



**Wiregrass Ranch High School
Business Academy**

2018-2019 Course Progression

Prerequisite

Digital Information Technology (8207310) 1 credit hour (1-year course)

Description: This course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing fundamental computer skills. The intention of this course is to prepare students to be successful both personally and professionally in an information based society. Digital Information Technology includes the exploration and use of: databases, the internet, spreadsheets, presentation applications, management of personal information and email, word processing and document manipulation, HTML, web page design, and the integration of these programs using software that meets industry standards.

Business and Entrepreneurial Principles (8215120)..... 1 credit hour (1-year course)

Added 2017-2018

Description: This course is designed to provide an introduction to business organization, management, and entrepreneurial principles. Topics include communication skills, various forms of business ownership and organizational structures, supervisory/management skills, leadership skills, human resources management activities, business ethics, and cultural diversity. Emphasis is placed on job readiness and career development. The use of computers is an integral part of this program.

Legal Aspects of Business (8215130)1 credit (1-year course)

Added 2018-2019

Description: This course is designed to provide an introduction to the legal aspects of business. Topics include business law concepts, forms of business ownership, insurance awareness, governmental regulations, management functions, human resources management issues, and career development. The use of computers is an integral part of this program.

Accounting Applications 1 (8203310)..... 1 credit hour (1-year course)

Added 2018-2019

Description: This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers and appropriate software is required.

Business Cooperative Education (8200410).....Multiple credits

Description: This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Business Management and Administration cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Business Management and Administration cluster. (Juniors/Seniors)

Organization/club: Career and Technical Student Organization (CTSO)Future Business Leaders of America

Future Business Leaders of America (FBLA), Business Professionals of America (BPA) are the intercurricular career and technical student organizations providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Courses available in the future:

Management and Human Resources (8301110) 1 credit hour (1-year course)

Description: This course explores the reach and impact of managing people, one of the most important resources of an organization. Students are required to perform higher level strategic thinking. Topics include; management policy development, evaluating organizational effectiveness, sourcing and recruitment, hiring and retention planning, employee training, performance appraisals, compensation and benefit programs, maintaining working conditions and providing a safe working environment.

Business Analysis (8301120)..... 1 credit hour (1-year course)

Description: This course is designed to provide a higher level of understanding of business systems, accounting concepts, working with financial information, data analysis skills, managing business information

with appropriate software, requirements analysis of information systems, data modeling, and database management.

**Wiregrass Ranch High School
Business Academy 2017-2018**

Instructor: Donna Fraser
dfraser@pasco.k12.fl.us

Syllabus

Course: Business and Entrepreneurial Principles (8215120) 1 credit hour (1-year course)

Description: This course is designed to provide an introduction to business organization, management, and entrepreneurial principles. Topics include communication skills, various forms of business ownership and organizational structures, supervisory/management skills, leadership skills, human resources management activities, business ethics, and cultural diversity. Emphasis is placed on job readiness and career development. The use of computers is an integral part of this program.

Prerequisite:

Digital Information Technology is the recommended prerequisite. Students are expected to have the background knowledge and skills covered in this introductory course. If you have not completed this course, please get with Ms. Fraser to discuss your options.

Text/Materials:

Text: Green, Cynthia L. *Entrepreneurship, Ideas in Action. Edition 6e.*

Software: A current browser, Microsoft Suite (Word, Excel, PowerPoint, etc.)

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Teaching Methods:

Lectures/Demonstrations: Important material from the text and outside sources will be covered in class. You should plan to take careful notes as not all material can be found in the texts or readings. Discussion is an integral part of learning, as is student procured, outside material relevant to topics covered.

Assignments: Concepts Reviews, Skills Reviews, Independent Challenges and other projects and readings will be periodically assigned to help support and supplement material found in the lessons. These assignments may require the application of various software applications. All assignments are due on the prescribed date unless an excused absence has been recorded through student services.

Missed assignments/projects/quizzes/tests: must be completed within three days of the excused absence. Students are required to schedule make-up date(s) with Mrs. Fraser. myPascoConnect will be the portal used to provide students with notice/updates on assignments. A link to myPascoConnect can be found on our school website @ wrhs.pasco.k12.fl.us.

Mastery: Assessments are aligned to standards assigned to this course and are intended to measure the student mastery of course content at the necessary level of rigor for the course. Assessments may be in the form of a project, quiz, or test.

Grading Scale: WRHS has adopted the following scale: 75% daily assignment/homework and 25% mastery (quizzes, projects, and tests).

Electronic Use of Network Resources Guidelines:

Students are required to follow the procedures and rules in the student handbook and on the districts website @ <http://www.pasco.k12.fl.us/>

Grades:

Pasco County School's grade book software is a web based grading system available to parents and students. To view your student's progress, go to WRHS website. A link has been provided there for your use (<https://launchpad.classlink.com/dsbpc>). If you experience problems logging in to the site, check with Mrs. Fraser for a solution.