

BUSINESS EDUCATION PHILOSOPHICAL ASSUMPTIONS

Business education is based on a vision and a set of competencies designed to prepare students to become knowledgeable and ethical decision makers as they fulfill their roles as consumers, workers, and citizens.

An education for and about business offers students the opportunity to master the fundamental knowledge and skills needed to succeed in their personal and professional lives.

The business education curriculum will enable students to:

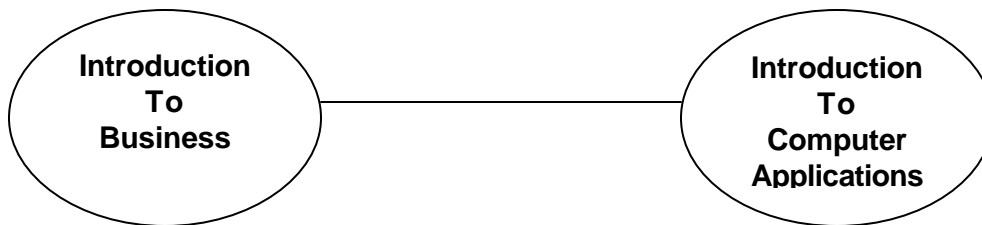
- **Demonstrate the interpersonal, team building, leadership and ethical skills needed to succeed in life.**
- **Develop personal consumer economic skills with a knowledge of social and government responsibility.**
- **Apply the critical-thinking skills needed to function in students' multiple roles as citizens, consumers, workers, managers, business owners, and directors of their own economic futures.**
- **Understand that the various functions of a business are not separate but interrelated, and that each one impacts the other.**
- **Understand how businesses operate in both domestic and international venues.**
- **Select and apply technology tools for making personal and professional decisions.**
- **Develop an awareness of career opportunities, the ever-evolving requirements of the workplace, and the relationship of lifelong learning to career success.**
- **Experience careers utilizing a community employment component (internship, mentorship, and on the job training) to enhance the transition from school to employment.**
- **Understand the interdependence of essential communications skills (reading, writing, listening) and math as they connect to the business environment.**

BUSINESS EDUCATION DEPARTMENT

Littleton High School

Sequence of Courses

Introduction Level: Encouraged for freshmen and sophomores.

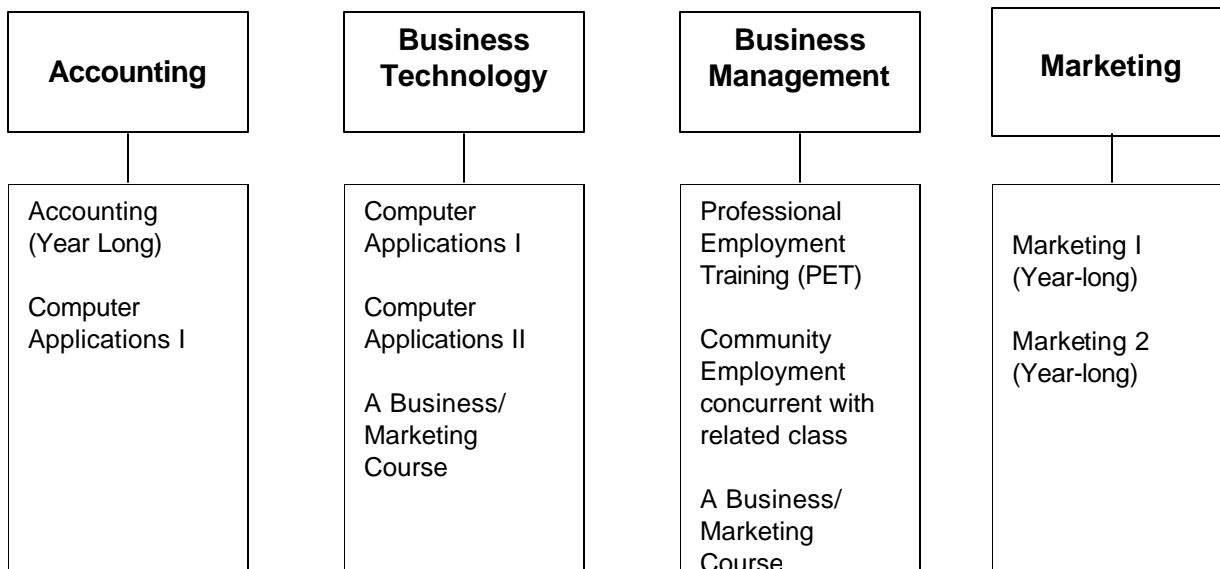


Application Level: Students may select from any of the following electives:

