

BUSINESS EDUCATION DEPARTMENT COURSE DESCRIPTIONS

[Link to Standards](#) - Measure used to ensure completion of course objectives.

Course Title	Credit	Grade Level				Prerequisite
		9	10	11	12	
Accounting I	1					None
ACC:142 Financial Accounting*	0.5					Accounting I
ACC:146 Managerial Accounting*	0.5					Accounting I and Financial Accounting
Business Foundations	0.5					None
Marketing Concepts	0.5					None
Entrepreneurship and Management	0.5					Business Fundamentals and Marketing Concepts OR Entertainment Marketing & Business Leadership
CSC:110 Introduction to Computers*	0.5					None
FIN:121 Personal Finance*	0.5					None
BUS:106 Employment Strategies*	0.5					None
Professional Internship	1					Professional Skills/Application/Work Experience
Business Academy I* (BUS:102 and MKT:110)	1					Business Principles, Accounting or Counselor Approval
Business Academy II* (BUS:185 and MGT:110)	1					Application/Business Academy I

* Dual Credit - Students enrolling in these courses must meet requirements to take dual credit courses. See your counselor.

Content Standards

The students will:

1. function as economically literate citizens through the development of personal consumer economic skills, knowledge of social/government responsibility, and an understanding of business operations.
2. demonstrate interpersonal, teamwork, and leadership skills necessary to function in multicultural business settings.
3. develop career awareness and related skills to enable them to make viable career choices and become employable in a variety of business careers.
4. select and apply tools of technology as related to personal and business decision-making.
5. communicate effectively as writers, listeners, and speakers in social/business settings.
6. use accounting procedures to make decisions about planning, organizing, and allocating resources.
7. apply the principles of law in personal and business settings.
8. prepare to become entrepreneurs by drawing from a general understanding of all aspects of a business.
9. understand the interrelationships of different functional areas of business and the impact of one component on another.
10. develop the ability to participate in business transactions in the domestic and international arenas.

Course Name ACCOUNTING I

Course Number 020711

Grade 10 - 12

Credit 1 Credit

Length 2 Terms

Prerequisite None

Course Description:

Accounting is the language of business and is an integral aspect of all business activities. Mastery of fundamental accounting concepts, skills, and competencies is essential to making informed business decisions. Regardless of students' chosen course of study or career path, accounting prepares them to be educated business professionals and informed consumers. Accounting is a key course for anyone interested in business and a must for students interested in an accounting or business-related career. The first-year course is for students to explore careers in accounting or careers in related fields where mastery of some accounting knowledge and skill is needed. Students are encouraged to take Accounting I during their sophomore or junior year - followed by college level classes offered at the high school (Financial and Managerial Accounting). By using accompanying working papers and practice sets, students will study the accounting cycle, principles, and concepts for profit-motivated businesses. Students will explore the daily and financial activities of a business and technology in this course.

Course Name FINANCIAL ACCOUNTING

Course Number 020731

EICC Course Number ACC-142 (3 college credits)

Grade 10 - 12

Credit .5 Credit – Dual Credit


Length 1 Term

Prerequisite Accounting I

Course Description:

This course offers dual credit from both Bettendorf High School and Scott Community College. This course is designed for serious accounting and business students. The course is designed to provide advanced knowledge and college credit in the area of financial accounting. This class will use accounting in the decision-making process. Information will be presented with a bias toward user orientation as opposed to preparer orientation. Course competencies will be developed in the areas of identifying the role of accounting in society, basic accounting and business terminology, concepts behind financial information, accepted accounting practices, and analysis and interpretation of financial statements of sole proprietorships and corporations.



