

## BUSINESS DEPARTMENT

The business teachers and administrators have worked hard to update and develop new courses that are exciting, challenging and relevant to your needs of today and well into your future. The following describe our new courses: they are exciting!; they are challenging!; they are vital to our economy; they are a good way to test an interest; they are a good pre-college program; they are an excellent way to finance college; they are professional. They open up options for young people in careers, in educational enrichment, and in learning styles. Find out what they are all about -- sign up now!!!

### REQUIRED COURSES:

GRADE 9	GRADE 10	GRADE 11	GRADE 12
			<a href="#">Personal Finance</a>

### ELECTIVE COURSES:

Grade 9	Grade 10	Grade 11	Grade 12
<a href="#">Business World</a> <a href="#">Intro to Keyboarding</a> <a href="#">Microsoft Office</a>	<a href="#">Intro to Keyboarding</a> <a href="#">Microsoft Office</a> <a href="#">Personal Law</a> <a href="#">Sales &amp; Marketing</a> <a href="#">Accounting I</a>	<a href="#">Intro to Keyboarding</a> <a href="#">Microsoft Office</a> <a href="#">Personal Law</a> <a href="#">Business Law I</a> <a href="#">Sales &amp; Marketing</a> <a href="#">Accounting I</a>	<a href="#">Intro to Keyboarding</a> <a href="#">Microsoft Office</a> <a href="#">Personal Law</a> <a href="#">Business Law I</a> <a href="#">Sales &amp; Marketing</a> <a href="#">Accounting I</a> <a href="#">Entrepreneurship</a>

#### **700 Business World**

**1 term 1/4 credit**

**Pre:** None

**Grade Level: 9**

**Course Summary:** The first week or two of the term, we work on a checking account practice set. Here checks are written, money deposited and a check register is kept up to date and balanced with the bank statement. The rest of the term, we are involved with a simulated business community where students apply for jobs in 16 different businesses and run those businesses. Interaction and workflow is stressed.

#### **701 Intro to Keyboarding**

**1 term 1/4 credit**

**Pre:**

**Grade Level: 9 - 11**

**Course Summary:** Keyboarding skills are essential in today's competitive global workplace, no matter what career you choose. Executives, travel agents, office workers, auto mechanics, physicians...all depend on efficient keyboarding skills. This course will emphasize the proper use of posture and the keyboard. At the start of the class you will use keyboarding skills to develop proper techniques and to build speed and accuracy using the touch method. Students will also learn how to properly create and format business documents. Resources include online typing programs and games, as well as Microsoft Word and Word Online. Course outcomes: the learner will; Type using the touch method, type with a reasonable degree of speed and accuracy, set up materials using proper form.

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**702 Microsoft Office (Word, PowerPoint, & Excel)**

**2 term 1/2 credit**

**Pre:** Anyone with a high interest in business, wanting to increase skills in Keyboarding & Microsoft Word.

**Grade Level:** 9 – 11 (recommended)

**Course Summary:** This class combines the Microsoft Office Series, Outlook, Excel, PowerPoint and Word all into one course.

*Microsoft Word* is a word processing program in which you can create things such as letter, reports, resumes' and outlines. You will also learn how to use graphics within the documents created.

*Microsoft PowerPoint* is a complete presentation graphics program that allows you to produce professional looking presentations. PowerPoint gives you the ability to make informal presentations using visual slides, audio, and information from the Internet. In addition, PowerPoint can create paper printouts, outlines, speaker notes and audience handouts.

*Microsoft Excel* is designed to familiarize students with applications currently used in business. There are specific types of work in the business world that can be performed more efficiently on a computer rather than using a calculator or manual methods. Students learn Excel software for database, spreadsheets, and graphic applications. It is recommended for Accounting majors, engineering majors, and business management majors.

*Microsoft Outlook* is so much more than a tool to send and receive emails. There are multiple planning features like calendars, notifications, and tasks. It is also an efficient way to organize the contacts you work with on a regular basis.

**715 Personal Law**

**1 term 1/4 credit**

**Pre:** None

**Grade Level:** 10 - 12

**Course Summary:** "Ignorance is no excuse." Personal Law is designed to give the student an introduction to the world of law. The course will introduce the student to our court system, civil law, criminal law, and laws that affect the business community and a study of the laws that affect the minor. The course will cover many laws that affect minors, in school and out of school. Also includes a field trip to the Stearns County Jail and Stearns County Courthouse.

**716 Business Law I**

**1 term 1/4 credit**

**Pre:** None

**Grade Level:** 11 - 12

**Course Summary:** "Get it in writing." This course is designed to give the student a basic understanding of the components of a contract. The course will define what an offer is, what an acceptance is, what agreements need to be in writing to be enforceable. The course will also cover the legal means by which contracts may be transferred and discharged. The course will also cover what happens to both parties should a breach of contract occur. Activities include a Mock Trial. The course is recommended for the student looking into the business area, management, accounting, marketing or sales as a career.

**719 Sales and Marketing**

**2 term 1/2 credit**

**Pre:** None

**Grade Level:** 10 - 12

**Course Summary:** This course consists of the fundamental ideas and concepts of selling: organization, psychology, and implementation of concepts. Various forms of sales talks will be required such as approach, demonstration, closing the sale, etc. Marketing areas covered are: Why is marketing important, the changing roles of marketing, the ethics involved in marketing, applications of marketing, marketing competition, and market planning. Students anticipating registering for entrepreneurship should take Sales and Marketing.

**720 Introduction to Investing**

**1 term 1/4 credit**

**Pre:** None

**Grade Level:** 11 – 12

**Course Summary:** This one-term course introduces students to the fun, challenging and rewarding topic of investing. A brief look into the world of Stocks, Exchange Traded Funds (ETF's), Mutual Funds, Bonds, IRA's, CD's, 401k's and more will allow students to feel comfortable in casual conversation about investing as well as inspire a lifelong habit. Students will have the opportunity to compete in a virtual portfolio contest, making and tracking investments in real time.

**724 Accounting I**

**2 terms 1/2 credit**

**Pre:** None

**Grade Level:** 10- 12

**Course Summary:** Accounting is the "language of business" and Accounting I is designed to familiarize students with that language. It is recommended that any student planning to pursue a post-high school business program of any kind complete the accounting sequence. Accounting I focuses on the inception of a sole-proprietor service business and the financial statements associated with it. Problems are introduced manually and then accomplished using a computerized accounting program.

**730 Entrepreneurship**

**2 semesters 1 credit**

**Pre:** Application/Interview Process/Instructor Approval/Keyboarding

**Grade Level:** 12 (Meets the requirements of Consumer Economics)

**Course Summary:** Entrepreneurship will be a 2 semester course open to 30 seniors at ROCORI High School. The aim of this course is to apply Business and Industrial Technology principles and activities that will allow students to design, start, and manage a business of their own.

**Application Process:**

1. Obtain application form from the Guidance Office or Mr. Hinkemeyer
2. An interview will be arranged with Mr. Hinkemeyer
3. Students accepted will be notified by letters

**733      Personal Finance**

**2 terms      1/2 credit**

**Pre: None**

**Grade Level: 12 - REQUIRED**

**Course Summary:** This course is designed to provide students with a basic working knowledge of budgeting, credit and debt, investing, and housing. This course will help students organize and manage their personal finances. Activities include preparing a record of expenditures for one month, then preparing a monthly budget. The budget will further focus on auto, home, and renters' insurance, health insurance coverage, mortgages and auto loans/purchases, tax implications and returns, as well as local housing costs.

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