

BUSINESS EDUCATION

The Business Education program is comprehensive and designed to meet the personal, college, and career needs of the students at Peru Central School. Knowledge obtained will be used in almost every career, whether after high school or college. Students make extensive use of computers in authentic experiences. All courses are open to all students as electives or as part of a sequence. Many courses are available for college credit in addition to high school credit. For further details, ***SEE THE CAP SECTION BEGINNING ON PAGE 28**

***Accounting I**

Full Year

1 Credit

Introduces the basic principles of accounting theory and practice, emphasizing the sole-proprietorship form of business. Primary areas of study include the theory of debit and credit, accounts and special journals, the accounting cycle, notes and interest, receivables, inventory, and the preparation of financial reports. (11th -12th grade) (Can be eligible for 4 CAP Credits)

*** Accounting II - Independent Study-CAP Credit Only Full Year**

Continuation of Accounting I with particular attention given to Corporate Accounting. (Pre-requisite-Accounting I) (11th -12th grade) (Can be eligible for 4 CAP Credits)

***Advance Software Applications**

One Semester

½ Credit

This course is designed to give students exposure to the advance computer software skills and program integration in Word, Excel, Access, and PowerPoint that employers are seeking. (Pre-Requisite –Intro to Microcomputer Applications) (10th-12th grade) (Can be eligible for 3 CAP Credits)

Business.Com

One Semester

½ Credit

This course will explore multiple facets of businesses on the Internet: History of the Internet and WWW; successful and unsuccessful e-businesses; cyber ethics and law; web site analysis and reporting; web site design, development, and management. Utilizes Adobe Photoshop, Image Ready, Go-Live, HTML, digital camera, and scanner. (10th -12th grade-basic computer knowledge a plus)

***Business Law I**

One Semester

½ Credit

Introduce fundamental legal principles and their applications to business and everyday life. Includes law and society, contracts, agency, sales, commercial paper, bailments, and secured transactions. (Pre-requisite-CAP Business Organization and Management only if taking for CAP Credit) (11th -12th grade) (Can be eligible for 3 CAP Credits)

***Business Law II - Independent Study – CAP Credit Only One Semester ½ Credit**

A continuation of Business Law I covering partnerships and corporations, real & personal property, insurance suretyship, bankruptcy, wills, trusts, and labor laws. (Pre-requisite-CAP Business Law I) (11th-12th grade) (Can be eligible for 3 CAP Credits)

Business Organization and Management

One Semester

½ Credit

A general survey of business, with an analysis of business enterprise elements and functions. A fundamental consideration is also made of various areas of business specialization. (11th- 12th grade) (fall semester) (Can be eligible for 3 CAP Credits).

** Designates those classes available to the student with the option of earning College Credit through Clinton Community College. The credit is transferable to all SUNY colleges and some private colleges. CAP credit available to 11th and 12th grades only. For further details on CAP Credit see Page 28.*

Business Skills **One Semester** **½ Credit**

This 3 part course will introduce students to information and technology that will be of value to them in their high school, college, and work careers. Students will first be introduced to the touch method of keyboarding on a computer, involving the alphabetic, number, and symbol keys, with emphasis on speed and accuracy. Next, students will be introduced to MS Word and its application for formatting letters, memos, tables, business forms, and reports. Finally, students will be introduced to the business world through hands-on experiential programs to teach the key concepts of work readiness, entrepreneurship, and financial literacy. (9th – 10th grade)

Career and Financial Management **One Semester** **½ Credit**

This course is to provide students with the opportunity to explore a variety of careers, learn the skills and competencies needed for success in the workplace, and to be financially literate. (10th-12th grade)

***Introduction to Microcomputer Applications** **One Semester** **½ Credit**

This course focuses on the latest application software and operating systems used in the business world. This course will prepare students to be intelligent users of computers and to understand the basics of word processing, spreadsheets, databases, presentations, and the Internet through hands-on laboratory experiences. (Pre-requisite – successful completion of Algebra R) (10th-12 grade) (Can be eligible for 3 CAP Credits)

Small Business Ownership **One Semester** **½ Credit**

This course will look at all the various skills needed for the successful operation of a retail business. The marketing, merchandising and management skills that make up this course will be presented in a format that represents small business. This course will provide “hand-on” applications to the theories and principles discussed in class. This class will operate the School Store located on campus. (11th-12th grade)

Sports & Entertainment Marketing **One Semester** **½ Credit**

Students will explore the intriguing world of sports and entertainment from the perspective of marketing. This course will cover such topics as college and amateur sports, professional sports, public images, marketing entertainment, marketing plans, and legal issues. (10th – 11th grade)

Web Programming & Development **One Semester** **½ Credit**

This course will explore multiple facets of businesses on the Internet as well as design and develop web sites on the Internet. Students will learn the basics of XHTML coding, graphical editing, CSS (Cascade Style Sheets), basic java script coding, and web site construction. Programs used include Adobe Photoshop, Image Ready, and Go-Live. Exercises and projects will allow students to apply the principles of web design to their own sites that will be created during the semester. (Pre-requisite – Introduction to Microcomputer Applications) (11th – 12th grade)

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