



**2018/  
2019**

# **BUSINESS & CAREER OPPORTUNITIES**

The Business and Technology Department is the gateway for the students to develop and learn the skills that will benefit them as they go on to college as well as entering the increasingly competitive job market. Our goal is to equip students with those skills essential for success in an increasingly competitive global marketplace.

## **STANDARD 1**

Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

## **STANDARD 2**

Students will demonstrate how academic knowledge and skills are applied in the workplace and other settings.

## **STANDARD 3A**

Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

## **STANDARD 3B**

Students who choose a career major will acquire the career specific technical knowledge/skills necessary to progress toward gainful employment, career advancement, and success in postsecondary programs.



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## Business 1001: Organization and Management

**GRADES 11, 12 | ONE SEMESTER**

Introduces students to major areas of business and enables them to understand the focus of business concentrations. Examines how businesses use marketing, finance, accounting, human resources, management and technology skills. Includes an examination of diverse issues such as the role of small companies versus large corporations, going public and understanding the implications of legal, political, economic, international, environmental and ethical issues. Includes guest lectures, role-play exercises and videos.

This course will present an overview of business operations. It will discuss various techniques used by businesses today, what works, what doesn't work and why. It will help you understand the forces that impact business operations, such as the economy, environmental issues, and political and social pressures. It will be looking at specific disciplines such as marketing, finance, accounting, information technology, human resources and management and seeing how they are used in small, medium and large businesses.

This course is in the sequence of classes that are part of our Business Academy with St. Francis College. Students may receive three college credits from St. Francis College upon successfully completing the coursework and paying \$210/per course. These credits are accepted by most colleges and universities.

**PREREQUISITE: 85% OR BETTER OVERALL AVERAGE**

## Introduction to Entrepreneurship

**GRADES 11, 12 | ONE SEMESTER**

This course is designed to introduce students to the different types of entrepreneurship that exist, and the excitement and challenges of building your own business. It focuses on identifying and evaluating entrepreneurial opportunities, as well as identifying what it takes to get a new venture off the ground. The course is enriched with real-life examples, including personal stories from local entrepreneurs and case studies of start-ups. The instructors emphasize active, hands-on learning, and student teams will get a taste for starting and running a company via a team start-up project.

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**PREREQUISITE: 85% OR BETTER OVERALL AVERAGE**



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## Business Law 2101

**GRADES 11, 12 | ONE SEMESTER**

Consider taking this class if you would like to know more about the law than what you read in John Grisham or Scott Turow books, or watch on “Law and Order”! “Judge Judy” or “People’s Court” is fun to watch on TV as well, but, why not learn about the REAL laws and legal system that governs the United States? You will learn how the law affects you, day in and out, even when you do not realize it. Did you know that disagreements (or disputes) are not just resolved in court - but can also be mediated or arbitrated? And in many of these situations you can represent yourself, if you cannot afford an attorney – or haven’t yet finished law school, which may be of interest to you once you take this course. Learn what a “tort” is, and what a contract is (and how you enter into one more times than you may even realize). Did you know that you are a “consumer” and that as such, you are entitled to all sorts of protections? And when you pay for a warranty you’re your iPhone or TV, do you know what you are entitled to - and how to take advantage of it if need be? Again, consider signing up for this class.

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**PREREQUISITE: 85% OR BETTER OVERALL AVERAGE**

**NOTE: IF YOU TAKE THIS CLASS, YOU ARE NOT ABLE TO TAKE CRIMINAL AND CIVIL LAW, AS THERE IS OVERLAPPING MATERIAL.**

## IT 1001: Computer Tools

**GRADES 11, 12 | ONE SEMESTER**

This course will present an overview of computers, the Internet, Web 2.0 technologies, Office applications, and data management. It will also cover the fundamentals on computer security, which will enable you to protect your information from the various dangers that exist online.

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**PREREQUISITE: 85% OR BETTER OVERALL AVERAGE**



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## Planning for a Successful Career

**GRADE 10, 11, 12 | ONE SEMESTER**

This course takes the student beyond knowledge and technical skills to the development of qualities, skills, and special factors that are related to job success. Students will build transferable skills that will enable them to not merely survive but to actually thrive in today's economic arena. Career search programs that include interest inventories will be used to research career possibilities.

**PREREQUISITE: NONE**

## Criminal and Civil Law

**GRADES 11, 12 | ONE SEMESTER**

This course does three things: first, it can focus you in meaningful career directions; second, you will learn about your legal rights; third, you learn how your rights function in the larger societal picture. Your knowledge of law—either business or criminal law—will develop both respect and an understanding of how it affects you, your family, and your career. As a result of knowing both your rights and obligations, you will know how to avoid legal complications and when you need to obtain legal assistance. Guest speakers, visits to criminal and civil courts will extend your understanding and knowledge.

**PREREQUISITE: NONE.**

