

BUSINESS & FINANCE TECHNOLOGY

COURSE LEVELS

Courses are offered at three instructional levels distinguished by the type of instruction, the pacing of the learning, and the depth of standards. Students are recommended for these levels based on teachers' evaluations. These levels are:

H/AP/UConn ECE - Honors/Advanced Placement/UConn Early College Experience

This instructional level balances individual inquiry and collaborative analysis, which will help students to discuss and exchange ideas effectively. Rigorous coursework is geared toward the mastery of state and national standards extending beyond the typical high school curricula including Advanced Placement and UConn Early College Experience courses. The pace of classes mirrors college level learning. Students taking and passing the AP examinations may be eligible for college credits, which can greatly reduce college costs.

CCP - Competitive College Preparatory

This instructional level balances individual and collaborative learning experiences, which will help students to strengthen their learning capacity. Challenging coursework is geared toward the mastery of state and national standards. The pace of classes prepares students for college level learning.

CP - College and Career Preparatory

This instructional level provides comprehensive instruction focusing on modeling and guided practice, which will help students to progress as independent learners. Engaging coursework is geared toward the mastery of core state and national high school standards. The pace of classes provides students with a strong foundation for college level learning.

Business and Finance Technology courses provide a solid educational foundation for all students. They learn to become knowledgeable and ethical decision-makers in their roles as consumers, workers, and citizens. They are introduced to the basics of personal finance, the economic principles of an increasingly international marketplace, and the processes by which businesses operate. In addition, these courses provide students with practical guidelines needed to manage their personal and professional lives. They challenge students to develop their creative thinking skills and to become independent learners. Students apply their business knowledge and technical skills by engaging in activities which require analysis, synthesis and evaluation. This prepares them to become astute business persons and citizens who are capable of making critical economic and/ or managerial decisions.

Business Course Offerings	Credits	Course Level	Offered in Grade:			
			9	10	11	12
Accounting I	0.5	CP/CCP		X	X	X
Accounting II	0.5	CCP		X	X	X
Advanced Accounting	1	H			X	X
Business Communications	0.5	CP/CCP			X	X
Business Law	0.5	CCP			X	X
Business Office Applications (class)	1	CP				X
Business Office Applications (field work experience)	1	CP				X
Careers & Leadership	0.5	CP	X	X		
Diversified Occupations (class)	1	CP				X
Diversified Occupations (field work experience)	1	CP				X
UConn Economic Principles	0.5	H/ECE		X	X	X
UConn AP Microeconomics	1	H/ECE			X	X
International Business	0.5	CCP			X	X
Introduction to Business	0.5	CCP	X	X		
Management & Entrepreneurship	0.5	CCP			X	X
Marketing I	0.5	CCP	X	X	X	X
Marketing II	0.5	CCP	X	X	X	X
Marketing III (class)	1	CCP				X
Marketing III (field work experience)	1	CP				X
Microsoft Office I	0.5	CP	X	X	X	X
Microsoft Office II	0.5	CCP	X	X	X	X
Money Management	0.5	CCP		X		

Personal Finance	0.5	CP/CCP			X	X
Online Personal Finance	0.5	CCP			X	X
Sports & Entertainment Marketing	0.5	CCP		X	X	X
21st Century Skills in a Business Environment	1	CCP			X	X

CO-CURRICULAR STUDENT ORGANIZATIONS AVAILABLE TO ALL STUDENTS

DECA - An Association of Emerging Leaders & Entrepreneurs



Leaders of America

FBLA - Future Business



COURSES AVAILABLE FOR COLLEGE CREDIT

Tunxis Community College	University of Connecticut	University of Iowa
Accounting II Advanced Accounting Money Management Personal Finance CCP	UConn AP Microeconomics UConn Economic Principles	Management & Entrepreneurship
For more information and requirements please see course description or contact any business teacher.		

ACCOUNTING AND FINANCE

ACCOUNTING I

Grades 10-12

Credit: 0.5

CCP, CP Level

Half year

S

This course provides a basic understanding of the fundamentals of accounting including concepts and principles with emphasis on practical application. Students will also utilize Microsoft Excel throughout the semester. Students will complete the accounting cycle for a sole proprietorship that includes recording, classifying, and summarizing information that leads to the preparation of financial statements. Areas of sales, purchases, cash, payables, and receivables are examined in the course.

May be taken for Mathematics Credit

ACCOUNTING II

Grades 10-12

Credit: 0.5

CCP Level

Half Year

S

Prerequisite: successful completion of Accounting I with a passing grade. Three College Career Pathways Credits will be earned at the successful completion of this course.

