



BUSINESS & FINANCE SECTOR

Business Management Pathway (182)

Offered at Canyon, El Modena, Orange, & Richland High School

Vocational Education Level	Course Name	Course Number	Articulations	Voc. Ed Level Label
01	Career Focus Business	O726		Introductory
02	Principles of Business	O824	SAC, SCC	Concentrator
02	Accounting with QuickBooks (UC-G)	O623 *	SAC, SCC, FCC	Concentrator
03	Technology Certification for Business	O630	SAC, SCC, FCC, GWC	Capstone
03	Business Economics & Finance (UC-G)	O730 *		Capstone
03	Professional Internship	O745		Capstone

CAREER FOCUS: BUSINESS

O726

Through this courses, students will explore post-secondary college and career options. Students will learn the requirements and opportunities for post-secondary education and develop a personal career/life plan while learning valuable foundation skills that will benefit them throughout their school and working life.

PRINCIPLES OF BUSINESS

O824

Principles of business is a year-long course divided into two semesters that introduces students to the basic fundamentals of business through projects, case studies, and a variety of activities. Students learn about various careers and tasks involved in the daily operation of a business. Career and business categories include the areas of accounting, business communication, business ethics, economics, entrepreneurship, finance, human resources, information technology, international business, management, and marketing.

ACCOUNTING WITH QUICKBOOKS

O623 *

A comprehensive year course that gives students an overview of the accounting process. Elementary theories and problems relating to a single proprietorship are emphasized. The theory of double-entry accounting classification, work sheets, and the preparation of financial statements are all introduced in the first semester course. Second semester accounting provides the student with further skills in applying the principles learned in the first semester. The form of ownership emphasized throughout the first semester has been changed from a sole proprietorship to a corporation. Business simulations are used. Students will learn about money management using QuickBooks software and basic accounting principles. They will utilize the software for basic and more advanced banking tasks. Topics include balancing a checkbook, handling accounts payable and receivable, invoicing, and other small business needs. *This course is UC approved as a "G" Elective for admission to the University of California.*

TECHNOLOGY CERTIFICATION FOR BUSINESS

O630

In this course, students will develop expertise in Microsoft Office applications. Students learn the different tasks involved in the daily operation of a business, and use the appropriate software and systems to complete these tasks. Communication and Technology Certification for Business provides students with opportunities to develop 21st century skills and as well as equips them to pursue post-secondary education and advancement in the field. Communication and Technology Certification for Business concentrates on Microsoft Office PowerPoint, Excel, and Word, with an optional module of Microsoft Access. Instruction includes those areas and skills included on the Microsoft Office Specialist (MOS) Certification exam.

BUSINESS ECONOMICS & FINANCE

O730 *

This course provides instruction in the fundamental micro and macro-economic principles as they relate to business financial activities and outcomes. Students will gain an understanding of how business and the local, national, and international economy

interact to produce a profit or loss. Economic, financial, and accounting concepts taught in this course will enable students to understand key elements involved in planning and managing business financial success. ***This course is approved as a "G" Elective for admission to the University of California***

PROFESSIONAL INTERNSHIP

O745

This practicum and internship course allows the students to apply academic and career readiness skills in a workplace environment. Instruction will combine standards-based classroom instruction with extended on-site industry experience. Students will learn all aspects of Professionalism, and apply 21st Century Skills of Communication, Collaboration, Critical Thinking, Creativity and Problem Solving in a real world setting. Interested students can prepare to take the Work-Keys National Career Readiness Certificate.



Canyon High School

<http://www.canyonhighschool.org/academics/CTE>

El Modena High School URL

http://www.elmodenahs.org/apps/pages/index.jsp?uREC_ID=382265&type=d&pREC_ID=879439

Orange High School

<http://www.orangeusd.org/ohs/docs/pathwaysflyer.pdf>

Villa Park

http://www.villaparkhigh.org/apps/pages/index.jsp?uREC_ID=419726&type=d&pREC_ID=917448

Richland

<http://www.orangeusd.org/CTE/index.asp>



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