Course Name	MANAGERIAL ACCOUNTING
Course Number	020721
	
EICC Course Number	ACC-146 (3 college credits)
Grade	10 - 12
Credit	.5 Credit – Dual Credit
Length	1 Term
Prerequisite	Accounting I & Financial Accounting
Course Description:	
<p>This course offers dual credit from both Bettendorf High School and Scott Community College. This course emphasizes financial statement analysis, including reporting cash flows and managerial accounting as it relates to decision-making and the manufacturing environment. This course serves as a foundation for other accounting courses for students planning careers in accounting, as well as providing for the needs of students in business administration. This class is a continuation of Financial Accounting. This class covers the following topics: Managerial Accounting, Job Order Cost Accounting, Process Cost Accounting, Activity-Based Costing, Cost-Volume-Profit Analysis, Incremental Analysis, Variable Costing, Pricing, Budgetary Planning, Budgetary Control and Responsibility Accounting, Standard Costs and the Balanced Scorecard, Planning for Capital Investments, Statement of Cash Flows and Financial Analysis. Emphasis is given to managerial and cost analysis activities by exposing students to accounting principles and practices. This course not only serves as the foundation for other accounting courses but also provides the literacy needed for students in business administration.</p>	

Course Name	BUSINESS FOUNDATIONS
Course Number	022111
Grade	9 - 12
Credit	.5 Credit
Length	1 Term
Prerequisite	None
Course Description:	
<p>Business Foundations introduces students to the business world and workplace expectations. Students will build a base of business concepts while being challenged to solve problems, work on effective teams, and adapt to changing environments in this interactive class. Career exploration units will guide students through various job responsibilities and the skills needed for on-the-job success. Like in business, the competition in this class can be fierce, so bring your competitive spirit and thinking cap to learn how to be a top dog in the business world.</p>	

Course Name MARKETING CONCEPTS

Course Number 023111

Grade 9 - 12

Credit .5 Credit

Length 1 Term

Prerequisite None

Course Description:

Marketing Concepts introduces students to the fundamentals of marketing and modern marketing strategies. Students in this project-based course will learn how companies build their brands through advertising campaigns, social media marketing, and digital marketing tactics. Marketing career exploration units help students understand the job responsibilities and the skills needed to be a successful employee. Learning consumer trends and ethical marketing practices guides students to future success in the marketing and advertising world. If you've ever wondered how companies get you to buy, this class will help you understand the magic behind the purchase.

Course Name ENTREPRENEURSHIP AND
MANAGEMENT

Course Number 022411

Grade 10 - 12

Credit .5 Credit

Length 1 Term

Prerequisite Business Foundations AND Marketing
Concepts

Course Description:

The Entrepreneurship and Management course is designed to introduce students to the world of small business ownership and management. Students will develop a business plan based on the students' products/services of choice. Business professionals will meet with the students and mentor them throughout the business plan process. This course builds students' knowledge of product and service development, business finance/start-up costs, business trends, customer acquisition, pricing strategies, project management, business growth strategies, and management concepts. Students will "show what they know" by participating in the Shark Tank, where students present their business plans to a team of mentors and business professionals from the community with hopes of making a deal with one of the "Sharks". If you think you have what it takes to swim with the sharks and run a successful business, then this class is for you.

Course Name CSC: 110 INTRODUCTION TO
COMPUTERS

Course Number 020511



EICC Course Number CSC:110 3 College Credit

Grade 11 - 12

Credit .5 Credit

Length 1 Term

Prerequisite None

Course Description:

An introduction to computers including operating systems, word processing, spreadsheets/worksheets, database, presentation programs, email, the internet, and certain related computer concepts. It will include student computer projects.

Course Name PERSONAL FINANCE

Course Number 020631



EICC Course Number FIN-121 (3 College Credits)

Grade 10 - 12

Credit .5 Credit – Dual Credit

Length 1 Term

Prerequisite None

Course Description:

Financial planning - your roadmap to financial success! With an emphasis on real-life situations and applications, this class is designed to provide the student with an introduction to the rudiments of personal finance and investing. The course will introduce students to basic money management, buying decisions (auto and housing), insurance, investing, and financial planning.

Course Name EMPLOYMENT STRATEGY BUS-106

Course Number 029811



EICC Course Number BUS-106 (2 College Credits)

Grade 10 - 12

Credit .5 Credit – Dual Enroll

Length 1 Term

Prerequisite None

Course Description:

This course provides an opportunity for students to explore careers and identify career pathways based on individual interests and goals. This class covers topics designed to help students succeed in the world of work: career exploration, job application process, human relations, and goal-setting. The job market will become tough as you get older, come and gain the skills needed to stick out and get hired every time. This course serves as a prerequisite to the Professional Internship/Work Experience Program which can be taken as a senior.

