

766 RS-INTRODUCTION TO BUSINESS

Level 1

Grades 11-12

1 HS credit

College Business course. See course catalog – NHCTC.

The study of the world of business operations, the wide range of occupational functions, the American economic system, the business system from the global perspective, organizational structures and management, and operational procedures of a business.

Student Learning Expectations

1 Develop skills in literacy across content areas.

2 Develop critical thinking skills across the content areas.

3 Develop problem-solving skills across content areas.

4 Develop communication skills across content areas.

767 ACCOUNTING 1

Level 2

Grades 10-12

1 credit

This course prepares students for employment in business by helping them gain understanding of the basics of business operations. This class is recommended for students who plan to further their business studies at the college level. The course presents the introduction to accounting for a sole proprietorship. Preparation and interpretation of accounting journals, ledgers and financial statements will be emphasized. A study of simple and accelerated bookkeeping systems is also included. This course can count as a third math credit after successfully completing Algebra 1. **Recommended: Introduction to Business.** Enrollment limited to 18.

Student Learning Expectations

1 Develop skills in literacy across content areas.

2 Develop critical thinking skills across the content areas.

3 Develop problem-solving skills across content areas.

4 Develop communication skills across content areas.

769 ACCOUNTING 2

Level 1

Grades 11-12

1 credit

Prerequisite: Accounting 1. This course is offered to students who have demonstrated an ability and aptitude for accounting. Further development is provided for understanding bookkeeping and accounting procedures. The course of study includes special journals, accruals, departmental records, voucher systems, payroll and tax records, partnerships, corporations, manufacturing accounting and the interpretation of business records and reports. Simulations on automated accounting will be done using computers. Enrollment limited to 18.

Student Learning Expectations

1 Develop skills in literacy across content areas.

2 Develop critical thinking skills across the content areas.

3 Develop problem-solving skills across content areas.

4 Develop communication skills across content areas.

768 RS – ACCOUNTING

Level 1

Grades 11-12,

1 HS credit

College Accounting. See course catalog – NHCTC.

This course is an introduction to accounting as the language of business. The student will be introduced to the procedures necessary to record, classify and summarize basic business transactions. The course will cover the accounting cycle for service and merchandising sole proprietorships, including journalizing transactions in general and special journals, recording, adjusting and closing entries and preparing worksheets and financial statements. The course will also cover banking procedures and payroll.

Student Learning Expectations

1 Develop skills in literacy across content areas.

2 Develop critical thinking skills across the content areas.

3 Develop problem-solving skills across content areas.

4 Develop communication skills across content areas.

770 ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT

Level 1

Grades 11-12

1 credit

Prerequisite: Intro to Business or Travel & Tourism. This course is designed for students with an interest in furthering their business studies. The course focuses on the many aspects of business ownership such as planning, management, marketing and finance. Students will prepare a professional business plan and gain an understanding of the financing process. Students enrolled in this course are eligible to join DECA. Enrollment limited to 18.

Student Learning Expectations

1 Develop skills in literacy across content areas.

2 Develop critical thinking skills across the content areas.

3 Develop problem-solving skills across content areas.

4 Develop communication skills across content areas.

5 Develop skills for productive use of technology and information resources.

771 TRAVEL AND TOURISM**Level 2****Grades 10-12****½ credit**

This course offers the opportunity to experience the world of travel and tourism. The curriculum will provide the student with an in-depth study of worldwide travel, geography, cultural awareness, tourism, current business practices, effective communications, market and technology applications. NH travel and tourism will be highlighted. Career opportunities will be explored through a software program allowing students to work through customer requests for reservations and ticketing. Enrollment limited to 20.

Student Learning Expectations
1 Develop skills in literacy across content areas.
2 Develop critical thinking skills across the content areas.
3 Develop problem-solving skills across content areas.
4 Develop communication skills across content areas.
5 Develop skills for productive use of technology and information resources.
6 Develop career, educational, and life planning skills.
7 Understand the role of arts in society.

772 BUSINESS & PERSONAL FINANCE**Level 1 or 2****Grades 11-12****1 credit**

This course is designed to prepare high school students to make wise financial decisions in both personal and business situations. The program helps students realize that they are already making financial decisions, shows them how their decisions affect their future, and allows students to see the business applications of finance. It provides an overview of financial concepts with special emphasis on their application to issues faced by individuals and households: budget management, taxes, savings, housing and other major acquisitions, borrowing, insurance, investments, meeting retirement goals, and estate planning. Also provides insights into why wise financial management is critical to personal and business success. Enrollment limited to 18.

