

Business Program

Did you know?

- “Business” is the largest major in college—21% of all students major in Business.
- There is a high demand for keyboarding and computer application skills to compete for both technical and non-technical jobs
- Office occupations make up 39% of all jobs

Employability skills needed for our students to succeed in the global business and work world:

- Integration of Microsoft Office applications in creation of business communications and presentations
- Understanding the Global Workplace
- Information Processing using business network applications
- Personal Financial Literacy
- Management/Leadership Skills
- Marketing and Selling Skills
- Customer Service Skills



The Five-Credit Business Sequence

Students who complete a five-credit Business Sequence for a Regents Diploma with Advanced Designation will be exempt from the three credit second language mandate. Students selecting this sequence must pass:

Core Courses

Career & Financial Management	½ credit
Computer & Technology Skills	½ credit

PLUS 3 additional Credits from:

Business Technologies I	½ credit
Business Technologies II	½ credit
Business Law	1 credit
College Accounting	1 credit
College Marketing & Advertising	½ credit
eBusiness & Entrepreneurship	1 credit
International Business	½ credit
Sports & Entertainment Management	½ credit
Wall Street: Investments	½ credit

Computer & Technology Skills Courses

Computer & Technology Skills (9, 10, 11, 12) One Semester, 1/2 Cr. Full Yr., Alternate Days, 1/2 Cr.

Computer and technology skills are necessary for success in college and the global world. This course is A MUST HAVE course for all students-don't leave high school without it!

***If student has already taken 8th Grade Personal Business Technologies, choose Business Technologies 1 or Business Technologies 2.

Microsoft Word I-Create and edit business and personal documents that are essential to a student's personal life, academic life and future career opportunities. What is covered? Features of Microsoft Word, personal and business letters, reports, term papers, résumés, outlines, and much more.

Microtype Pro-Increase your computer typing speed and accuracy through a personal self-paced program that will challenge all students to improve their current technology skills. This is a technology skill you will use every day of your life at home, high school, college and in the workplace.

Business Technologies 1 (9,10,11,12)

One Semester, 1/2 Cr.

Prepare for college and the global world by upgrading and strengthening your computer technology and application skills. If you are headed to college, you must be proficient in using Microsoft Office applications.

Microsoft Excel-Discover the many uses and features of Excel for home, high school, college and the workplace. Learn how to create spreadsheets and graphs to analyze both information and numerical data. Student will complete projects that will demonstrate how to display data in an easy-to-understand effective manner.

Microsoft PowerPoint-Create and improve your PowerPoint presentations for home, high school, college and the world of work. Use all the features of this graphics presentation program. Learn how to organize and present information in an interesting and exciting manner. Create PowerPoint presentations that are tailored to the needs of your intended audience.



Business Technologies 2 (9,10,11,12)**One Semester, 1/2 Cr.**

Pre-requisite: Computer & Technology Skills or 8th Grade Personal Business Technologies. Prepare for college and the global world of the 21st Century by upgrading and strengthening your computer technology and application skills. If you are headed to college, you must be proficient in using and integrating Microsoft Office applications.

Microsoft Publisher-Discover the many uses of this desktop publishing program. Learn how to create web pages and eye-catching publications such as newsletters, programs and brochures. Student will be engaged in projects for personal use and professional use such as designing and creating advertising/marketing materials that attract business customers.

Microsoft Word II-Experience computer applications using advanced applications of Microsoft Word which include correspondence, long documents, meeting documents and schedules, sales and marketing documents, and much more. Personal and business related projects which integrate the use of Word, Excel, PowerPoint and Publisher will also be stressed.

Business Courses**Business Law (11, 12)****Full Yr, 1 Cr.**

Did you know that at the age of 18 you are responsible for your contractual obligations? This course is vital for graduating seniors and is designed for college-bound students. Business law is a required course for Business majors in college. Students will learn and apply the fundamental principles behind law that involves an individual's personal and work life. This course will explore legal issues such as personal law, consumer law, employment law, real estate (property law), corporate law, and contract law with the use of the internet. Good reading comprehension is essential. **Upon successful completion of course requirements and tuition payment, students may receive 3 college credits from Farmingdale State University of New York. This credit may be transferable to other colleges.**

Career & Financial Management (9, 10, 11, 12)**One Semester, 1/2 Cr.****Full Yr., Alternate Days, 1/2 Cr.**

Have you ever pictured yourself behind the wheel of your favorite car and wondered how you would ever be able to afford it? Discover how to pay your daily expenses and still buy that favorite "must have" item. Students will discover the skills of budgeting your money, getting the most for your dollar, savings and checking accounts, balancing your accounts, owning a home versus renting an apartment, making sound financial decisions and discovering the world of insurance for you: auto, home, health, disability and life. Also, discover your job readiness skills and how they relate to the career

College Accounting (11, 12)**Full Yr, 1 Cr.**

Are you planning to major in business and/ or accounting in college? There is always a need for accountants in the job market and college Business programs include courses in accounting. Get your foundation now with this college-level accounting course designed for the motivated student. The topics covered are those in a college introductory course. No previous accounting course is required. Information will be applied in a variety of real-world situations. Current computer software applications will also be utilized for various projects and simulations. **Upon successful completion of course requirements and tuition payment, students may receive 3 college credits from Farmingdale State University of New York. This credit may be transferable to other colleges.**

