

## BUSINESS DEPARTMENT SEQUENCE

<b>GRADE 9</b>	ACCOUNTING 1	FULL YEAR	EVERY DAY	ELECTIVE
<b>Grade 10</b>	ACCOUNTING 1	FULL YEAR	EVERY DAY	ELECTIVE
	ACCOUNTING 2	SEMESTER	EVERY DAY	ELECTIVE
	BUSINESS LAW	SEMESTER	EVERY DAY	ELECTIVE
<b>GRADE 11</b>	ACCOUNTING 1	FULL YEAR	EVERY DAY	ELECTIVE
	ACCOUNTING 2	SEMESTER	EVERY DAY	ELECTIVE
	BUSINESS LAW	SEMESTER	EVERY DAY	ELECTIVE
<b>GRADE 12</b>	ACCOUNTING 1	FULL YEAR	EVERY DAY	ELECTIVE
	ACCOUNTING 2	SEMESTER	EVERY DAY	ELECTIVE
	BUSINESS LAW	SEMESTER	EVERY DAY	ELECTIVE

## BUSINESS DEPARTMENT

### **PHILOSOPHY**

Business Education is a field of study, which provides students with opportunities to receive basic business understandings, plus, training for personal and vocational applications. Students become informed consumers, efficient managers, and self-reliant individuals enabling them to be productive members of a society that is business oriented and highly technological.

### **STANDARDS**

Students will:

- 1) Apply their Catholic faith and business skills in constructing a better lifestyle for themselves and others.
- 2) Develop various business skills and assess whether these skills are marketable.
- 3) Demonstrate competency in communication through technological methods.
- 4) Select methods from other academic areas and utilize them to analyze, plan and solve business-related situations.
- 5) Examine business methods from other cultures and appraise them in relation to our methods.

## **CAREERS IN THE BUSINESS FIELD**

Accountant (Private, Public, CPA)	Information Processor
Accounting Clerk	Manager
Banking Clerk	Marketing Consultant
Bookkeeper	Office Clerk
Business Instructor	Receptionist
Business Machine Operator	Sales Clerk
Court Reporter	Salesperson
Department Manager	

\* There are additional opportunities for employment in governmental, legal, and medical professions.

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<b>NUMBER:</b>	431/432	<b>TITLE:</b>	ACCOUNTING 1
<b>GRADE(S):</b>	9, 10,11,12	<b>MEETING TIME:</b>	Daily
<b>LENGTH:</b>	YEAR	<b>CREDIT:</b>	5 per semester

### ELECTIVE

- This class will fulfill the financial literacy requirements.

### **COURSE SUMMARY:** The student will:

1. Enter financial information into electronic journals to produce results that correspond with the rules of accounting.
2. Prepare financial statements that tell the financial situation at the end of a fiscal period.
3. Summarize, adjust, and close the financial information at the end of a fiscal year.

4. Use the financial information to appraise a business' current financial standing, and then construct a plan for future courses of operation.
5. Apply previous learning to everyday business situations, including: checking, payroll, petty cash, proofing of journals, and trial balances.
6. Assess various types of business ownership.
7. Choose accounting methods that extend a physical and spiritual lifestyle to themselves and others.
8. Introduce computer spreadsheets as a means to enter data that will be summarized and then analyzed.

This course focuses on beginning level accounting skills. Using accounting software, students apply the concepts of accounting to business simulations.

<b>NUMBER:</b>	441	<b>TITLE:</b>	ACCOUNTING 2
<b>GRADE(S):</b>	10, 1,12	<b>MEETING TIME:</b>	Daily
<b>LENGTH:</b>	SEMESTER	<b>CREDIT:</b>	5 per semester

GUIDELINE: Accounting 1

ELECTIVE

**COURSE SUMMARY:** The student will:

1. Prepare the basic business forms and records related to a departmentalized merchandising business, including: sales records, purchase records, gross profit records, commission records, payroll registers, and bank reconciliations.
2. Enter financial information into electronic departmentalized journals to produce results that correspond with the rules of accounting.
3. Identify and demonstrate through use the importance of contra accounts to a departmentalized business.
4. Examine, analyze, compare, and contrast the various reasons a merchandiser may or may not want to have a departmentalized accounting system.

5. Formulate and construct a computer spreadsheet with some of the business forms and journals used in a departmentalized business.
6. Solve an accounting simulation by arranging business transactions in a manner that produces the correct results.
7. Assess the simulation results, evaluate the business' current financial situation, and forecast its future.

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<b>NUMBER:</b>	445	<b>TITLE:</b>	Marketing
<b>GRADE(S):</b>	10, 11,12	<b>MEETING TIME:</b>	Daily
<b>LENGTH:</b>	SEMESTER	<b>CREDIT:</b>	5 per semester

ELECTIVE

**COURSE SUMMARY:** Have you ever been to a sporting event or concert? Have you ever bought something online or because you saw it on social media? Are you tired of the ads that pop up when scrolling through your phone or computer? Companies know marketing is now more important than ever to reach customers and they use numerous ways to get their brand into our heads.

The students will:

- Understand basic marketing terms, ethics, and activities.
- Recognize the customer-oriented nature of marketing
- Analyze the impact of marketing activities on the individual, business, and society.
- Analyze the characteristics, motivations, and behaviors of consumers.
- Analyze the elements of the marketing mix and market research
- Create a marketing plan
- Recognize careers in sales, advertising, marketing and social media