Course Name	PROFESSIONAL INTERNSHIP/WORK EXPERIENCE
Course Number	029711
Grade	12
Credit	1 Credit
Length	2 Terms
Prerequisite	Application/Professional Skills/Instructor Approval

Course Description:

ENROLLMENT IS LIMITED

PROFESSIONAL INTERNSHIP

1 CREDIT / 2 TERMS

This senior-year course provides an opportunity for students to prepare for their future careers by coordinating an internship linking their interests and goals with experience in the workplace. Emphasis is placed on personal and professional development in a variety of occupational areas. This will give students a chance to explore career pathways before committing to a post-secondary major. It will also allow students the chance to network with area professionals which will lead to more opportunities for them and BHS in the future. Certain guidelines and expectations of students are closely monitored since the program is designed to be a training program and an extension of the school setting. Students will be evaluated on a quarterly basis.

Upon acceptance into the internship program, the coordinating instructor will assist in finding a suitable placement for the intern. The student will be given a supervisor and will be assigned to work for an average of 6 hours per week for the term. Enrollment in the Professional Internship Program is limited each semester. Students enroll for 2 terms of this course, earning .5 credit for each term. This course is designed to give students a start in a possible area of interest for college and a stepping stone to a future career. Students may participate in many career pathways including Agriscience, Arts and Communications, Business Marketing and Management, Engineering, Industrial Science, Family and Human Services and Health Sciences.

WORK EXPERIENCE

1 CREDIT / 2 TERMS

The second component, Work Experience provides credit for those students already employed. Students entering the program must have employment within the first five days of the school term, will have taken the Professional Skills course and must provide satisfactory application materials.

Work Experience provides seniors the opportunity to receive on-the-job training in area businesses and industries. The student is employed for a minimum of 12 hours a week for the entire term in business, home economics, health, food sales and services, marketing, trades, industries, and technical areas. A training agreement is signed in which the employer, parent, student, and coordinator agree to conditions of employment. Certain guidelines and expectations of students are closely monitored since the program is designed to be a training program and an extension of the school setting. Students will be evaluated on a quarterly basis. Students may participate for up to two (2) terms.

Course Name BUSINESS ACADEMY I

Course Number 09821/350606



EICC Course Number BUS:102 Introduction to Business and
MKT:110 Principles of Marketing
(6 College Credits)

Grade 12

Credit 1 Credit – Dual Credit

Length 2 Terms

Prerequisite Application/Business Principles &
Marketing/Instructor Approval

Course Description:

This is a semester-long course taught by a Scott Community College Instructor that will meet at BHS. You will receive credit for the following two college courses:

BUS:102 Introduction to Business 3.0 cr. This course is designed to introduce the student to American contemporary business, its nature and environment. A survey course providing exposure to the social responsibilities of business, management, production, human resources, marketing, finance, quantitative methods, world business law. Recommended to be taken early in a business program.

MKT:110 Marketing 3.0 cr. This course explains the economic functions of advertising, its value and use in business. Analysis of consumer motivation, presentation of advertising and the effectiveness of various media is presented. Assignments give practice in effective advertising methods.

Course Name BUSINESS ACADEMY II

Course Number 340601/029823



EICC Course Number BUS:185 Business Law and
MGT:110 Small Business Management
(6 College Credits)

Grade 12

Credit 1 Credit – Dual Credit

Length 2 Terms

Prerequisite Business Academy I

Course Description:

***This class is taught at Scott Community College and students need to provide their own transportation.**

BUS:185 Business Law I 3.0 cr. This course provides the student with a basic knowledge of major concepts in business law. Topics

may include an introduction to the legal environment (ethics, the workings of the United States Court system and constitutional law); contracts, employer/employee relations, consumer protection, product liability, social media and intellectual property law, torts criminal law and wills

MGT:110 Small Business Management 3.0 cr. This course blends entrepreneurial dreams with exploration of the range of business functions necessary to operate a small business, such as marketing and financial management, and business planning. Students will sharpen their problem-solving skills through a variety of experiential exercises, classroom discussion, and the completion of a partial business plan by the course's end.