



## Business Education DEPARTMENT

The Business Education curriculum has a three-fold purpose: to provide knowledge and skills as a foundation for college, to give students information helpful in carrying on personal business affairs more efficiently, and to prepare students for making informed economic decisions in life.

### Business Education — Earning College Credit

Three years ago, Niskayuna High School partnered with Schenectady County Community College through the **University in the High School Program**. This partnership enables students to earn college credit upon successfully completing **any full-year business class**. Students have the option of signing up for the college credit at the beginning of the school year. A discounted tuition fee is required and scholarships are available based on need. Students should see a Business Education faculty member for additional information.

#### 72020 CAREER and FINANCIAL MANAGEMENT I

1 semester                      1/2 credit                      Grades 9-12

The purpose of this one-half unit course is to provide students with the opportunity to learn about features of our economy, explore a variety of careers, learn the skills and competencies needed for success in the workplace and to become financially literate. Employment practices from a personal and personnel perspective will be explored and an understanding of the employment and job selection processes will be developed. This course seeks to develop progressive skills and behaviors that help young people integrate their role within the workplace, home and the community.

#### 72040 CAREER and FINANCIAL MANAGEMENT II

1 semester                      1/2 credit                      Grades 9-12

Economic concepts of the workplace are presented, including factors influencing the entrepreneur and consumer, and the rights, responsibilities and activities of business organizations. The fundamental elements of human relations and decision making are explained, as well as their importance both personally and on the job. Opportunities for career exploration will be provided through study, projects and guest speakers. Field experiences and on-the-job site shadowing will be offered.

#### 72060 CAREER EXPLORATION INTERNSHIP PROGRAM (CEIP)

1 year                              1/2-1 credit                      Grades 11-12

This elective course combines in-school instruction with workplace internships. It is designed for students who wish to explore career opportunities by observing, working alongside and dialoguing with adult role models in the workplace. CEIP was created to better prepare students to make responsible career choices while becoming active, contributing members of their community. Students will spend most of their time working in the field. Individual student interests will be accommodated as much as possible. Internships may occur outside of the school day. **Students will need to provide their own transportation.** This program provides an excellent opportunity to explore individual interests and skills. Credit is awarded based on the successful completion of in-school instruction and 54 internship hours. (CEIP can only count as 1/2 credit toward the calculation of a student's course load.) *No prerequisite*

#### 72100 BUSINESS ORGANIZATION AND MANAGEMENT

(University in the High School Program)

1 year                              1 credit                              Grades 10-12

This course offers students a global overview of modern business organization and operation. Through analysis and computer applications, the

student will learn the overall workings of business. Areas discussed include: management skills, finance, marketing, evolution of American business, business ethics and business careers. Microsoft Office Professional is used for the computer applications segment. It includes Word, Excel, Access and PowerPoint. Students will have the opportunity to visit area businesses and speak with professionals in the business field. This course is recommended for students interested in pursuing a business degree in college.

#### 72150 BUSINESS LAW

(University in the High School Program)

1 year                              1 credit                              Grades 10-12

This course emphasizes the relationship of business law to an individual's personal life and career. Business Law is comprised of six areas: knowing about the law, entering into contracts, being a consumer, getting a job, planning for the future and looking toward later life. A variety of experiences will be provided for the student, such as actual case studies, in-class skits and a mock trial. Students will also have the opportunity to visit the courthouse, attend an actual trial, visit the county jail and listen to guest speakers.

#### 72470 e-COMMERCE

(University in the High School Program)

1 year                              1 credit                              Grades 10-12

Students in this class run a real business from within the classroom using marketing and business management strategies. Students operate and maintain a school information web site by writing articles on school sports and events, selling banner advertisements, and hosting an on-line auction.

