

# **Niagara Falls High School** **Business Course Descriptions**

## **MICROSOFT OFFICE SPECIALIST (MOS)**

BUS130 – 1.0 credit

Microsoft Office Specialist is a comprehensive two-semester course that trains students to apply relevant skills, which will enable them to work with Microsoft Office programs. This class adheres to the globally recognized standards needed for validating expertise within the Microsoft Office suite of business productivity programs.

The prime objective of this course is to understand how our students will apply the relevant skills that they will learn in Microsoft Word, PowerPoint and Excel to other subject areas in high school and college, as well as in the world of work, in addition to preparing for their Microsoft Office Certification.

## **FRESHMAN BUSINESS EXPERIENCE**

0.5 credit

This course meets every other day. Through the development of a variety of lessons, projects, and presentations, students will learn and apply the use of technology. Such programs include: Google, Microsoft Word and PowerPoint, Typing Skills, Career Zone, Library On-line sources, etc. Students are evaluated through in-class activities on the computer. Students will be knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.

## **MARKETING MANAGEMENT**

BUS330 – 1.0 credit

Marketing Management provides the student with the objectives and benefits of a marketing education program and prepares them for marketing careers. Types of marketing covered in this course include, Sports, Entertainment, Travel and Tourism and Fashion Marketing. The role, functions and institutions of marketing in the economy and society, marketing career opportunities and requirements, career planning and necessary personal competencies for success are all the characteristics of this course.

## **PRINCIPLES OF ACCOUNTING**

BUS332 – 1.0 credit

This first year accounting course is a comprehensive, two-semester, one-year course designed to bring the real world of accounting into the classroom. Students will have the opportunity to use real-world accounting software, real-world source documents, real-world financial statements, and real-world multimedia.

## **ENTREPRENEURSHIP EDUCATION**

BUS430 – 1.0 credit

This course provides the opportunity for students to explore self-employment benefits versus risks and to develop specific competencies in starting a small business. It covers the characteristics of an entrepreneur, economics and the nature of small business, feasibility study business plan development, type of ownership, location, financing, recordkeeping, management, promotion, legal issues, business protection, and assistance.

## **ACCOUNTING FOR FINANCE**

BUS432 – 1.0 credit

This course takes an in-depth and critical analysis of accounting theory. It examines the generally accepted accounting principles (GAAP), the implementation of these principles, and the expanding role of the independent auditor. It addresses the role of accounting as an informational and communication system, the economic consequences of transactions, and the effects of these transactions on the financial statements of sole proprietorships and corporations. Students will prepare financial statements and analyze financial statements of public corporations. This course will investigate the treatment of inventories, depreciation methodologies, the issuance of debt and equity, and basic financial statement analysis. Contemporary controversies and ethical dilemmas will also be addressed.

## **BUSINESS INTERNSHIP CLASS**

BUS435 – 1.0 credit

This class is a career exploration class that provides students with the opportunity to explore a career they might be interested in pursuing in the future. The internship program is a full-year course.

The first semester students work on resumes, scholarship searches, career information, college research, beginning a new job, problem solving, worker rights and protections, expectations of employers, labor unions, correct business etiquette, appearance on the job, human relations at work, listening and speaking skills (including proper telephone etiquette) changing job markets, outsourcing, safety skills, leadership skills, and various speakers who discuss their career.

The second semester students only meet on Wednesdays and intern on the other day(s). The semester topics include entrepreneurial skills, budgeting, saving, and investing their paycheck, dealing with stress/situations on the job, and lifelong learning. Various projects are assigned throughout the year.

Students must be in their senior year of school and be able to provide their own transportation. Application packets are filled out with two teacher recommendations in their junior year for their upcoming senior year internship experience. Applicants are then interviewed to determine eligibility and placement. Consideration for acceptance into the program includes student availability, responsibility, dependability, sincere desire, and attendance/tardiness as determined by the internship coordinator. If accepted, the internship coordinator will find an appropriate placement in the community for the student. The student must intern 60 hours during the second semester.

The class provides an excellent opportunity to gain insightful experience in their chosen career field, an opportunity to work in a professional site, start networking in their future career field, and a start toward professional growth.