

INTRODUCTION TO OCCUPATIONS

Grades: 9-12

Prereq: None

Credit: .5

An entrepreneur is defined as a person who organizes, operates, and assumes the risk for a business venture. This course will take you through the steps of business ownership using an online program called Entreskills. Through Entreskills you will learn how to formulate your own business plan. We will also discuss the different types of businesses, marketing, legal issues, management, franchises and much more.

KEYBOARD FOR THE 21ST CENTURY

Grades: 9-12

Prereq: None

Credit: .5

Students will develop proper typing skills using the “Touch Method” of keyboarding. The majority of the course will spend learning how to type accurately while increasing our speed. Students will also produce such documents as memos, business letters, unbound reports and tables.

COMPUTER APPLICATIONS

Grades: 9-12

Prereq: None

Credit: .5

Students will use Microsoft Office applications to create documents, spreadsheets, databases, and presentations. Extensive use of the Internet is included in this course.

PERSONAL FINANCE I

Grades: 10-12

Prereq: None

Credit: .5

This course will focus on showing students how to make sound decisions that lead to responsible financial behavior in college and throughout their adult lives. This course will cover personal financial planning, money management, consumer purchasing strategies, banking, credit and purchasing a home.

PERSONAL FINANCE II

Grades: 10-12

Prereq: Personal Finance I

Credit: .5

This course will continue to focus on showing students how to make sound financial decisions. We will cover investing, stocks, bonds, mutual funds, real estate, insurance, taxes and retirement planning. Students must take Personal Finance I in order to take this course.