Business Courses: Accounting, Computer Applications 1, Computer Applications 2, International Business, Introduction to Business, Introduction to Computer Applications, Word Processing/Desktop Publishing, Personal Finance, Professional Employment Training (PET)*, Marketing I and Marketing II

*All students enrolled in PET are eligible to participate in Community Employment Experiences (On-the-Job Training or Internship).

Proficiency Level: (Certificate granted for completion of all courses listed in each area with a grade of C or better.)



Business

Course Title: Introduction to Computer Applications

(Semester Course)
Credit: 5 per semester



Course Description:

Students will develop competence in touch keyboarding with an introduction to formatting personal and business correspondence, reports, and using Microsoft Office applications. Proficiency in keyboarding and computer applications enables students to work more productively and effectively. This course is the foundation that provides the necessary skills that students need to continue in additional computer coursework

Additional software keyboard efficiency programs are also utilized to measure students' progress on both speed and accuracy using multiple-minute timings.

Entry Level Skills, Knowledge, and Content:

- This class is encouraged for freshmen and sophomores at LHS.
- Student need the maturity to complete tasks assigned in a learning environment.

Class Expectations:

- Assignments will reflect efficient keystroking giving the student the ability to comfortably enter a variety of data.
- Knowledge of document formats and of program commands after practice will show students' ability to proofread and correct errors both with practice copy and final copy.
- Grades are based upon technique (correct fingers, posture, equipment usage) and then production work of tables, letters and reports.
- All make-up work completed in the room within two weeks of the absence

- No credit for unexcused absences.

Course Title: Word Processing and Desktop Publishing

(Semester Course)
Credit: 3 per semester

Course Description: Word Processing/Desktop Publishing is designed to teach advanced concepts and commands using Microsoft Office Software. Students produce assignments including creation of multiple columns, advanced business documents, mail merge, and brochures. Various digital equipment is utilized.

Entry Level Skills, Knowledge, and Content:

- Prerequisite: Introduction to Computer Applications or a Keyboarding course is advised, but open to all students with proficient keyboarding skills or instructor approval.
- Students need the maturity to complete tasks assigned in a learning environment.

Class Expectations:

- Complete assignment during scheduled class
- Integrate advanced commands into documents
- Explore graphic applications.
- Create a main document for linking and importing
- Complete documents for publication that may include scanning, color printing, and other technologies.

Course Title: Computer Applications 1
(Semester Course)
Credit: 5 per semester

Course Description:

This class provides "hands-on" use of technology applications: spreadsheets, graphics, operating systems, word processing, presentation programs, current events, and photo-editing on PCs.

Entry Level Skills, Knowledge, and Content:

- Students should enter the class with a skill level of entering data at minimum of 25 words per minute.
- Students need at least one semester at LHS or instructor approval.
- Recommended for proficient high school student technology skills.
- All work will be done in the classroom except obtaining report references.
- Students should have prior experience preparing reports.
- Students need the maturity to complete tasks assigned in a learning environment.

Class Expectations:

- Applications will reflect understanding of program commands and shows students' ability to proofread and correct errors prior to final copy.
- Frequent reports will be used to show understanding of content and will use a standard format.
- Students will respect all hardware, software and the room environment.
- A data disk will be provided that will be kept in the room.
- All make-up work completed in the room within two weeks of the absence.
- No credit for unexcused absences.

