**7515C Money Matters**

**Credit: 1**

**Prerequisite: None**

What does it take to run a business? This course helps students to prepare for Accounting courses along with planning for future personal and business financial goals. Special emphasis is placed on bank record management, use of credit, investing, insurance and budgets. You are introduced to financial market and securities analysis. Current economic events dictate that it is never too early for students to gain an awareness of factors that will impact their short-term and long-term financial plans. This course can earn college credit based on Articulation agreements, which are subject to change.

**7310C Business Information Management I**

**Credit: 1**

**Prerequisite: None; Money Matters for Business Management & Administration declared Endorsement option**

Do you have what it takes to get a good paying job? Do you have computer skills to help you get ahead in school and the workforce? Take this class to move yourself forward in today’s society. You will develop skills in Microsoft Excel, Access, Word, and PowerPoint that will strengthen your individual performance in the workplace and in society to make a successful transition to the workforce and your post-secondary education! Industry certification testing will be available for Microsoft Office Specialist (MOS) to all students meeting testing criteria; see teacher for these details. This course can earn college credit based on Articulation agreements, which are subject to change.

**7320C Business Information Management II**

**Credit: 1**

**Prerequisite: Business Information Management I**

Take it to the next level! Learn how to address business applications of emerging technologies, manage an electronic portfolio, create complex documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate

multimedia software. If you want to get ahead in business, this is where you need to be! Industry certification testing will be available for Microsoft Office Specialist (MOS) to all students meeting testing criteria; see teacher for these details. This course can earn college credit based on Articulation agreements, which are subject to change.

**7330C Business Law**

**Credit: 1**

**Prerequisite: Business Information Management II**

Is that legal? Is it ethical? Is it right? Answer these questions by exploring the ins and outs of business organizations, employment, contracts, and lawsuits. Bring it to life by analyzing current events in today’s economy. Learn how the business world relates to you! This course can earn college credit based on Articulation agreements, which are subject to change.

**7530C Accounting I**

**Credit: 1**

**Prerequisites: Money Matters**

Learn the skills to keep track of where your money goes and the benefit of keeping financial records. You will record, classify, summarize, analyze and communicate the accounting process. Become acquainted with industry standards as well as economic, financial, technological, international, social, legal and ethical factors. QuickBooks software is introduced in this course. This course can earn college credit based on Articulation agreements, which are subject to change.

**7540CW Accounting II**

**Credit: 1**

**Prerequisites: Accounting I**

Would you like to make a lot of money or become a highly paid Chief Financial Officer of a corporation? Continue and expand the technological skills learned in Accounting I as you engage in various managerial and cost accounting activities. Formulate and interpret financial information applicable to the business environment that is used for management decision making. This course can earn college credit based on Articulation agreements, which are subject to change.

**7560 Statistics and Business Decision Making**

**Credit: 1**

**Prerequisite: Geometry and Algebra II**

How can a business lessen the chances of someone becoming ill from using their products? What steps can be taken to assure all employees are safe in case of a fire? Managing these and other risks involves lessening the negative impacts and preventing financial loss and personal injuries. This course will help students start to understand what actions businesses must take to manage risk. Learn how successful businesses use statistics to forecast what may happen in the future and how to develop strategies to avoid the dangers. Also learn how to determine the appropriate methods used to collect data to ensure conclusions are valid. This course is a Career and Technical Education funded course.

**7331C Human Resources Management**

**Credit: .5**

**Prerequisite: Business Information Management II**

What does HR stand for? You see this on company websites and when you apply for jobs. Human Resources (HR) Management assists with attracting, motivating, and retaining qualified employees and effective work force for their company/business. Other functions within HR are: recruitment, selection, training and development, compensation, benefits, performance appraisal, employee relations, health and safety, and strategic planning. HR requires flexibility and adaptability. HR incorporates a broad base of knowledge for areas of legal, managerial, financial, ethical, and international dimensions. Come explore HR Management and how it will prepare you for the rapidly evolving global business environment. This course can earn college credit based on Articulation agreements, which are subject to change.