

# BUSINESS

Department Chair: Debbie Tawzer

## Course Offerings:

<b>Grade 9</b>	<ul style="list-style-type: none"> <li>• CE BUS 115 Intro to Business</li> <li>• CE CIS 118 Intro to PC Application</li> </ul>	<ul style="list-style-type: none"> <li>• CE BUS 116 Personal Finance</li> <li>• Professional Business I</li> </ul>
<b>Grade 10</b>	<ul style="list-style-type: none"> <li>• CE BUS 115 Intro to Business</li> <li>• CE CIS 118 Intro to PC Application</li> </ul>	<ul style="list-style-type: none"> <li>• CE BUS 116 Personal Finance</li> <li>• Professional Business I</li> </ul>
<b>Grade 11</b>	<ul style="list-style-type: none"> <li>• CE BUS 115 Intro to Business</li> <li>• CE CIS 118 Intro to PC Application</li> </ul>	<ul style="list-style-type: none"> <li>• CE BUS 116 Personal Finance</li> <li>• Professional Business I</li> </ul>
<b>Grade 12</b>	<ul style="list-style-type: none"> <li>• CE BUS 115 Intro to Business</li> <li>• CE CIS 118 Intro to PC Application</li> </ul>	<ul style="list-style-type: none"> <li>• CE BUS 116 Personal Finance</li> <li>• Professional Business I</li> </ul>

## Course Descriptions

### 69015S1 CE BUS 115 Intro to Business

**Credit:** 0.5 ★ (3.0 ACC)

**Grades:** 9, 10, 11, 12

**Prerequisite:** None

Focuses on the operation of the American business system. Covers fundamentals of the economy, careers and opportunities, marketing, management, production, governmental regulations, tools of business and social responsibilities.

### 69020S1 CE CIS 118 Intro to PC Applications

**Credit:** 0.5 ★ (3.0 ACC)

**Grades:** 9, 10, 11, 12

**Prerequisite:** None

Introduces computer concepts and components, as well as application-suite software and the Internet. Includes descriptions of and hands-on experience with word processing, spreadsheets, databases, operating environments and other common PC application packages.

### 69016S1 CE BUS 116 Personal Finance

**Credit:** 0.5 ★ (3.0 ACC)

**Grades:** 9, 10, 11, 12

**Prerequisite:** None

Surveys the basic personal financial needs of most individuals. Emphasizes the basics of budgeting and buying, saving and borrowing money, the intricacies of home ownership, income tax and investments, and the wise use of insurance, wills and trusts.

### 25657S1 Professional Business I

**(Career and Life Strategies—All Careers including Business)**

**Credit:** 0.5

**Grades:** 9, 10, 11, 12

**Prerequisite:** None

This program offers the opportunity for students to answer two of the most important questions they will ask, "What is my future career and how do I get there?" Topics include student career assessment, occupational research, exploratory interviewing, work based skills, goal setting, the importance of attitude, leadership, (7) steps of decision making and the (7) habits. This course will incorporate basic technology skills used in careers and future education.