Course Title: Computer Applications 2
(Semester Course)
Credit: 5 per semester

Course Description:

This class is designed to enable students to apply more in depth applications of business-oriented software to personal and professional situations. Using Windows based operating system; students will learn database design and creation, spread sheet and chart development. In addition, students will learn web page design using web tutorials and software packages. Students will use a digital camera, digital camcorder, scanner and color printer

Entry Level Skills, Knowledge, and Content:

- All work will be done in the classroom except obtaining references.
- Students need the maturity to complete tasks assigned in a learning environment.
- Completion of Computer Applications 1 OR instructor approval.

Class Expectations:

- Applications will reflect understanding of program commands and shows students' ability to proofread and correct errors prior to final copy.
- Students will respect all hardware, software and the room environment.
- A data disk will be provided that will be kept in the room.
- All make-up work completed in the room within two weeks of the absence.
- No credit for unexcused absences.

Course Title: Introduction to Business
(Semester Course)
Credit: 3 per semester

Course Description:

This course is designed to introduce the students to the world of business. Emphasis is placed on the role of companies in our economy, the free enterprise system, fundamentals of banking services, investment opportunities, and money management. Students are introduced to various career areas utilizing software assessments. Highlights of the course are participation in the Denver Post Stock Market Game and Junior Achievement's volunteer and programs.

Entry Level Skills, Knowledge and Content:

- The course is available to students in the ninth or tenth grade.
- Students should have the ability to: listen and follow directions, be punctual, be respectful of fellow students, school, and teacher materials.
- Students should also possess the maturity to complete tasks assigned in a learning environment.

Class Expectations:

The students will be introduced to the world of work and to their roles as worker, consumer, and citizen. Part one, lasting about four weeks, helps the student understand both themselves and the changing nature of careers and their role as employees. Part two will provide a clear explanation of what businesses are and how they work. During this segment of the course, a business executive will come to the classroom once a week to share professional expertise. .

Course Title: Professional Employment Training (PET)
(Semester Course)
Credit: 2 per semester

Course Description:

The Professional Employment Training (PET) class is designed to assist students to communicate and interact effectively with co-workers, employers, and the general public. Enrollment in this course is a prerequisite for current or future community employment experiences including on-the-job training. In addition, internship credit (working for a short time with or without pay) is possible **while simultaneously enrolled in a related academic class.**

Entry Level Skills, Knowledge and Content:

The student needs:

- At least two semesters at LHS.
- Maturity to discuss conflict/management strategies and perform tasks assigned in a learning environment.
- Basic computer/keyboarding skills.

Class Expectations:

The course will cover the following topics:

- Career Analysis: Self-assessment and

- employment assessment.
- Employment Search Skills: Interviewing techniques, resumes and letter of application.
- Job Growth and Retention Skills: Personality traits, ethics and self-discipline.
- Strengthening Relationships: Team building, management styles, conflict management, and interpersonal relations.

Course Title:

Personal Finance
(Semester Course)
Credit: 2 per semester



Course Description:

The course is designed to develop students' knowledge of financial management. Learn personal financial skills through hand-on training in financial goals and budgeting. Students will determine tools for financial success, saving, investments, credit costs (history and handling problems) as well as protection against risk using insurance.

In addition, students solve practical problems through links to Internet sites. Presenting complex issues in a real life context enhances lifetime learning.

Entry Level Skills, Knowledge, and Content:

- The course is available to students in the eleventh or twelfth grades.
- Students should have the ability to: listen and follow directions.
- Recommended for students with proficient technology skills.
- Students need the maturity to complete tasks assigned in a learning environment.

Expectations:

- Students should have the ability to: listen and follow directions, be punctual, respect fellow students, school, and teacher materials.
- Complete assignments in class
- Makeup work completed within two weeks of absence.

Course Title: International Business
(Semester Course)
Credit: 5 per semester



Course Description:

This course is designed to understand how individual nations are forming trading blocs and preparing to become part of one global economy.

Students will study the importance of international business to the economic prosperity of the United States. In addition, student will discuss international careers, cultural issues and marketing strategies used around the work.

