BUSINESS

* Course descriptions that are shaded are not being offered.
* Accounting 1and Personal Finance courses may serve as math related credit if taken during the student’s senior year.
* Mason High School has a partnership with Lansing Community College and Davenport University that may allow students taking Mason High School courses to receive college credit through the process of articulation. Courses that can be articulated are as follows: Accounting 1, Career and College Development, Entrepreneurship, Intro to Business, Law 1, Law 2, Marketing, and Personal Finance. Courses must be taken during the junior or senior year for articulation with Lansing Community College.

**Accounting 1A** 1 trimester Grade Level: 10 - 12

Course # 6601 Prerequisite: None

Accounting 1A introduces the student to the complete double entry bookkeeping process. The student learns to apply these skills to accounting for service and merchandising businesses. Computerized accounting will be introduced. Highly recommended for college bound students with an interest in business.

**Accounting 1B** 1 trimester Grade Level: 10 - 12

Course # 6602 Prerequisite: None

Accounting 1B expands on Accounting 1A with students simulating business applications, check writing, and payroll problems. Highly recommended for college bound students with an interest in business.

**Career and College Development** 1 trimester Grade Level: 11 – 12

Course # 6627

*Note: 11th grade students can take this class during 1st, 2nd, or 3rd trimester*

 *12th grade students can take this class only during 1st and 2nd trimester*

Career and College Development is designed to explore each student’s interests, aptitudes, values, and personal insight and apply them to various continued education programs and career fields. The course will include personal exploration,

career exploration, and the teaching of employability skills. Employability skills include creating a portfolio that includes a resume, cover letter, and reference list, a mock interview, and more.

**Entrepreneurship (School Store)** 1-2 trimesters Grade Level: 11 – 12 or 10th graders

Course # 6618 if they have met the prerequisites and room is still available

 Prerequisite: Accounting or

Marketing with a minimal final

grade of C+ and application process

This course is for students who apply and are selected on the basis of completing prerequisite courses, daily attendance in required courses, participation in required courses, and solid academic performance in required courses. This class will be student driven and will run the day to day operations of the school store. Students will develop their skills in accounting, finance, sales, marketing, promotion, and management.

5

**Internship** (Work Based Learning) 1-3 trimesters Grade Level: 11 - 12

Course #6612 Prerequisites: (1) Complete application and interview with advisor (2) Submit Resume and work placement

(3) Previous or concurrent enrollment in a companion CTE course

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. It also provides a work-based learning experience with a **college-approved employer in an area related to the student's program of study**. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**Introduction to Business** 1trimester Grade Level: 9-10 or teacher

Course # 6607 approval

This course will introduce students to principles, problems, and practices related to the world of business. Topics covered will include business management and organization, marketing, finance, economics, production, and international business.

**Law I** 1trimester Grade Level: 9 – 12

Course # 6615

Law 1 will examine the legal system by defining the court system, looking at specific crimes, defenses to crimes, and the entire criminal justice process. We will look at criminal cases throughout the trimester.

**Law II** 1trimester Grade Level: 9 – 12

Course # 6616 Prerequisite: Law I

Law II focuses on both the substance and the process of our legal system and reflects many social and ethical issues. In addition, the course has great practical value, providing background for professional explorations and clarifying the problems of private life. At the end of the course, students should have improved academic knowledge and skills in ethics, tort law, personal legal issues, as well as business law.

**Marketing** 1 trimester Grade Level: 10 – 12 or 9th graders

Course # 6613 who have taken Intro. to Business

 Prerequisite: None

Students will be introduced to marketing concepts including, promotion, pricing, distribution, product planning, and communication skills. The class is designed for students who have a desire to enter the business field. This class or Accounting 1 is a prerequisite for students who are interested in the school store.

**Personal Finance**  1 trimester Grade Level: 10 - 12

Course # 6628 Prerequisite: None

# This course will introduce students to basic fiscal and investing knowledge. Topics include checking, insurance, saving, major life purchases, credit, and investing through the use of simulation including the Stock Market Game. Students will comprehend that by being an educated investor they will enable themselves to become financially sound and secure.

6