

# CTE/Business Education FAQ Sheet

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## BUSINESS CLASSES:

### IT ACADEMY I and 2 FAQs

#### **What is an IT Academy?**

Answer: This is a class every student should take. Have you ever struggled through typing that research paper, take this class and it will be a thing of the past. You will learn the Office Suite including Word, Excel, Publisher, PowerPoint, and Access.

#### **Does this class allow me to receive certification?**

Answer: Yes, the MOS (Microsoft Office Suite) program is the only approved certification program. After learning a program, you can take the certification test.

#### **Is there a cost for receiving certification?**

Answer: No, all certification tests are free of charge to students of Tahoma School District.

#### **Is there a limit on how many certifications tests I can take?**

Answer: You can take as many of the certification tests as you get prepared for. None of them will have any costs associated with them.

#### **What if I don't finish all the tests in one semester class?**

Answer: There is IT Academy I and II. Whatever you don't finish in IT Academy I, you will be able to complete in IT Academy II.

**What skills will I learn in this class that will be helpful to me now and in the future?**

Answer: The skills that you learn in Microsoft Office Suite are all used in all factions of the working world. Employers are constantly looking for people who have a good working knowledge of these programs, especially Word and Excel. Prospective employees that already have certification are given a higher consideration.

**Worksite Learning FAQs**

**What is Worksite Learning class about?**

Answer: This class is designed for juniors and seniors that have part time jobs. Students that take this class, get credit for going to work, where they practice skills they will need for their future. While this class does not meet in person, your teacher will come to visit your workplace and meet with your supervisor to help you become a better employee.

**Why should I take a Worksite Learning class?**

Answer: If you have a job, this class is a great way to get credit for the time you spend at work learning on the job skills you will use in any profession.

**Does this class prepare me for other classes?**

Answer: This class will not prepare you for any other classes, but it will prepare you for life! Having a part time job will allow you to earn money and get real hands on learning.

**What skills will I learn in this class that will be helpful to me now and in the future?**

Answer: Students that have part time jobs will learn all kinds of crucial skills. As you work your way into your future profession, your first job or jobs will help you build a base of knowledge that you will use for the rest of your life.

**Career Exploration FAQs**

**What is the class, Career Exploration, about?**

Answer: In Career Exploration, you will spend time learning about future careers and what it takes to get those jobs! Part of the class is focused on preparing and researching colleges and training opportunities while the other portion of the class focuses on investigating professions and skills needed to get your first job.

**Why should I take Career Exploration?**

Answer: You should take this class if you would like to discover the different types of post-secondary options (military, trade schools, college/universities), study “best fit” schools, and are still exploring various career pathways. Students in Career Exploration get to spend time researching jobs of interest and hearing a variety of guest speakers share about their experiences in their chosen field. Guest speakers have included

college students and individuals with occupations in the military, medical field, business, education, engineering, and law enforcement.

**Does this class prepare me for other classes?**

Answer: This class will help you to zero in on your post-secondary options and future goals. It will help you with your impending course selection at Tahoma to ensure you are on the right track to attend your dream school and/or chosen profession.

**What skills will I learn in this class that will be helpful to me now and in the future?**

Answer: In this class you will learn a number of skills that you will use as you move on to college/career like researching topics, technical writing, filling out applications, listening to professionals, note-taking, questioning, inferring, reading for information and public speaking.

**Personal Finance FAQs**

**What is Personal Finance?**

Answer: This is a class every student should take. Have you ever wondered how to do all the adult things your parents take care of for your family? This class is basically Adulting 101. We learn about checking accounts, insurance, investing, credit and loans and budgeting to name a few.

**Does this class allow me to receive certification?**

Answer: No, but you definitely need this class to become a functioning member of society.

**What skills will I learn in this class that will be helpful to me now and in the future?**

Answer: The skills that you learn in Personal Finance will help you manage every day life as an adult. You will understand and be able to use credit cards, get a loan, know your credit score, compare different types of insurance, open a checking account, understand the basics of investing, and create and follow a budget.

**Personal Finance II FAQs**

**What is Personal Finance II?**

Answer: Have you ever heard stories of people amassing wealth from the stock market, real estate or other assets? Would you like to further investigate these topics & learn how to manage wealth? In this class, you will investigate the underlying concept of Finance, The Time Value of Money. In addition, you'll investigate & analyze Financial Statements, Stocks & Bonds, Commercial Real Estate & Planning for Retirement .

**Does this class allow me to receive certification?**

Answer: No. However, you will be pleasantly delighted with your additional exposure to

Finance after taking this class.

**What skills will I learn in this class that will be helpful to me now and in the future?**

Answer: The skills that you learn in Personal Finance II will help you build, invest & manage your investments. You'll participate in a stock market simulation, investigate potential commercial real estate investments, investigate current events in Finance and learn to start building your wealth.

