



ACCOUNTING I

(1 CREDIT)

Open to 11th and 12th graders.

This course is a study of bookkeeping and accounting principles and procedures. It is directed at developing an understanding of the fundamentals of the financial operations of business. In addition, acceptable accounting procedures for reporting to management are covered. Also, students will be examining the major components of personal finance. Some of the topics are budgets, overtime, checking, and time cards. Upon completion of this course, students can earn high school math credit. This is a required course for students enrolled in the Business Management CTE Program.

BUSINESS LAW

**3 UHS CREDITS, SCCC (BUS 121)
(1 CREDIT)**

Open to 11th and 12th graders. No prerequisite.

Students pursuing a five-unit CTE sequence may use this course to meet the fifth unit (credit) for sequencing in Social Studies. This course explores the foundations of business law as well as the application of business concepts in everyday life. It combines instruction with the use of various media and technology to explore real cases and support active learning. It covers topics such as

contracts, criminal law, environmental law, family law and consumer protection. This is a required course for students enrolled in the Business Management CTE Program.

CAREER AND FINANCIAL MANAGEMENT

(1/2 CREDIT)

Required for SED CTE approved programs.

This course is required by the NYS Education Department for any student pursuing a sequence in career and technical education. The emphasis is on business and economic systems, career planning, selection and success, and financial literacy.

BUSINESS COMMUNICATIONS

**3 UHS CREDITS (1 CREDIT),
SCCC BUS 212
ENGLISH CREDIT**

Recommended for 11th and 12th graders

This course teaches the principles of effective communication in business, both written and oral. It focuses attention on the communication process including effective listening, writing, and speaking. Students analyze business letters, reports and memos for organization of ideas, conciseness and clarity. Students are required to write business letters and memos. A business report and oral presentation will also be completed. Students

will create a professional portfolio including a cover letter and resume.

HUMAN RESOURCE MANAGEMENT

**3 UHS CREDITS, SCCC (MGT 127)
(1/2 CREDIT)**

Open to 11th and 12th graders. This is a required course for students enrolled in both CTE approved programs.

This course will help students to develop an understanding of contemporary theory and practices relating to the management of people. This course will start with the examination of the current job market conditions. Upon completion of this class students will have an opportunity to understand the complexities of human interaction and their applications in contemporary organizations. Topics covered include meeting human resource challenges, managing separations and downsizing. It provides the foundation for contemporary theory and practices relating to the management of people. This course conveys the excitement, relevance and challenge found in the socio-cultural environment with regard to communications, ethics, personal and organizational values and attitudes, social structures and different international cultures.

INTERNATIONAL BUSINESS

**3 UHS CREDITS, SCCC (BUS 135)
(1/2 CREDIT)**

Open to 11th and 12th graders.

This course discusses the cultural influences on global business, structure of multinational corporations, importing, exporting and trade relations, global marketing and consumer behavior, global competition and the effects on products we consume, foreign exchange, and international career planning.

BUSINESS MATH

**3 UHS CREDITS (1 CREDIT),
SCCC BUS 113
MATH CREDIT**

Open to 12th graders. No prerequisite.

This course emphasizes the concepts of mathematics as they apply to a wide-range of personal and commercial business problems. It reinforces basic math skills and its relevance to everyday applications. These skills include the ability to solve mathematical problems, analyze and interpret data, and apply sound decision-making skills in helping students fulfill their future roles as citizens, consumers, employees, employers, investors, and entrepreneurs. The topics covered include how to dissect and solve word problems; fractions, decimals; banking; percents and



their applications; trade and cash discounts; payroll; simple interest; compound interest and present value; installment buying; depreciation; and inventory and overhead.

SPORTS AND ENTERTAINMENT MARKETING

(1 CREDIT)

Open to 11th and 12th graders.

Sports and Entertainment Marketing is a unique and innovative course designed for students with an interest in the sports and entertainment industry. This course stresses the utilization of fundamental marketing concepts and will include an orientation to the sports and entertainment industry. Marketing strategies along with topics in sponsorship, pricing, marketing research, endorsements, and promotions will be part of this course. The course will develop critical thinking, decision making and communication skills through real world applications.

INTRODUCTION TO MANAGEMENT AND MARKETING

3 UHS CREDITS, SCCC (MGT 123) (1 CREDIT)

Open to 10, 11, 12th graders. This is a required course for students enrolled in the Business Management CTE Program.

This course includes all the activities associated with the marketing of goods and services to consumers, as well as obtaining products from manufacturers and suppliers from all over the world and selling these goods to people who will use them. This course will provide students with a systematic approach to starting and operating a business. Students successfully completing this course will have a solid foundation in entrepreneurial concepts that may be applied to entry level employment or enrich post-secondary study. This is a required course for students enrolled in the Business Management CTE Program.

MICROSOFT OFFICE 2013: INTRODUCTORY CONCEPTS AND TECHNIQUES

3 UHS CREDITS, SCCC (CIS 121) (1 CREDIT)

Open to 10th, 11th and 12th graders.

This course introduces students to Microsoft Office Suite using practical work-based and academic-based projects

utilizing Microsoft Word, PowerPoint and Excel. Additionally, students will learn the fundamental concepts of computers and computing including hardware, information processing, operating systems, networks and basic web design.

ADVANCED MICROSOFT OFFICE 2013

3 UHS CREDITS, SCCC (CIS 221) (1 CREDIT)

Open to 11th and 12th graders.

This course provides students with the opportunity to increase their knowledge of several components of the Microsoft Office suite of software applications including Excel, Word and Access. Students should have a good working knowledge of Microsoft Word or have completed Introduction to Microsoft Office prior to taking this course. Upon completion of this course, the student will be prepared to test for the Microsoft Office Specialist (MOS) certification in Excel, Word, and Access. Upon course completion, students will be able to: Demonstrate expertise in Word, Excel and Access as defined by the industry standard Microsoft Office Specialist (MOS) certification.

COMPUTER SKILLS AND APPLICATIONS

(1/2 CREDIT)

Recommended for 9th & 10th graders.

This course is designed to introduce students to computer applications using the Microsoft Office Suite 2013. Students will learn to create, format, and edit academic, personal and business documents using Microsoft Word, Excel, PowerPoint, and Access. Students will learn effective computer keyboarding techniques, use online resources to improve their keyboarding skills and learn computer safety techniques.