



Teaching Skills for Success

Business Education

Team Members

Mrs. Downs – Computer Utilization Keyboarding & Word Processing; FBLA Student Organization

Mrs. James – Computer Applications & Concepts; Advanced Computer; Investment & Financial Management

Mrs. McCoy- Scott – Principles of Business Management; Personal Finance & Communication

Mr. McGlenn – Keyboarding; Sports & Entertainment Marketing; Business Law

Miss Schubbe – Accounting w/Computers; College Accounting; Cooperative Education

Accounting with Computer Applications. This course is designed to acquaint students with forms, reports, and terminology required by business organizations. The student will plan, analyze, sort, and interpret financial documents for various types of businesses, including service and merchandising concerns. As students complete the accounting cycle, problem solving and decision-making skills are improved. Software provides practice and reinforcement of accounting concepts and skills.

Advanced Computer Applications, Integration, & Development. This course will teach advanced skills in database and spreadsheet development. Some of these skills will include creating multiple tables and workbooks, database relationships, and sub-forms. Emphasis will be placed on the integration of applications and problem solving. Multimedia and Web page creation will also be explored in greater depth.

Business Law. This course explores a variety of legal topics ranging from a review of our court system and criminal law to consumer and contract law. Emphasis is placed on laws and regulations related to business activities. This course is especially recommended for students seeking a career in business administration or legal professions.

College Accounting. This course is designed for students considering college or a career in business. It is an extensive course that will integrate terminology, the accounting processes, computer applications, and accounting for assets and liabilities. Students will develop decision making and problem solving skills necessary for success in a business and an academic environment.

Computer Applications & Concepts. This course continues to develop professional level skills necessary to use computers as tools to increase productivity in a variety of subject areas and careers. Instruction will include units on advanced word processing skills, desktop publishing concepts, spreadsheets and charting, databases, presentation graphics, using the Internet as a research tool, and basic web page creation. Students will have a solid foundation in computer literacy and the efficient use of computers to solve many problems upon the completion of this course.

Cooperative Education. The program provides work-based learning for students. It is a cooperative enterprise between local business establishments and the high school. Businesses provide part-time employment and training during school hours, and the school provides a qualified teacher/coordinator who supervises the work and directs the student's studies. This course of study includes career and job exploration, consumer economics, human relations, and job seeking techniques.

Investment and Financial Management. This course teaches the concepts of personal and business financial management. Students study topics such as establishing and prioritizing goals, understanding the cost of using credit, savings and investment, retirement plans, consumer rights, and protection of assets. Students will gain hands-on experience with investments in the stock market by participating in a mock investment game.



Personal Finance & Communication. This course is designed to prepare the young adult for a style of living which emphasizes independent thinking, decision-making, and self-reliance. Personal resource skills are approached through the study of interpersonal relations, consumerism and financial management, housing considerations, and career preparation.

Principles of Business Management. This course explores the various types of business, as well as the major functional areas of business and interrelationships among them. Students will learn to analyze the functions of business through evaluating, planning, organizing, and controlling. Leadership, styles, employee rights and responsibilities, and career opportunities will also be taught. Technology will be used to gain an understanding of the operation of a contemporary

business and the role of computers in the information gathering, dissemination, and decision-making processes.

Sports & Entertainment Marketing. Students are provided with organized learning experiences in marketing, management, sales, and merchandising. The course teaches core content applicable to all sport/event/recreation marketers, as well as content unique to each industry. Students will be given opportunities to practice the use of technological business tools in performing activities involving the functions and processes of marketing. This course requires students to think critically about the issues of leadership, character, security, consumer needs, and community service. Reading, writing, and project completions are integral components of this course.

The Core Learning Goals Skills for Success. Learning, Thinking, Communication, Technology, and Interpersonal are the Maryland State Department of Education High School Assessment Core Learning Goals. These Skills for Success are an important part of each lesson. These essential skills and knowledge are required of students to meet the challenges of the 21st century and are reflected in the lesson design for each course.

FBLA. Future Business Leaders of America is Henry E. Lackey's student organization of young people preparing for success as leaders in business, government, and communities. Members participate in various activities the local, state, and national levels. Students are encouraged to join and to participate. Dues are \$10.

Career Academies. Career Academies are designed to provide the students with more direction, focus, and preparation for the future. The Academies and Pathways are centered around possible careers. An Academy is the title used to identify an area of interest. Within each academy, there are several pathways. The pathways are the specific area of interest for students. Related pathways are grouped into the same academy. Each pathway has a list of possible occupations as well as suggested courses that students should take in order to prepare for the future. The **Business Management & Finance Academy** is the Academy within the Business Department—which offers two pathways: Business Management and Finance and Accounting.



**Success is
the Only Option**

Students enrolled in Business Education classes can experience success if they are *self-motivated* and *willing participants* in their learning experiences. However, please feel free to contact any member of the Business Team via your student's guidance counselor or email his/her teacher.