



The following programs of study are available within the Business, Management and Administration cluster.

- Administrative and Information Support
- Business Analysis
- Human Resources
- Management

9166CT

Formerly Intro to Business, Bus. Mgmt, Bus. Ownership, Recordkeeping

Principles of Business, Marketing, and Finance

- ⇒ *Grade Placement 9-11*
- ⇒ *Credit 1/2 Unit*
- ⇒ *Prerequisite None*

Students will participate in activities which focus on business ownership, business and personal finance, global economies, business operations and advertising. The course allows students to be involved with a variety of activities such as running a business, evaluating leadership styles, problem solving, business setting, marketing, and finance.

9140CT*Formerly Keyboarding***Touch System Data Entry**

- ⇒ *Grade Placement 9-10*
- ⇒ *Credit 1/2 Unit*
- ⇒ *Prerequisite None*

This course will train students to create documents and input data using the “touch system” of keyboarding. Emphasis is placed on student accuracy, speed and production of business documents using the touch system. Students will be responsible for purchasing materials or assessed a fee associated with this course.

5636CT*Formerly CTED Keyboarding***CTED Touch System Data Entry, Career & Technical Education for Students with Disabilities**

- ⇒ *Grade Placement 9-12*
- ⇒ *Credit 1 Unit*
- ⇒ *Prerequisite Recommendation of ARD Committee*

This course provides keyboarding skills for students with special needs. This course will train students to create documents and input data using the “touch system” of keyboarding. Emphasis is placed on student accuracy, speed and production of business documents using the touch system. Students will be responsible for purchasing materials or assessed a fee associated with this course.

9144CT*Formerly Business Computer Information Systems I (BCIS-I)***Business Information Management I**

- ⇒ *Grade Placement 9-12*
- ⇒ *Credit 1 Unit*
- ⇒ *Prerequisite Touch System Data Entry or Pass Proficiency Test*
- ⇒ *Past Prereq Keyboarding or Pass Proficiency Test*

In this course students will apply technical skills to personal or business situations focusing on word processing, spreadsheets, databases, desktop publishing, presentation management, operating systems and emerging technologies. This course provides students with an overview of the various uses of information processing tools and skill development needed to make a successful transition to the workforce and postsecondary education. Students will be responsible for purchasing materials or assessed a fee associated with this course. **Advanced Technical Credit and Tech Prep college credit are available through community colleges in Texas.**

638CT*Formerly CTED Business Computer Information Systems (CTED BCISI)***CTED Business Information Management I, Career and Technical Education for Students with Disabilities**

- ⇒ *Grade Placement 9 - 12*
- ⇒ *Credit 1 Unit*
- ⇒ *Prerequisite Touch System Data Entry or CTED Touch System Data Entry or Pass Proficiency Test; Recommendation of ARD Committee*
- ⇒ *Past Prereq Keyboarding or CTED Keyboarding or Pass Proficiency Test; Recommendation of ARD Committee*

This course provides computer skills for the special needs students. In this course students will apply technical skills to personal or business situations focusing on word processing, spreadsheets, databases, desktop publishing, presentation management, operating systems and emerging technologies. This course provides students with an overview of the various uses of information processing tools and skill development needed to make a successful transition to the workforce and postsecondary education. Students will be responsible for purchasing materials or assessed a fee associated with this course. This course may be taken for more than one year—up to four years.

Business Information Management II

- ⇒ *Grade Placement 11-12*
- ⇒ *Credit 1 Unit*
- ⇒ *Prerequisite Business Information Management I (BIM I) or Pass Proficiency Test and Approval Process*
- ⇒ *Past Prereq Business Computer Information System I (BCIS I) or Pass Proficiency Test and Approval Process*