Group activities will be used to emphasize economic and trade concepts. Also, speakers, current magazine articles and videos are utilized. Internet assignments will access currency exchange rates; obtain economic information about countries and research for individual projects.

Entry Level Skills, Knowledge and Content:

- Students need prior experience preparing reports.
- Students must be able to access, read and summarize magazine or newspaper articles.
- Students need the maturity to complete tasks assigned in a learning environment.

Class Expectations:

- Ability to proofread and correct errors prior to final report copy.
- Understand geography by using maps and electronic atlas/almanac.
- Assume individual responsibilities when working with group activities and

- simulations.
- Use basic economic terms and concepts.
- Present short, but frequent content verbally to the entire class.
- Ask questions to guest speakers.
- All make-up work completed within two weeks of the absence
- No credit for unexcused absences

Course Title: Accounting 1-2
(Full Year Course)
Credit: 5 per semester



Course Description:

Accounting 1-2 is a full-year course utilizing general business practices in learning the financial handlings of personal as well as the business documents. Students will learn to analyze, record, summarize and interpret business financial transactions. In addition, they will prepare financial statements and payroll records for a small business. After development of a strong foundation in accounting principles, students will apply their knowledge to simulated projects. Integrated computerized accounting activities are developed on a personal computer. Accounting is highly recommended for all students planning a career in business and/or accounting and self-employment occupations.

Entry Level Skills, Knowledge and Content:

- Students should have an interest in business and have ability for detail.
- Students should be within three years of graduating.

Class Expectations:

- Students will have the opportunity to apply the use of a computer to accounting procedures.
- Students will complete daily worksheet assignments to reinforce class content material.
- Students will employ the use of calculators and/or adding machines during homework and classroom work.

Future Business Leaders of America (FBLA)
Supplemental Enrichment Program

(No Academic Credit)

Course Description:

The purpose of FBLA is to assist students in developing employment and work competencies, gain a sense of community responsibility, and instill leadership capabilities in planned activities.

Our goal of Future Business Leaders is to offer students the opportunity to become aware of the interdependency between the individual and the community. Community service projects selected by chapter members through a pre-approved plan may have 3 to 30 hours accumulated in a given year.

Entry Level Skills, Knowledge, and Content:

- This organization is available to any student enrolled at LHS.

Expectations:

- Willingness to attend meetings twice a month and serve on one of three standing committees: school/community, professional, or social.
- Each member is encouraged to develop projects with other members which contribute to the improvement of the home, school, or community environment.
- Dues are \$20.00, which include national, state as well as local chapter affiliation.

Course Title: Marketing and Management Essentials 1

**(Full Year Course)
Credit: 5 per semester**



Course Description:

This course is designed for students with varied interests and abilities in the comprehensive field of business. It will provide a solid background for college bound and non-college bound students by offering opportunities of study in Marketing, Communication, Management, Advertising, Career Decision Making, Selling, Human Relations, Employability Skills, and Entrepreneurship. The student can choose one specific area of

concentration and still investigate many other areas of expertise that Marketing has to offer.

Entry Level Skills, Knowledge and Content:

- Students should be within three years of graduating.

Class Expectations:

- Students will keep a detailed notebook requiring organization of class information and notes, school store information and DECA study materials.
- Student participation in "role plays" of their chosen field of study is required.
- Ability to use customer relation skills while performing required cash handling and school store responsibilities.
- Ability to demonstrate and utilize human relation and communication skills with business community representatives.

Course Title: Marketing and Management Essentials 2

(Full Year Course)

Credit: 5 per semester



Course Description:

This course is an extension of the introductory course "Marketing and Management Essentials I". Further mastery level study will be offered for the areas of Marketing. In addition, a strong presentation of Business Management Fundamentals, Free Enterprise Economics, and Entrepreneurship practices will be offered. The main focus of this course work will be centered on actual real-life case challenges and hands-on application projects involving critical thinking.

With the help of local community business representatives, the students enjoy the luxury of expertise and personal guidance in preparing for District, State and National competition through the DECA program. Guest speakers and field trips compliment this course.

