

BUSINESS

ACCOUNTING A (12104)

(Gr 10-12) (One Trimester, ½ credit)

Accounting A introduces fundamental accounting principles and procedures used in businesses. Course content includes the full accounting cycle, payroll, taxes, debts, depreciation, ledger and journal techniques, and periodic adjustments. Calculators, electronic spreadsheets, and other automated tools are used. Accounting A can be a stand-alone course.

ACCOUNTING B (12104)

(Gr 10-12) (One Trimester, ½ credit)

Prerequisite: Accounting A

Accounting B expands upon Accounting principles and procedures used in businesses. Students will learn how to apply standard auditing principles and to prepare budgets and final reports. Electronic spreadsheets and QuickBooks will be used. Advanced topics include introductory principles of partnership & corporate accounting, and managerial uses of control systems & accounting processes. Dual credit for Accounting B is available through FHTC.

AMPED (Algebra I in Manufacturing Processes, Entrepreneurship and Design)

(Gr 9-10) (Three Trimesters, ½ credit each trimester)

This course contains all objectives and standards delivered in a traditional Algebra I course taught through real world, project based lessons, labs, and activities. Students will be engaged in Career and Technical Education (CTE) content using mathematics as a tool for solving real world, career skill ready problems. All students will work on developing and understanding the skills necessary to thrive in the modern workplace and develop a viable, self-funded business. Students must be enrolled in Entrepreneurship to receive one credit of Algebra I and one-half credit of Entrepreneurship.

APPLIED BUSINESS DEVELOPMENT (32200)

(Gr 10-12) (One Trimester, 1 credit)

Applied Business Development students will practice skills of planning, organizing, directing and controlling functions of operating a business while assuming the responsibilities and risks involved. Students will develop skills in enterprise development, market analysis, and financial preparation. Students are employees of the \$partan \$aver at Emporia High School.

BANKING & FINANCE (12101)

(Gr 11-12) (One Trimester, ½ credit)

Prerequisite: By application to instructor

This course provides students with an overview of the banking system and services offered by financial institutions. Topics include laws and regulations, loan application process, client/business relations, and careers in finance and investing. *Only students currently taking courses in the Banking Services Strand will be enrolled; this strand is phasing out and will be removed from our CTE Pathway offerings beginning 2020-2021.*

BUSINESS COMMUNICATIONS (12009)

(Gr 10-12) (One Trimester, ½ credit)

This course will help students to develop an understanding and appreciation for effective communication in business situations and environments. Emphasis is placed on all phases of communication: speaking, listening, thinking, responding, reading, writing, communicating non-verbally, and utilizing technology for communication. Business communication functions, processes, and applications in the context of business may be practiced through problem-based projects and real-world application. This course is an alternative option for students to earn their communication arts credit required for graduation. This course is also offered for dual credit through FHTC.

BUSINESS ESSENTIALS (12050)

(Gr 9-10) (One Trimester, ½ credit)

This course introduces students to the skills needed to be employable and successful in the workplace. The course also allows students to explore different career areas. Students examine current events to determine their impact on business and industry and legal and ethical behavior, acquire knowledge of safe and secure environmental controls to enhance productivity, and determine how resources should be managed to achieve company goals. As students learn about the different types of business ownership, they interpret industry laws and regulations to ensure compliance, identify principles of business management, and analyze business practices to determine ethics and social responsibilities. This course is designed to give students an overview of the business, marketing and finance career cluster occupations. **Students can earn high school credit for this course at Emporia Middle School.**

BUSINESS MANAGEMENT (12052)

(Gr 10-12) (One Trimester, ½ credit)

This course acquaints students with management opportunities, effective human relations, and provides students with the skills to perform planning, staffing, financing, and controlling functions within a business. In addition, students will get a macro-level study of the business world, including business structure and finance, and the interconnections among industry, government, and the global economy. This course will also emphasize problem-based, real-world applications of business concepts and use accounting concepts to formulate, analyze, and evaluate business decisions.

COLLEGE ACCOUNTING

(Gr 11-12) (Two Trimesters, ½ credit each trimester)

Prerequisite: Accounting A **AND** B

Students will learn how businesses plan for and evaluate their operating, financing and investing decisions and how accounting systems gather and provide data to internal and external decision makers. This course covers all the learning objectives of traditional college-level financial and managerial accounting courses. Kansas State University, Wichita State University, Pittsburg State University, Emporia State University and Sterling College currently grant college credit for students who pass the end-of-course qualifying exam.

COLLEGE COMPUTER APPLICATIONS

(Gr 11-12) (Two Trimesters, ½ credit each trimester)

This course is designed for students to develop computer skills necessary for success in academic and workplace environments. Students will work with Word, PowerPoint, Excel and Access. This course is offered for dual credit through Emporia State University.

COMPUTER APPLICATIONS (10004)

(Gr 9-11) (One Trimester, 1 credit)

Students will acquire knowledge of and experience in the proper and efficient use of software packages. This Introductory level course explores a wide range of applications, including (but not limited to) word-processing, spreadsheet, graphics, and database programs, and may also cover the use of electronic mail, Internet ethics and safety, and desktop publishing. **Students can earn high school credit for this course at Emporia Middle School.**

COMPUTER PROGRAMMING (10152)

(Gr 10-12) (One Trimester, 1 credit)

Prerequisite: Geometry (May be taken concurrently)

This course provides students with the knowledge and skills necessary to construct computer programs in one or more languages. Computer coding and program structure are often introduced with the BASIC language, but other computer languages, such as Visual Basic (VB), Python, Java, Pascal, C++, and COBOL, may be used instead. Initially, students learn to structure, create, document, and debug computer programs, and as they progress, more emphasis is placed on design, style, clarity, and efficiency. Students may apply the skills they learn to relevant applications such as modeling, data management, graphics, and text processing.

PRINCIPLES OF MARKETING (12164)

(Gr 10-12) (One Trimester, 1 credit)

This course is designed for those interested in developing skills and competencies needed for careers in marketing, merchandising, and management. Students will cover such topics as purchasing, distribution, sales, advertising, promotions, product development, packaging and pricing, marketing research, business management skills, human relations and career explorations. Dual credit is available through FHTC.

WEB PAGE DESIGN (10201)

(Gr 9-11) (One Trimester, 1 credit)

This course teaches students how to design web sites by introducing them to site planning, page layout, graphic design, and markup languages. This course also includes topics of security and privacy issues, copyright infringement, trademarks, and other legal issues relating to Internet use. Advanced topics may include the use of forms and scripts for database access, transfer methods, and networking fundamentals. Dual credit is available through FHTC.