Students will apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, manage and create enhanced data reports and create an electronic presentation using appropriate multimedia software. Students will focus on Microsoft Word, Excel, Access and PowerPoint and computer based certification software. Students are strongly encouraged to take the Microsoft Certified Application Specialist (MCAS) exams. The course objective is for students to obtain high-level skills in Microsoft Office. **Students are responsible for the MCAS exam fees and for purchasing materials or assessed a fee associated with this course. Students will receive advanced grade points for this course. Advanced Technical Credit and Tech Prep college credit are available through community colleges in Texas.**

Business Law

- ⇒ *Grade Placement 11-12*
- ⇒ *Credit 1/2 Unit*
- ⇒ *Prerequisite None*

Students analyze the social responsibility of business and industry regarding the significant issues relating to the legal environment, business ethics, torts, contracts, negotiable financial instruments, personal property, sales, warranties, concept of agency and employment, business organizations and real property. Students apply technical skills to address business applications of contemporary legal issues. Students apply skills learned when participating in a mock trial.

Virtual Business

- ⇒ *Grade Placement 10-12*
- ⇒ *Credit 1/2 Unit*
- ⇒ *Prerequisite Touch System Data Entry or Pass Proficiency Test and Approval Process*
- ⇒ *Past Prereq Keyboarding or Pass Proficiency Test and Approval Process*

Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions. Students will be able to identify steps needed to locate customers, set fees, and develop client contracts. Student will be able to provide administrative, creative, and technical services using advanced technological modes of communication and data delivery. The student builds a functional website that incorporates the essentials of a virtual business. Students will be responsible for purchasing materials or assessed a fee associated with this course.

Global Business

- ⇒ *Grade Placement 11-12*
- ⇒ *Credit 1/2 Unit*
- ⇒ *Prerequisite None*

This course provides students with an understanding of cultural diversity, the global economy, and the international business environment. The content and activities of the course allow students to develop the knowledge, skills, and abilities needed to work in a global marketplace. Students will also have opportunities to work collaboratively and give presentations based on research gathered on international business projects.

Human Resources Management

- ⇒ *Grade Placement 11-12*
- ⇒ *Credit 1/2 Unit*
- ⇒ *Prerequisite None*

This course introduces the primary concepts of human resources management including recruitment, selection, training, safety, wellness, development and compensation of people who work in an organization. Topics covered will include social responsibility of business and industry, employment laws, current trends and managerial practices.

Problems and Solutions in Business, Finance and Information Technology

- ⇒ *Grade Placement 12*
- ⇒ *Credit 1/2 - 1 Unit*
- ⇒ *Recommended Prerequisite Completion of at least Two Courses in the Chosen Career Concentration Coherent Sequence and Approval Process*

A project-based learning experience developed by a student or group of students, teacher, and an interdisciplinary mentor team. The project provides opportunities for an in-depth study of at least one aspect of the business area. The student or group demonstrates the ability to utilize a variety of resources, advanced technology, and communication skills in the development and presentation of the project. **This project-based course may allow a student to meet one of the Distinguished Achievement Program advanced measures. Incoming 9th graders of 2008-09 will receive advanced grade points for this course.**

**I (2hr – 9178CT) (3hr – 9176CT)
II (2hr – 9179CT) (3hr – 9177CT)**

*Formerly BCIS II (Work-Based Career Preparation) and
Business Education Career Preparation II*

Business Education Career Preparation I, II

- ⇒ *Grade Placement 11-12*
- ⇒ *Credit 2-3 Units*
- ⇒ *Prerequisite Business Information Management I (BIM I) or Desktop Publishing, (16 years of age) and Approval Process*
- ⇒ *Past Prereq Business Computer Information Systems I (BCIS I) or Desktop Publishing, (16 years of age) and Approval Process*

This course provides an opportunity for students to obtain high school training through work-based paid experiences. The student attends one class period of instruction and reports to an approved training site for a minimum of 10-15 hours per week. Advanced concepts and technical skills in business management and enable the student to function successfully in the workplace. Emphasis includes technical skills, effective oral and written communication, planning and organizing work, establishing priorities, records and information management, and operation of equipment. Students provide their own transportation to their training stations. Students will be responsible for purchasing materials or assessed a fee associated with this course.