

## BUSINESS EDUCATION

### ACCOUNTING 1

LENGTH: 1 SEMESTER  
GRADES: 10-12  
1 VOCATIONAL/TECHNICAL CREDIT

Accounting is the global language of finance used by business, professions, and consumers. A solid foundation is given in the double-entry (debit/credit) system of transaction analysis, journals, ledgers, spreadsheets, financial statements, banking, income taxes, etc. These principles are applied to a service business organized as a proprietorship, which is less complex than a merchandising business or corporation.

### ACCOUNTING 2

LENGTH: 1 SEMESTER  
GRADES: 10-12  
PREREQUISITE: PASS ACCOUNTING 1 WITH A "C" OR BETTER  
1 VOCATIONAL/TECHNICAL CREDIT

Accounting 2 continues where Accounting 1 finished. It will give a complete picture of accounting principles. Includes accounting for a merchandising business organized as a corporation.

### ENTREPRENEURSHIP

LENGTH: 1 SEMESTER  
GRADES: 10-12  
1 VOCATIONAL/TECHNICAL CREDIT

Entrepreneurship is the process of running a business of one's own. In this class, students will learn what it takes to run their own business, and the role of entrepreneurs in the economy. In order to do so, each student will complete the steps for creating their own business plan for starting a business in Minnesota.

### BUSINESS LAW

LENGTH: 1 SEMESTER  
GRADES 11-12  
1 VOCATIONAL/TECHNICAL CREDIT

Business Law will cover the topics of criminal law, tort law, contract law, law in the workplace and laws regulating business formation and operation.

### MARKETING

LENGTH: 1 SEMESTER  
GRADES 10-12  
1 VOCATIONAL/TECHNICAL CREDIT

Marketing is the process of planning, pricing, promoting, selling and distributing ideas, goods or services to create exchanges that satisfy customers. Marketing plays a large role in everyday life. This course will cover that role, product managing, pricing, promoting, distributing and selling. These principles will be reinforced with the completion of a board game project.

### MICROSOFT BASICS

LENGTH; 1 SEMESTER  
GRADES: 10-12  
1 VOCATIONAL/TECHNICAL CREDIT

This course will give an overview of creating, polishing, and running a PowerPoint presentation; creating, enhancing and adding special features to Word documents; creating, using formulas, functions, and charts in Excel.

### \*PERSONAL FINANCE

LENGTH: 1 SEMESTER  
GRADE: 12 REQUIRED  
1 VOCATIONAL/TECHNICAL CREDIT

This course will cover types of employment, applying and interview for jobs, budgeting, proper care of checking and credit accounts, investing, insurance, and buying a home and a car. Course will be completed with the simulation of a family budget.



## ENGLISH

### \*APPLIED COMMUNICATIONS

LENGTH: 1 SEMESTER  
GRADE: 10 REQUIRED  
1 ENGLISH CREDIT

This course develops students' communication skills in a variety of creative speaking situations or delivery of speeches in front of a class audience.

### AUTHORS & NOVELS

LENGTH: 1 SEMESTER  
GRADES: 10-12  
1 ENGLISH CREDIT

This semester long independent reading course gives the student the opportunity to choose a novel of any genre to read.

Assessment is done through documentation of pages read, characters encountered, reactions to events in the story, etc. Student may wish to explore different genres throughout the semester although this is not required.

### \*ENGLISH 9 A & B

LENGTH: 2 SEMESTERS  
GRADE: 9 REQUIRED  
2 ENGLISH CREDITS

English 9A & B is a two semester long class emphasizing grammar, literature, and composition. Spelling and vocabulary are also covered. Second semester includes preparation for the MCA Writing test. Students learn the writing process, practice all types of writing, and receive instruction in the scoring criteria used on the state test.