College Marketing & Advertising (11, 12)**One Semester, 1/2 Cr.**

Marketing is the most dynamic area of the world of business and a popular college Business major! Explore the psychology of creating, promoting and selling goods and services. Learn the art of promotion by engaging in marketing research and identification, product design, store display and advertising. Learn how major retail and fashion stores target customers and develop marketing strategies for those customers. The course will end with the creation of a marketing plan and presentation for a product or service. This course is also the foundation course for our school's DECA chapter, a co-curricular national marketing association and students are encouraged to join. **Upon successful completion of course requirements and tuition payment, students may receive 3 college credits from Farmingdale State University of New York. This credit may be transferable to other colleges.**

eBusiness & Entrepreneurship (10, 11, 12)**Full Yr., 1 Cr.**

How would you like to be your own boss? Would you like to learn how to use the internet to run or enhance your business? More and more students are finding ways to start and succeed in their own small business—a great 21st century career opportunity. Using an exciting interactive website program (www.scoresup.com), students will work as part of a team to develop a comprehensive business plan to sell a product or service using marketing, merchandising and management skills. Using the internet, eBusiness concepts and strategies will be thoroughly explored. Students will create a business and gain a solid foundation in the entrepreneurial concept that can be applied to entry level employment after high school or enrich college-level study. **College Credit: Upon successful completion of course requirements and tuition payment, 11th & 12th grade students may receive 3 college credits from Farmingdale State University of New York. This credit may be transferable to other colleges.**

International Business (11, 12)**One Semester, 1/2 Cr.**

Where in the WORLD will you be working? Get ready to live and work in an international setting. The 21st Century workplace is global and greatly affected by political and economic events that take place outside of the United States. Discover how international businesses create business plans, market products or services, and distribute all over the world. Learn how an international business is organized and managed, as well as the opportunities for becoming a global entrepreneur. Through studying international corporations such as Disney, Mitsubishi and Toys-R-Us, understand global information systems, production systems, and financial management.

Upon successful completion of course requirements and tuition payment, students may receive 3 college credits from Farmingdale State University of New York. This credit may be transferable to other colleges.

Sports & Entertainment Management (10, 11, 12)**One Semester, 1/2 Cr.**

Imagine yourself managing a professional team, producing a movie or your favorite recording artist! Would you like to be responsible for running Madison Square Garden or Yankee Stadium? Learn how teams and recording artists are managed within today's dynamic business world. Students will analyze the various teams and leagues in the metropolitan area and apply this knowledge to assisting the management of our school's teams and programs. Students will also analyze management of various entertainment businesses and apply this knowledge to assist the management of our school's events. Human resources, ethics and social responsibility, as well as human, public, and media relations will be studied within the global context of the sports and entertainment industry. Interactive team projects, guest speakers, and field trips will enhance the classroom learning. A field practicum may be arranged for each student to assist the management of a school team or school event. **Upon successful completion of course requirements and tuition payment, 11th & 12th grade students may receive 3 college credits from Farmingdale State University of New York. This credit may be transferable to other colleges.**

Wall Street: Investments (10, 11, 12)**One Semester, 1/2 Cr.**

Do you want to be a millionaire? This course is designed for students with a serious interest in business, finance and economic studies. Students will discover the world of stocks, bonds, mutual funds, retirement options, investing in real estate, etc. The student will also explore career opportunities in the financial service industries. The use of current events is stressed and applied to the challenges of investing. Along with practical investment management techniques, an investment simulation will be utilized to provide real-world experience in effective money management and investment portfolios.

Real-World Work Experience Courses**Internship (10, 11 & 12 - Age 16+)****Outside of School Day****1/2 or 1 Credit**

Earn credit while completing an internship that is related to any course in which you are currently enrolled. Internships can be paid or non-paid:

- **Paid** - Program that provides students the opportunity to obtain on-site, career exploration experiences supported by a **related in-school course. (Student must be enrolled in courses from any of the following departments: Business & Career Development/Family & Consumer Science/Technology).** The students must work 150 hours per semester for 1/2 credit or 300 hours for 1 credit.
- **Non-Paid** - The focus of the program is "hands-on" career exploration in work area of student's choice. This internship is open to all students in all subject areas. Students work for 81-102 hours for 1/2 credit.

Office Work Experience (11, 12)**Full Yr., 1 Cr.****One Semester, 1/2 Cr.****Full Yr., Alternate Days, 1/2 Cr.**

Pre- or co-requisite: Computer & Technology Skills or Business Technologies 1 or Business Technologies 2.

Students will gain work experience while assisting in various offices of the school. Office Work Experience assistants are expected to develop the work habits that are required of all employees in the work world-good attendance, punctuality, responsibility, dependability, and a positive work attitude/ethic. These skills will play an important role as students seek part- or full-time employment. The requirements of this Pass/Fail course are: satisfactory completion of assigned tasks, satisfactory supervisor evaluation and satisfactory attendance. Excellent attendance is essential and students can be dropped for attendance/behavior violations. Students may only sign up for a maximum of 1 credit of Office Work Experience during high school.

On The Job Work Experience**(10, 11, 12—Age 16+)****Outside of School Day****1/2 or 1 Credit**

Co-Requisite: CTE program in Business and Career Development, Family & Consumer Sciences or Technology Departments. Earn credit while you work at a job you already have or we will help you find a job. Students can earn credit for supervised jobs outside of the school day. This course provides students the opportunity to learn, apply, and enhance the job readiness skills necessary to be successful in the workplace. 1/2 credit will be awarded for 150 hours of approved, supervised work per semester and 1 credit will be awarded for 300 hours of approved, supervised work per school year.