**Accounting 1 and 2 FAQs**

**What is Accounting?**

Answer: This is a class any student who plans on majoring in Business or wants to own their own business should take. Students learn the basics of Accounting for a proprietorship (business owned by one person). In Advanced Accounting students will learn the parts of Accounting for a Merchandising Business with employees (basic payroll).

**Does this class allow me to receive certification?**

Answer: No, but students who take Accounting and Advanced Accounting are eligible to receive 5 college credits through Green River College.

**Is there a cost for receiving certification?**

Answer: There is currently no cost for the credits. These credits are eligible to be transferred to any community college in Washington. Most four year colleges will accept them as well and students are able to register freshman year before many of their peers.

**What skills will I learn in this class that will be helpful to me now and in the future?**

Answer: The skills that you learn in Accounting will help you see what it would look like to have a small business and be a single owner. It will also help you decide if you like Accounting/Business. Over 25% of students major in Business in college, and all Business degrees require a year of Accounting.

**Accounting 3 and 4 FAQs**

**What is Accounting?**

Answer: This is a class for any student who plans on majoring in Business or wants to extend their learning from Accounting 1 and 2. This course covers a merchandising business organized as a corporation. Students will complete a real-life simulation that mimics an actual accounting program that would be used in industry.

**Does this class allow me to receive certification?**

Answer: No, but students who take Accounting 3 and Accounting 4 are eligible to receive 5 college credits through Green River College.

**Is there a cost for receiving certification?**

Answer: There is currently no cost for the credits. These credits are eligible to be transferred to any community college in Washington. Most four year colleges will accept them as well and students are able to register before many of their peers.

**What skills will I learn in this class that will be helpful to me now and in the future?**

Answer: The skills that you learn in Accounting will help you see what it would look like to have work with a corporation as an Accountant. It will also help you decide if you like Accounting/Business. Over 25% of students major in Business in college, and all Business degrees require a year of Accounting. This course will cover the first and part of the second quarters of Accounting required for Business and Accounting majors.

**Business Economics FAQs**

**What is Business Economics?**

Answer: This is a class where students will learn the basic principles of Economics such as Supply and Demand, Prices, Competition & Free Enterprise, Incentives, Scarcity, Monopoly, Gross Domestic Product, Inflation, Unemployment, Globalization, Economic Policy and International Trade.

**Does this class allow me to receive certification?**

Answer: No

**What skills will I learn in this class that will be helpful to me now and in the future?**

Answer: Business Economics provides high school students with the opportunity to study economics; learn about the U.S. free enterprise system; and explore their roles as citizens, producers, and consumers while studying fundamental economic principles.

**Personal and Business Law FAQs**

**What is Business Law?**

Answer: This is a class that looks over many areas of law, criminal law, civil law, employment law, housing law and contract law just to name a few. We also discuss current events happening in the world related to law.

**Does this class allow me to receive certification?**

Answer: No.

**What skills will I learn in this class that will be helpful to me now and in the future?**

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Answer: Students will learn how to debate certain laws and dive into current events. Students will also learn the basics of law and the history of how our laws were created. If students plan to go into Business in college, this is a must-take class, or if you just want to know how the law affects your everyday life.

**Marketing 1-2 FAQs****What is Marketing 1-2?**

Answer: This is a class that everyone should take. Have you ever wondered what makes consumers want to purchase a product? This class teaches the basics of Marketing including advertising, identifying customers, product development, selling, and understanding consumer behavior.

**Does this class allow me to receive certification?**

Answer: No

**What skills will I learn in this that will be helpful to me now and in the future?**

Answer: The skills that you learn in Marketing will help you understand how companies use different marketing tactics to encourage customers to purchase their products and services. Since all businesses engage in some form of Marketing, this class is relevant to all students as they enter the workforce. Over 25% of students major in Business in college and all Business degrees require a year of Marketing.

**Social Media & Sports Marketing FAQs****What is Social Media & Sports Marketing?**

Answer: This class explores the intriguing world of sports and entertainment from the perspective of marketing. Sports and entertainment topics are used to learn foundational marketing concepts. Emphasis is on sports and entertainment as a business, marketing strategies, communication, sales, promotion, advertising, international business, and e-commerce. Marketing functions are incorporated throughout the sports and entertainment industries and are the perfect vehicles to highlight how marketing plays out in our everyday lives.

**Does this class allow me to receive certification?**

Answer: No, but students who earn a C or higher in Sports & Entertainment Marketing are eligible to receive college credit through Green River College.

**What skills will I learn in this that will be helpful to me now and in the future?**

Answer: Each student will develop leadership and problem-solving skills, understand the importance of making ethical decisions, develop public speaking and presentation skills, proper social and business etiquette, analyze possible solutions to specific business problems, develop business leadership skills, and develop an increased understanding of the business world.