

Niagara Falls High School **Business Course Descriptions**

CAREER AND FINANCIAL MANAGEMENT 1 (CFM 1) BUS130 – 0.5 credit

Career and Financial Management 1 is a one semester course that will give the students the opportunity to gain knowledge to assess their skills, values, needs and lifestyles enabling them to discover paths they may take in their future. In addition to career exploration and self-assessment, students will learn about the basic principles of finance with an emphasis on personal finance. The primary goal for this course is to provide an understanding and foundation of a student's individual career and financial goals with the knowledge of how to achieve them.

CAREER AND FINANCIAL MANAGEMENT 2 (CFM 2) BUS132 – 0.5 credit

Career and Financial Management 2 is a one semester course and continuance of CFM 1. In addition to understanding available careers and understanding of personal finance, students will take a deeper dive into the areas of job forecasting, personal growth and development and financial literacy. The emphasis of CFM 2 is to fully prepare and expose students to the financial management needs to live a post successful life.

MICROSOFT OFFICE SPECIALIST (MOS): **MICROSOFT EXCEL** BUS131 – 0.5 credit

Microsoft Office Specialist is a comprehensive one-semester course that trains students to apply relevant skills, which will enable them to work with Microsoft Excel. 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 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.

ENTREPRENEURSHIP 1

BUS230 – 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.

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.