

Business Education Courses

Overview (Updated February 2012)

Business Foundations: 6102 (former Bus. Ed. 1)

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Opportunity for college credit
- ❑ Topics: business ownership, international business, the economy

Business Management: 6103 (former Bus. Ed. 2)

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Opportunity for college credit
- ❑ Topics: leadership, entrepreneurship, career planning, and basic marketing concepts

Financial Foundations: 6104 (former Fin. Man. 1)

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Topics: budgeting, credit card management, inventory records, maintaining business accounts and sales clerk responsibilities in the workplace.

Financial Management: 6105 (former Fin. Man. 2)

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Topics: preparing payroll, computing salaries, preparing taxes and analyzing sales and purchase orders in the workplace.

Accounting I: 6150

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Topics: Analyzing business transactions, journalizing, checkbooks, worksheets, Excel

Accounting II: 6151

- ❑ Open to grades 9 – 12, prerequisite: Accounting I
- ❑ Topics: Special journals and ledgers, payroll, taxes, advanced worksheets, Excel

Keyboarding: 6120

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Skills: formatting tools, keyboard shortcuts, format business correspondence

Business Communications 1: 6181

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Skills: written, verbal, and nonverbal professional communication, business correspondence and researching information

Business Communications 2: 6182

- ❑ Open to grades 9 – 12, prerequisite: Bus. Com. 1
- ❑ Skills: resume writing, interview skills, public speaking, presentations for college and business

Computer Applications: 6140

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Opportunity for college credit
- ❑ Skills: purchasing computer hardware, word processing, spreadsheets and databases

Desktop Publishing: 6180

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Skills: introduction to Photoshop, InDesign and Dreamweaver

Web Design: 6191

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Design, create and manipulate web sites for personal and professional application using Adobe Dreamweaver

CT Technology Innovation Academy (CTIA): 6130

- ❑ Open to grades 9 – 12, no prerequisite
- ❑ Topics: mobile application development, statewide competition, team challenges, collaborative learning, business development simulation

Personal and Business Law I: 6160

- ❑ Open to grades 10 – 12, no prerequisite
- ❑ Opportunity for college credit
- ❑ Topics: ethics, civil and criminal trials, search and seizure, crimes, torts, negligence

Personal and Business Law II: 6161

- ❑ Open to grades 10 – 12, prerequisite Personal and Business Law I
- ❑ Opportunity for college credit
- ❑ Topics: contracts, minors, gambling, marriage, vehicle purchasing, housing

Personal Finance: 6113

- ❑ Open to grades 10 -12, no prerequisite
- ❑ Topics: Personal budgeting, financial goals, money management, establishing and maintaining good credit and the different types of loans.

Marketing I: 6170

- ❑ Open to grades 11 – 12, no prerequisite
- ❑ Opportunity for college credit
- ❑ Topics: The world of marketing, target marketing and the sales process.

Marketing II: 6171

- ❑ Open to grades 11 – 12, prerequisite Marketing I
- ❑ Opportunity for college credit
- ❑ Topics: Promotional concepts, super bowl advertising, marketing trends, product planning and product packaging.

Banking and Investing: 6114

- ❑ Open to grades 11-12, no prerequisite
- ❑ Topics: Stocks, bonds, mutual funds, real estate and banking as a business

Co-Op Work Experience: 6192, 6193

- ❑ Open to grades 11-12, no prerequisite
- ❑ Topics: Employability skills, Employment