#### 72200 ACCOUNTING I

(University in the High School Program)

1 year                              1 credit                              Grades 11-12

This course is designed to develop competencies in accounting. The course content encompasses the complete accounting cycle. The major concern is with understanding the basic accounting principles, methods of recording business transactions, the preparation of financial statements, as well as providing students with the ability to keep records for personal use. The course provides students with the ability to keep business records and provides understanding of the principles of financial transactions. Practice sets and computer simulations are used to give practical application of the



► *Business Department, continued*

accounting theory. This course is highly recommended for students pursuing a two- or four-year business program in college.

**72250 ACCOUNTING II**

1 year                      1 credit                      Grades 11-12

This course is a continuation of Accounting I. The complete accounting cycle will be reviewed. Emphasis is placed on completing the accounting cycle for a merchandising business and partnerships.

*Prerequisite: Accounting I*

**72300 MARKETING**

*(University in the High School Program)*

1 year                      1 credit                      Grades 10-12

Designed to teach students about one of today's fastest growing fields, this course provides an excellent opportunity to explore the effects of the global marketplace on our economy. Topics covered include: advertising, selling, display techniques used in stores, marketing research and the psychology of buyer behavior. Students will have an opportunity to develop an advertisement campaign and conduct market research. Units on sports marketing and entertainment marketing are included. A variety of experiences will be gained that can be applied to personal and business use, and the opportunity to interact with professionals in the field through field trips and guest speakers will be provided. This is an excellent course for those who have an interest in pursuing business and marketing studies in college.

**72360 COMPUTER ESSENTIALS**

1 semester                      1/2 credit                      Grades 9-12

Keyboarding is a critical component of successful interaction with technology. To keep pace with the changes in technology and the expectation of many colleges, this course will emphasize improving alphabetic as well as numeric keyboarding skills required for efficient computer use. Utilizing MicroSoft Office Suite, students will become proficient in the use of Word, Excel, Power Point and Publisher.



**English DEPARTMENT**

*The English program aims in its four-year sequence to cultivate interest and competence in, as well as respect for, language and literature. The program is intended to assure steady growth in the student's ability to write and speak well; to read and listen with understanding, and insight; and to think effectively; it aims toward intellectual and emotional maturity. Courses address the New York State English Language Arts Standards:*

**Standard 1:** Students will read, write, listen and speak for information and understanding.

**Standard 2:** Students will read, write, listen and speak for literary response and expression.

**Standard 3:** Students will read, write, listen and speak for critical analysis and evaluation.

**Standard 4:** Students will read, write, listen and speak for social interaction.

**English 9, 10, and 11**

The English Department provides in the first three years a common program for all students in courses that include frequent practice in writing and speaking, attentive study of selected books, wide collateral reading and close attention to the workings of language. This program culminates with the Regents examination in English, required of all students, which they take at the end of their junior year.

**Grouping**

During the first three years students are grouped by ability in Regents Preparatory, Honors or Mastery sections. Grouping is based on the recommendation of the student's English teacher and the student's choice.

The work of the Honors section is organized in much the same way as that of the English Regents Preparatory sections, but aims at greater proficiency in skills, wider range in reading and greater depth in understanding.

Students deficient in basic skills may be assigned to a Mastery section whose aim is to correct such deficiencies and to develop the students' confidence in their use of language. Instruction is tailored closely to individual needs, interests and abilities, with more than usual time devoted to essentials, including practice in oral and silent reading, short compositions, discussions and other speech activities.

**01150 ENGLISH 9 Mastery**

1 year                      1 credit                      Grade 9

**01220 ENGLISH 9: The Individual in Society**

1 year                      1 credit                      Grade 9

The course includes 1) reading and study of literature centering on certain broad areas of subject matter and theme, exploring the role of the individual in society; 2) collateral reading intended to encourage wide reading and the ability to recognize similarities and differences in books; 3) writing, focusing on narration, exposition, and persuasion and aiming at precision and accuracy of observation and language; 4) study of grammar and usage directed toward greater effectiveness and precision in writing and speaking; 5) practice in formal and informal speech situations; and 6) practice of skills in the research process.