This course is a continuation of Accounting I. It provides students the opportunity for in-depth study of accounting procedures related to a retail corporation. Students will be completing payroll applications for a business. A practice set is completed in this course, which allows students to work through an entire accounting cycle including the use of special journals. Excel will be used to prepare various working papers including financial statements. **May be taken for Mathematics Credit**

ADVANCED ACCOUNTING

Grades 11-12

Credit: 1

H Level

Full Year

S

Prerequisite: successful completion of Accounting II with a passing grade. Three College Career Pathways Credits will be earned at the successful completion of this course.

This course will provide advanced accounting training for the student who is interested in accounting as a career. This class provides the college-bound student planning to major in accounting, finance, or management an excellent foundation in financial accounting. In addition, students will explore areas of budgeting and managerial accounting. Detailed financial analysis, interpretation, and problem solving is emphasized to enhance future study on the

post-secondary level. Excel and technology based-education will be used in this class. **May be taken for Mathematics Credit**

BUSINESS MANAGEMENT: GRADES 9-10

CAREERS & LEADERSHIP **Grades 9-10** **Credit: 0.5** **CP Level** **Half Year**

H

This course is designed to give students experiences related to career opportunities and leadership skills. Students will have the opportunity to research various career options through self-analysis and exploration. Students will prepare an employment portfolio and develop interviewing skills. In addition, students will be introduced to basic leadership principles and practices. Students will be introduced to the various clubs offered at SHS.

INTRODUCTION TO BUSINESS **Grades 9-10** **Credit: 0.5** **CCP Level** **Half Year**

H

This introductory course is designed to expose students to the challenging world of business, serving as a background for other business courses offered at Southington High School, as well as students considering a major in business at the college level. Topics covered include: business law, management, economics, accounting, marketing, communications, and finance. Students will examine basic concepts of business disciplines and how they are related in a consumer driven economy. Students will have the opportunity to participate in many group and computer-based activities and projects, develop presentation skills, and examine ethical questions and current events in an ever- changing business world.

BUSINESS MANAGEMENT: GRADES 11-12

BUSINESS COMMUNICATIONS **Grades 11-12** **Credit: 0.5** **CP, CCP Level** **Half Year**

H

This course will strengthen and refine basic skills in all phases of communication including reading, writing, listening, speaking, interpreting nonverbal cues, and applying decision-making skills to problem-solving activities. The course is designed to give students a foundation on which to build additional skills needed for successful careers in every phase of business, including preparation for employment in any industry. **May be taken for English Credit in Senior Year.**

BUSINESS LAW **Grades 11-12** **Credit: 0.5** **CCP Level** **Half Year**

H

This course will provide students with a general understanding of present-day laws. Emphasis is placed on business law, which includes consumer laws and contract laws. Business Law students are introduced to the study of the American legal system, civil law, criminal law, and the rights and responsibilities of young people. This course is recommended for students planning to major in business at the college level. **May be taken for Social Studies Credit**

UCONN ECONOMIC PRINCIPLES **Grades 10-12** **Credit: 0.5** **H Level** **Half Year**

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This course provides students with a general understanding and appreciation of the free enterprise system. It is a general introduction to micro- and macroeconomics. Economic concepts and topics include: opportunity costs, demand and supply, incentives, comparative advantage, inflation and employment policies, and economic growth. It is an Early College Experience course that qualifies a high school student to receive 3 credits when completing the course with a 75 or better (UCONN-ECONN1000). **May be taken for Social Studies Credit**

UCONN AP MICROECONOMICS **Grades 11-12** **Credit:1** **H Level** **Full Year**

H

Prerequisite: Algebra II, CCP Level

This course provides students with a general understanding of how governments and firms choose their economic policies and how those policies influence world development. Microeconomics is the study of economic decisions on an individual level. Concepts will include consumer and producer theory, market structure, economic efficiency, government intervention, completion and emerging types of corporate structures. The course studies how economic decisions are made on the consumer and producer level, and how the government can aid or hinder prosperity. Students will be using and analyzing data to create charts and graphs to explain economic concepts. It is an Early

College Experience course that qualifies a high school student to receive 3 credits when completing the course with a 75 or better (UCONN-ECONN1201).

*Students who wish to receive college credit may qualify by taking the standardized AP Microeconomics Examination given in May. Requirements, applications, and other descriptive material will be furnished by the instructor and/or the guidance department. Students who enroll in this course are expected to take the AP Exam and pay the required fee.

INTERNATIONAL BUSINESS **Grades 11-12** **Credit: 0.5** **CCP Level** **Half Year**

H

This course is designed to provide students the opportunity to understand international business and the effect it has on businesses in the United States. Awareness of cultural diversity, political, legal, and economic factors (which impact international business on a daily basis) will be discussed. In addition, students will be involved in a variety of authentic research-based projects focused on a targeted country. Students will also experience a real-life analytical project of international business expansion for a current global enterprise.

