

## **BUSINESS DEPARTMENT PROGRAM OF STUDIES**

### *ACCOUNTING I*

1 Credit

Sophomore, Junior, and Senior

Students in this class analyze business transactions, record them systematically and determine whether the business had a profit or a loss. Any student who is planning to keep personal records, operates their own business, or work for a firm in the capacity of secretary, accountant, or clerk should enroll in the course. For students pursuing a college degree in the business field, they should take this course their junior year and Accounting II their senior year. Other students may enroll sophomore, junior or senior year.

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### *ADVANCED COMPUTERS*

1 Credit

Prerequisite—Computer Applications

This course is highly recommended for students who want to further their knowledge in computers by using advanced techniques in word processing, spreadsheets, and database. The student will also learn a desktop publishing program that will help them create flyers, brochures, booklets, and many other useful documents. Other areas that the student will be introduced to will be the creation of a homepage, imaging program, and PowerPoint presentations.

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### *BUSINESS LAW*

.5 Credit

Senior/Junior

This course is an introduction that includes the meaning of law, sources of law, administration of enforcement of law and court procedures. It offers an opportunity for student to discuss day-to-day cases as well as study necessary basic information. Students will also get a chance to visit a courthouse to see a criminal trial procedure take place.

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### *ECONOMICS*

.5 Credit

Junior/Senior

This course is designed to provide seniors with the knowledge of how economics plays a vital role in our society. Economics is the social science that deals with how society allocates its scarce resources among its unlimited wants and needs. Students will be able to differentiate between personal and social decisions in the public and private sector.

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## *INTRODUCTION TO BUSINESS*

1 Credit

Freshmen grade recommended

Students study business opportunities and become more aware of the daily contacts in today's business oriented world. To list a few: check writing, advertising, exposure to business machines, traveling, filing, insurance, record keeping through practice sets, budgets, stock market, and other areas of student interest.

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## *PERSONAL CAREER MANAGEMENT*

1 Credit

Senior Requirement

This class is a required class for all seniors, which focuses on the role of a citizen, student, family member, consumer and active participant in the world today. Students in this class, as part of the course requirement, will simulate an entire life cycle of financial management beginning with the end of their senior year, and ending in death. These students will begin the year by researching their interests and matching them with careers that they have an interest in. They would then move to the area of researching and planning for colleges/careers/military by properly filling out the necessary forms. Students will then hypothetically immerse themselves in the time period of their life where they will apply for the job (using proper interview techniques, résumés, and cover letters) that they are interested in. Students will then learn to calculate paychecks, budgets, checking accounts, savings, investments, and income tax forms. By the end of the year, the students will hopefully be able to retire because of the knowledge that they have acquired through out the year!