

## **BUSINESS**

### **Financial Literacy/Senior Portfolio**

**Subject Area: Careers/Finance**

**Credit: 1.0/ Practical Art**

**Length: One year**

**Level: Grade 12**

**Prerequisite: None**

### **Course Description:**

The purpose of this course is for students to develop skills and techniques that will enhance their career research, interviewing, speaking, and financial literacy abilities. Students will complete a **senior portfolio** that will help to prepare them for post-secondary professional careers, and effective interpersonal communication exchanges. Many of the tasks for this class will contain real-world components that will help students to make practical and credible learning connections. Students will be exposed to life skills training, **financial literacy**, and other forms of self-advocacy that will prepare them for post-secondary expectations.

## **ACCOUNTING I**

**CREDIT: 1**

**LENGTH: One year**

**LEVEL: Grades 10 - 12**

**PREREQUISITE: None**

This class will benefit any student by giving them an understanding of basic skills needed in the business world. Accounting is the system by which businesses determine the amount of profit or loss earned during a specific period of time. Emphasis is on the preparation of reports used by business managers in formulating decisions for future operations. If you plan on a career in business this class is a requirement to give you basic terminology used by business. Two simulations projects will be utilized as part of the requirements of the class. **Students may earn credit at Trinidad State Junior College with a grade of "B" or better upon enrollment after graduation.**

## **BUSINESS MANAGEMENT**

**CREDIT: 1**

**LENGTH: One year**

**LEVEL: Grades 10 - 12**

**PREREQUISITE: None**

Business Management is an important class for students who plan to own/manage a business. Areas of study include business ownership, marketing, finance, and business environment in general.

### **Graphic Design**

**CREDIT: 1**

**LENGTH: One year**

**LEVEL: Grades 10 - 12**

**PREREQUISITE: None**

The student will gain a working knowledge of how to design and create documents using Google Docs, Microsoft Word, Excel, and Microsoft Publisher software. Use of the different fonts, graphics, layouts, watermarks, vertical, and horizontal lines will be emphasized. Digital camera, overhead projector,

### **INTRODUCTION TO BUSINESS**

CREDIT: 1

LENGTH: One year

LEVEL: Grades 9 - 12

PREREQUISITE: None

This course is an introduction to the American economic system. Fundamental concerns include: the free enterprise system, the U.S. economy today, the basic function of business, the impact of world trade on our economy, the impact of computer banking, and financial services. Exploration of business careers is included.

### **YEARBOOK**

CREDIT: 1

LENGTH: One year

LEVEL: Grades 11 - 12

PREREQUISITE: Approval of the instructor/Administration

This course is designed to publish the Pirateer yearbook. The students will be taught standards of good yearbook production including page layout designs, the writing of copy, captions, and headlines, the selling of ads and yearbooks (the yearbook is financed by ad sales), and photojournalist techniques. Good computer skills are a must. The student must have pride in his/her work, reliability, loyalty, commitment, and be able to handle deadline pressure. Students will be expected to help fund the yearbook through fund raising activities. This will be part of the grade.

**CONSUMER AND FAMILY STUDIES**

CREDIT: 1

LENGTH: One year

LEVEL: Grade 10-12

PREREQUISITE: None

This course is designed to prepare students to become better consumers and develop their skills for competing in the world market of today. In this class students will complete career portfolios, complete college and scholarship applications, and improve job interview and personal skills, helping students understand their aptitudes for future careers. This course also explores the importance of decision-making skills as a worker, consumer, and manager.