MANAGEMENT & ENTREPRENEURSHIP **Grades 11-12** **Credit: 0.5** **CCP Level** **Half Year**

H

Three college credits may be earned at the successful completion of this course.

This course is intended to serve students who wish to learn what business is, how it operates, and how it is managed. It will include a study of the business environment, communications, human relations, ethics, marketing, and leadership utilizing problem solving, critical thinking, and decision making. Students will work through the process of pitching business ideas and writing a business plan. Students have the opportunity to take an online test for the course through the University of Iowa. A score of 70 or better on the test earns three transferable college credits in ENTR 1010, Exploring Entrepreneurship.

21st CENTURY SKILLS in the BUSINESS ENVIRONMENT **Grades 11-12** **Credit: 1.0** **CCP Level** **Full Year** **S**

This course provides students with an opportunity to create *The Chronicle* yearbook as part of a course. Students will have a hands-on approach to making this class their own by utilizing their photography, writing, graphic design, editing, and marketing skills. They will then incorporate those skills by becoming graphic designers using software from the yearbook company. Students will be able to utilize many business skills that include managing, marketing, financing, and accounting. Students will be expected to cover school related events outside of the school day.

Interested students must apply for and be accepted into this course.

COMPUTER INFORMATION SYSTEMS

MICROSOFT OFFICE I **Grades 9-12** **Credit: 0.5** **CP Level** **Half Year**

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Microsoft Office I offers the students an introduction to the use of Word, Excel, and PowerPoint to create professional communication for personal and business applications. Keyboarding skills will be reviewed. Microsoft Word topics covered will include document formatting for letters, e-mails, resumes, reports, and flyers. Microsoft Excel topics covered will include formatting spreadsheets and using formulas for calculations. Microsoft PowerPoint topics covered will include creating basic presentations.

MICROSOFT OFFICE II **Grades 9-12** **Credit: 0.5** **CCP Level** **Half Year**

S

Prerequisite: successful completion of Microsoft Office I with a passing grade

Microsoft Office II provides the student with hands-on experience in intermediate features of Microsoft Office software. Microsoft Word topics will include advanced reports, columns, tables, merging, and creative writing. Microsoft Excel topics will include what/if analysis, creating charts, critical thinking, and creative spreadsheets. Microsoft Access topics covered will include creating and printing databases and formatting simple reports. Microsoft PowerPoint topics will include editing slides, applying animation, slide transition, and advanced presentations. Students will have exposure to Microsoft Publisher software and templates.

MARKETING

MARKETING I **Grades 9-12** **Credit: 0.5** **CCP Level** **Half Year**

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Marketing I is an introduction to the basic concepts of marketing and business. Students will learn the foundational concepts used in marketing strategies, specifically within the marketing mix, as well as how marketing works within different economies, different types of businesses, and throughout the world. Students will work in the DECA School Store during class periods to gain hands-on experience in the concepts they learn in the classroom. Students are encouraged to participate in DECA, a co-curricular student organization that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management, to enhance classroom learning and future college and career opportunities.

MARKETING II **Grades 9-12** **Credit: 0.5** **CCP Level** **Half Year**

H

Prerequisite: successful completion of Marketing I with a passing grade

Marketing II is a continuation of the skills and concepts learned in Marketing I. Students will discover different types of management, enhance communication skills, and travel through the professional selling process with a culminating sales presentation project. Students will work in the DECA School Store during class periods to gain hands-on experience in the concepts they learn in the classroom. Students are encouraged to participate in DECA, a co-curricular student organization that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management, to enhance classroom learning and future college and career opportunities.

SPORTS AND ENTERTAINMENT MARKETING **Grades 10-12** **Credit: 0.5** **CCP Level** **Half**

Year H

Prerequisite: successful completion of Marketing II with a passing grade

This course provides an opportunity for students to explore marketing in relation to the sports and entertainment industries. In this course, students will explore the world of sports and entertainment in real projects and applications. Students will work in the DECA School Store during class periods to gain hands-on experience in the concepts they learn in the classroom. Students are encouraged to participate in DECA, a co-curricular student organization that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management, to enhance classroom learning and future college and career opportunities.

MARKETING III **Grade 12** **Credits: 1** **CCP Level** **Full Year**

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Prerequisite: successful completion of Marketing II.

Marketing III is the culminating course in the Southington High School Marketing Program. Students will learn and apply marketing strategies that build on the content they learned in Marketing I and II through various applications and experiences. Students will develop skills in project management, communication, collaboration, creativity, and leadership. Students will work in the DECA School Store during class periods to gain hands-on experience in the concepts they learn in the classroom. Students are encouraged to participate in DECA, a co-curricular student organization that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality, and management, to enhance classroom learning and future college and career opportunities.

PERSONAL FINANCE

MONEY MANAGEMENT **Grade 10** **Credit: 0.5** **CCP Level** **Half Year**

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Three College Career Pathways Credits will be earned at the successful completion of this course.