Entry Level Skills, Knowledge and Content:

- Students should be within two years of

graduating and be able to proficiently complete the testing for the Marketing and Management Essentials I class.

Class Expectations:

- Students must be able to keep a detailed notebook requiring organization of class information and notes, school store information, and DECA study materials.
- Student participation in "role plays" of their chosen field of study is required.
- Ability to use supervisory skills while performing their school store responsibilities are necessary.
- Students will need the ability to utilize human relation and communication skills with business community members.

Course Title: DECA (Distributive Education Club of America)

Affiliated with the Marketing Program. (No Academic Credit)

Course Description:

DECA is a co-curricular, student-centered organization specifically designed to provide activities that will motivate "Marketing and Management Essentials" students to learn marketing competencies that will prepare them to become skilled, employable workers in the field of business/marketing.

The DECA chapter is to the Marketing Education program what a civic or professional organization is to a group of business people. The purpose of DECA is to provide learning opportunities to students through goal-oriented chapter activities. These activities contribute to occupational competence by promoting greater understanding and appreciation for the responsibilities of citizenship in our private and free enterprise system. DECA activities provide members with an opportunity to serve as leaders and followers in community conscious activities as well as an opportunity for them to receive local, state and national recognition in competition.

Entry Level Skills, Knowledge, and Content:

- According to Career and Technical Education State Guidelines, the student must be enrolled in a marketing education class (Marketing and Management Essentials I or II.)

Class Expectations:

- Students will become involved in various community and civic consciousness type activities (volunteer work, etc.)
- Students will be accountable for documenting their hours of service by completing pre-arranged forms indicating specific information.
- Students will be required to demonstrate the ability to utilize human relations and communicative skills in working with business community members.
- Students will have the option to compete in District, State and National competition, utilizing skill learned in the Marketing Education class.

Course Title: Cooperative Employment)

(Full Year/Semester Course)

Credit: 10 per semester

Course Description:

The community/employment experience offers the opportunity to explore possible career interests by participation in actual work settings. This includes job shadowing, internship/mentorship, and cooperative employment. The student will be credited a maximum of 300 hours (10 credits) per semester as part of the community/employment experience.

Entry Level Skills, Knowledge and Content:

The student must:

- Be proficient in employment application skills.
- Demonstrate maturity to perform in a work setting.
- Be recommended by the related-class teacher.
- Make application for a position to the Community Resource Facilitator.

Class Expectations:

The student must:

- Have completed or be concurrently enrolled

- in the Professional Employment Training (PET) or Career Success class.
- Be enrolled in a related class concurrent with the community experience (business, science, math, social studies, language arts, physical education, consumer and family studies, art, etc.).
- Submit records on a regular basis detailing hours spent at the work setting.
- Abide by the guidelines established at each business training site.
- Provide transportation to the work site.
- Develop work and interpersonal skills through various mediums including training plans, summaries and/or evaluations.
- Conference with the Community Resource Facilitator on a regular basis.

- with the community experience (business, science, math, social studies, language arts, physical education, consumer and family studies, art, etc.).
- Submit records on a regular basis detailing hours spent at the work setting.
- Abide by the guidelines established at each business training site.
- Provide transportation to the work site.
- Develop work and interpersonal skills through various mediums including training plans, summaries and/or evaluations.
- Conference with the Community Resource Facilitator on a regular basis.

Course Title: Academic Internship)
(Full Year/Semester Course)
Credit: 10 per semester

Course Description:

The community/employment experience offers the opportunity to explore possible career interests by participation in actual work settings.

This includes job shadowing, internship/mentorship, and cooperative employment. The student will be credited a maximum of 300 hours (10 credits) per semester as part of the community/employment experience.



Entry Level Skills, Knowledge and Content:

The student must:

- Be proficient in employment application skills.
- Demonstrate maturity to perform in a work setting.
- Recommended by the related-class teacher.
- Make application for a position to the Community Resource Facilitator.

Class Expectations:

The student must:

- Have completed or be concurrently enrolled in the Professional Employment Training (PET).
- Be enrolled in a related class concurrent