAGEMENT

Certification opportunity: NRF Customer Service and Sales Certification

This course is designed to give students supervised practical application of previously studied knowledge and skills in an arrangement appropriate to the nature and level of experience. Students will demonstrate proper job search procedures, interview techniques, professional dress and appearance, interpersonal skills, and technical skills in their practicum placement locations.

Grade Placement: 12

2 credits

Prerequisite: Successfully passed at least one business course, Application

Location: Home Campus

CC4235 – RICHARD GREENE SCHOLAR

Limited to one student per high school, chosen through application and interview process. See your counselor for information.

Grade Placement: 12

2 credits

Location: CTE Center

CC1201 – BUSINESS ENGLISH

Students will demonstrate professional standards and employability skills required by business and industry. They will employ appropriate research techniques to interpret and organize ideas into a coherent, logical progression as they produce business documents using current technology. They will collect and use information in procedural texts and documents to communicate ideas and information to specific audiences both in written form and in oral presentations. All work will use the conventions of appropriate capitalization, punctuation, and spelling.

This course satisfies the high school advanced English graduation requirement.

Grade Placement: 12

1 credit

Prerequisite: English III

Location: VHS only