This course is designed to introduce students to basic money management skills. The course will address the importance of personal financial goals, budgeting, savings accounts, checking accounts, credit cards, investing basics and risk management. Students will learn basic money management concepts through a hands-on approach utilizing computers and real life projects. Successful completion of Algebra I is recommended.

PERSONAL FINANCE **Grade 11-12** **Credit: 0.5** **CCP, CP Level** **Half Year**

S

Three College Career Pathways Credits will be earned at the successful completion for the CCP Level of this course.

This course will inform students how individual choices directly influence occupational goals and future earning potential. Real world topics covered will include income, money management, spending and credit, and saving and investing. Students will use a hands on approach to design personal and household budgets utilizing checking and saving accounts, gain knowledge in debt and credit management and evaluate and understand insurance and taxes.

May be taken for Mathematics Credit

ONLINE PERSONAL FINANCE**Grade 11-12****Credit: 0.5****CCP Level****Half Year****S**

Three College Career Pathways Credits will be earned at the successful completion of this course.

This course will be taught in an online platform and should be taken by highly motivated students who work well independently. Students will gain knowledge in real world topics including: income, money management, buying with credit, and saving and investing. Students will use a hands on approach to design personal and household budgets utilizing checking and saving accounts, gain knowledge in debt and credit management and evaluate and understand insurance and taxes. **May be taken for Mathematics Credit**

COOPERATIVE WORK EXPERIENCE PROGRAMS (GRADE 12 ONLY)

BUSINESS OFFICE APPLICATIONS CLASSROOM**Grade 12****Credit: 1****CP Level****Full Year****H**

Business Office Applications is a program of classroom instruction and actual office work experience. This program is designed for students who have been enrolled in Business courses throughout their high school career.

Pre-employment and employer recommendation in an office job is highly recommended. Class meets one period each day to develop office technology, human relations, communications, money management, and other important skills.

BUSINESS OFFICE APPLICATIONS FIELD WORK EXPERIENCE**Grade 12****Credit: 1****CP Level****Full Year****H**

Prerequisite: Must be enrolled in Business Office Applications

One credit will be given for classroom performance within the Business Office Applications course and one credit will be given for work experience. Students must earn a passing grade for the classroom work in order to receive credit for the cooperative work experience. Students must work a total of 90 hours per academic quarter. When a student is absent from school, work hours will not be counted for the cooperative hours. Pre-employment and employer acknowledgement of a student's commitment to the program is required and should be secured by the start of the school year. Students may be dismissed from the program if they are not gainfully employed within ten school days from the start of classes. In addition, students who do not remain in compliance with course requirements may be removed from the program. Early dismissal and school credit for work are privileges earned by the students.

DIVERSIFIED OCCUPATIONS CLASSROOM**Grade 12****Credit: 1****CP Level****Full Year****H**

Cooperative Work Experience – Diversified Occupations (CWE-DO) One credit will be given for classroom performance in this School to Career course and one credit will be given for the practical work experience. Students explore areas that include career readiness, career acquisition, career retention, economics, and integrated learning and life skills. During this experience, students learn to master the practical skills necessary to transition successful into future career employment.

DIVERSIFIED OCCUPATIONS FIELD WORK EXPERIENCE**Grade 12****Credit: 1****CP Level****Full Year****H**

Prerequisite: Must be enrolled in Diversified Occupations classroom

Cooperative work experience is a senior level course for students who have earned a minimum of 15 credits. One credit will be given for classroom performance and one credit will be given for the work experience. A total of 90 hours per academic quarter and 360 hours for the year are required. Students have the option of entering into a pre-apprentice and/or apprentice based experience with a mentor and instructors approval. Students who do not remain in compliance with course requirements may be removed from the program if necessary.

CWE - MARKETING FIELD WORK EXPERIENCE**Grade 12****Credit: 1****CP Level****Full Year****H**

Prerequisite: Must be enrolled in Marketing III

In order to participate in the Marketing Cooperative Work component, students must be employed in a part-time training position in the occupational areas of retailing, marketing, or management. During this internship period, which includes an early dismissal privilege, the student will receive school credit for work, occupational experience, and regular industry pay for their job. One credit will be given for classroom performance within the Marketing III course with an additional credit awarded for successful completion of work experience. Students must earn a passing grade for the classroom work in order to receive credit for the cooperative work experience. Students must work a total of 90 hours per academic quarter and submit documentation for employment, hours worked, and employer evaluations. When a student is absent from school, work hours will not be counted for the cooperative hours. Pre-employment and

employer acknowledgement of a student's commitment to the program is required and should be secured by the start of the school year. Students may be dismissed from the program if they are not gainfully employed within ten school days from the start of classes. In addition, students who do not remain in compliance with course requirements may be removed from the program.

