

BUSINESS EDUCATION AND COMPUTER TECHNOLOGY

The Business Education and Computer Technology curricula have been designed to benefit all students and to address the workplace skills needed to succeed in the technological and global business environment.

The Business Education and Computer Technology Department offers a 5-unit sequence, which may be used for the Advanced Regents diploma. Please speak with your business teacher or guidance counselor if you are interested in this sequence.

COURSE OFFERINGS

610	MICROSOFT OFFICE APPLICATIONS	530	INTRODUCTION TO BUSINESS
510	CAREER AND FINANCIAL MANAGEMENT	540	BUSINESS LAW
520	ACCOUNTING I	545	INVESTING AND FINANCE
525	FINANCIAL ACCOUNTING	571	FOUNDATIONS OF ENTREPRENEURSHIP
529	FOUNDATIONS OF MARKETING	555	SENIOR INTERNSHIP-W.I.S.E. PROGRAM

610 Microsoft Office Applications

Grades: 9-12
Unit of Credit: ½
Prerequisite: None

This one-semester course is designed to provide students with the tools necessary to successfully compete in today's technological world. Students are encouraged to take this course early in their high school career so that the computer technology features learned and skills developed may be used in other courses across all disciplines. Students will practice basic keyboarding skills and will be introduced to the features of the Microsoft Office Suite: Word, Excel, Access, PowerPoint, and Publisher. The course will also explore the many uses of Google Apps.



510 Career & Financial Management

Grades: 9-12
Unit of Credit: ½
Prerequisite: None

This project-based course will guide students in their career and educational journey and provide them with the ability to manage their personal finances. Students complete activities concerning their strengths, areas to improve, likes/dislikes, and future goals. They then focus on what they must do in order to reach these future goals, including activities concerning career exploration, employment outlook, and post-secondary options. The final set of activities in the first part of the course explores the job-seeking process, including preparing a cover letter and resume as well as preparing for an interview.

The second part of the course focuses on teaching students how to make smart financial decisions. The course will encourage students to save and invest for their future, understand the importance of maintaining a strong credit history, make smart banking choices, and develop a personal budget.

investing to compare patterns to today's investment trends. Students will complete a series of activities to reinforce skills in general areas of accounting.

Human Resources: No business can be successful without its people. Students will study strategies used by businesses to find, motivate, and reward individual employees as well as successful work teams.

Operations: Students will be provided with the concepts, techniques, and tools needed to design, analyze, and improve operational capabilities of an organization.

This project-based course is required for a Business Education sequence.

540 Business Law

Grades: 11-12

Unit of Credit: 1 (3 College Credits)

Prerequisite: None

Law touches every individual daily. This course helps students learn about life in our complicated society. Enrichment activities include mock trial simulations and guest speakers from the legal community. Students will:

- learn the origins of our laws
- recognize the importance of laws
- understand steps in a lawsuit/trial
- be able to read and analyze contracts
- know the rights and responsibilities of minors
- discuss current issues related to corporate accountability, privacy, the internet, and business ethics
- learn about business crimes and torts
- investigate government regulation on competition and pricing

Students have an opportunity to take this course for three college credits through SUNY WCC. A separate college fee of approximately \$179.00 is required and must be paid by the second week of class.

545 Investing and Finance

Grades: 10-12

Unit of Credit: ½

Prerequisite: None

Are you interested in learning about the stock market? Do you want to learn how to make your money grow? This course will introduce students to fundamental financial concepts and tools used in making financial decisions. The course will cover investing in financial tools such as stocks, bonds, and mutual funds. Students will look at things to consider when making investment choices which include diversification, buying on margin, buying short, and risk versus reward. Students will study how the stock market works and how to invest wisely for their future. Students will participate in a semester long simulation in which they will be able to apply their knowledge of investing.

571 Foundations of Entrepreneurship

Grades: 11-12

Unit of Credit: 1 (3 College Credits)

Prerequisite: None

Do you dream of owning your own business? Does being your own boss sound appealing? Do you want to be part of management? If so, this is the course for you. The student will experience first-hand economic decision making in the marketplace. The course is designed to provide students a basic foundation in the starting and managing of a small business. Content includes skills necessary to the management, merchandising, and marketing functions inherent in the operation of a small business. A major component of this course is the development of a written business plan.

Students have an opportunity to take this course for three college credits through SUNY Westchester. A separate college fee of approximately \$179.00 is required and must be paid by the second week of class.

555 Senior Internship - W.I.S.E. Program (Wide-ranging Interest-based Senior Experience)

Grade: 12

Unit of Credit: ½

Prerequisite: None

WISE offers options for graduating seniors to spend the last 6 weeks of their senior year, after courses are successfully completed, working 25 hours/week in an unpaid internship or completing a pre-approved research or personal project. The WISE program seeks to provide graduating seniors with a

workplace experience in career areas of interest. Students observe professional interactions and functions in a wide range of field and perform tasks where appropriate.

Students will attend workshops on career exploration, resume writing, workplace etiquette and complete all required WISE assignments and paperwork before being approved to begin WISE. The experience
Culminates in June with a presentation at the WISE Showcase.