Student Learning Expectations
1 Develop skills in literacy across content areas.
2 Develop critical thinking skills across the content areas.
3 Develop problem-solving skills across content areas.
4 Develop communication skills across content areas.
5 Develop skills for productive use of technology and information resources.

773 DESKTOP PUBLISHING**Level 2****Grades 9-12****1 credit**

Prerequisite: Successful completion of Computer Literacy. Students will learn the basic skills necessary to use the PageMaker for Windows program. In an instructor led hands-on class, students will learn to: identify the purpose of desktop publishing, start PageMaker, identify elements of the PageMaker environment, enter the format text, work with text blocks, enhance and print a publication, create a two-page newsletter, import and manipulate graphics, use a template and styles to create a brochure. Students will also be involved in a variety of real-world projects including the production and layout of the yearbook. **This course meets the requirement for fine arts.** Enrollment limited to 20.

Student Learning Expectations
1 Develop critical thinking skills across the content areas.
2 Develop problem-solving skills across content areas.
3 Develop communication skills across content areas.
4 Develop skills for productive use of technology and information resources.
5 Understand the role of arts in society.

774 GRAPHIC DESIGN**Level 1****Grades 11-12****½ credit**

See FINE AND PERFORMING ARTS section for course description. This course meets the requirement for fine arts.

Student Learning Expectations
1 Develop critical thinking skills across the content areas.
2 Develop problem-solving skills across content areas.
3 Develop communication skills across content areas.
4 Develop skills for productive use of technology and information resources.
5 Understand the role of arts in society.

775 YEARBOOK 1**Level 1****Grades 10-12****1 credit each**

This course is designed to familiarize students with the concepts and skills necessary to produce the school's yearbook. Students that enroll in the yearbook course need to be aware that the course is both a traditional class and an extracurricular activity. Students will be required to sign a contract prior to enrolling into the course. Failure to adhere to the contract provisions will result in withdrawal from the course. Grading in this course is based on work done in class, contribution to deadlines and the production of the book and the student's participation in after-school yearbook activities. It is highly recommended that students have access to a digital camera with 5.0 mega pixel or higher capacity. Units will include theme development, page layout and design, digital photography, marketing, legal issues, basic InDesign and PhotoShop skills. Open to students in grades 10-12 and subject to instructor's approval. Enrollment limited to 12.

Student Learning Expectations

1 Develop skills for productive use of technology and information resources.

2 Understand the role of arts in society.

3 Develop skills in literacy across content areas.

4 Develop critical thinking skills across the content areas.

5 Develop communication skills across content areas.

776 YEARBOOK 2**Level 1****Grades 11-12****1 credit each**

Second year students continue to develop their publication skills from Yearbook 1. Student further develop their skills and knowledge in the use of Adobe InDesign, Adobe PhotoShop and Adobe Illustrator. Students are encouraged to assume a leadership role by holding an editorial staff or business management position. Advanced students assume greater responsibilities for the publication's planning and production. Open to students in grades 11-12 and subject to instructor's approval. Enrollment limited to 3.

Student Learning Expectations

1 Develop skills for productive use of technology and information resources.

2 Understand the role of arts in society.

3 Develop skills in literacy across content areas.

4 Develop critical thinking skills across the content areas.

5 Develop communication skills across content areas.

778 ADVANCED STUDY**Level 1****Grade 12****1 credit**

This course is designed for the student who wants to advance in a specific area of business education beyond the existing curriculum. The content is to be determined by conferences between student and instructor, subject to the approval of the instructor. All work will be done on an independent basis using a pre-arranged time schedule.

Student Learning Expectations

1 Develop skills in literacy across content areas.

2 Develop critical thinking skills across the content areas.

3 Develop problem-solving skills across content areas.

4 Develop communication skills across content areas.

5 Develop skills for productive use of technology and information resources.

6 Develop career, educational, and life planning skills.

7 Understand the role of arts in society.

781 ICT Portfolio Preparation Seminar (Independent Study)**Level 2****½ credit**

The aim of the ICT Portfolio Preparation Seminar is to assist students in developing their electronic portfolio to meet state requirements for graduation. Students will complete a workbook and assignments designed to build on existing computer skills. Students will work with Microsoft Office and Windows in addition to developing an understanding of hardware and software functions. This course is designed to assist those students who need guidance in developing the portfolio, therefore students are required to meet weekly with the instructor during the term of the course.

Student Learning Expectations

1 Develop critical thinking skills across the content areas.

2 Develop problem-solving skills across content areas.

3 Develop communication skills across content areas.

4 Develop skills for productive use of technology and information resources.

5 Understand the role of arts in society.