



**Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.**

**Pathway: Human Resources**

**eBusiness Communication**  
**Credit: 1**  
**SDE Course Code: 3704**  
**MNPS Course Code: BUS7291**

eBusiness Communication is the study of oral, written, and electronic communications in a global society. Components of communication include the sender, the message, the receiver, the feedback, and the channel. The purposes of communication are to build goodwill, persuade, obtain or share information, and build self-esteem. The course will address the use of Internet developing concepts, particularly those related to Web browsers, navigators, search engines, on-line communication methods, home and Web site design concepts, transfer of data, downloading files, security procedures and Internet navigational tools. The student will choose and use appropriate tools when completing Internet applications using the Internet for research and validation of research data for written and oral business communications. Emphasis will be placed on electronic research, security issues, ethics, business report writing, business correspondence, enhancement of oral presen

tations with electronic media and communications applying current technology.

**Interactive Multimedia Presentation**

**Credit: 1**  
**SDE Course Code: 3746**  
**MNPS Course Code: BUS7617**  
 The student will apply keying, typography, layout and design skills in this course. The student will be proficient in using interactive multimedia tools to develop electronic presentations. Creative design, persuasive communications, and language arts skills are applied through research, evaluation, validation, written, and oral communication. Typography, layout and design guidelines are applied. Copyright laws and ethical practices are reinforced in creating and formatting various presentations that require imported data/graphics, digital, audio, and video clips. Team development will also be stressed as students work on multimedia project(s). Laboratory facilities and experiences simulate those found in business and industry.

**Integrated Input Technology**  
**Credit: 1 - 2**  
**SDE Course Code: 3730**  
**MNPS Course Code: BUS7185**

This is a capstone course in which students will learn necessary skills in problem solving using current and emerging integrated technology to include a variety of input technologies such as advanced keyboarding, scanning, speech recognition, handwriting recognition, and the use of a mouse in the production of malleable business documents. The course focuses on student choice, accountability and competency. Students work toward the attainment of high-level employable competencies in areas which may include (but are not limited to) integrated software applications, computer systems, communication systems, networking, ethical issues, human relations, leadership, self-management, and workplace management. Students may choose areas of specialization and achieve industry certification in areas such as word processing, spreadsheet applications, database design and management, multimedia presentations, schedule and contact management, etc. This course may articulate to post-secondary education.

**Pathway: Business Management**

**Financial Planning**  
**Credit: 1**  
**SDE Course Code: 3717**  
**MNPS Course Code: BUS7514**

Financial Planning is a course designed to develop skills in the use of financial principles in making business decisions. Students will research job qualifications and employment opportunities in finance. The course includes a study of the allocation of financial resources, the effects of finance and credit institutions on the business community

and the impact of financial decisions on the consumer market. Ethical issues will be presented in this course.

**Accounting I**  
**Credit: 1**  
**SDE Course Code: 3704**  
**MNPS Course Code: BUS7115**

Accounting I introduces concepts and principles based on a double-entry system of maintaining the electronic and manual financial records for a sole proprietorship,

partnership and corporation. It includes analyzing business transactions, journalizing, posting, and preparing worksheets and financial statements.

**Virtual Enterprise**  
**Credit: 1 - 2**  
**SDE Course Code: 3762**  
**MNPS Course Code: BUS3762**

Virtual Enterprise International (VE) is a simulated business environment. The VE students will be involved in actual on the job work experiences,

including accounting, personnel administration, management and marketing. The only difference between the VE and an actual business is that no material goods are produced or legal tender exchanged. However, services will be provided. Working in a team, the student will develop and enhance oral and written communication skills through initiative, responsibility, and creativity. The VE experience will weave together several academic disciplines and occupational subjects, thereby overcoming fragmentation of subjects. The course will link learn-

ing to application and real life experiences. The goal is to create a learning environment that, through a series of activities, integrates school and workplace to enhance learning. Laboratory facilities and experiences simulate those found in business and industry.

**Business Management**  
**Credit: 1**  
**SDE Course Code: 3707**  
**MNPS Course Code: BUS7512**

Students in Business Management will develop a foundation in the many

activities, problems, and decisions that are intrinsic to the management of a successful business, as well as an appreciation for the importance of these responsibilities. Areas to be examined include business organization, ethical and legal responsibilities, communication, decision-making, personnel, safety, professional development and related careers. By gaining an understanding of these areas, students will be better prepared to enhance the business decisions of tomorrow.

**Pathway: Business Financial Management & Accounting**

**Accounting I**  
**Credit: 1**  
**SDE Course Code: 3704**  
**MNPS Course Code: BUS7115**

Accounting I introduces concepts and principles based on a double-entry system of maintaining the electronic and manual financial records for a sole proprietorship, partnership and corporation. It includes analyzing business transactions, journalizing, posting, and preparing worksheets and financial statements.

**Accounting II**  
**Credit: 1**  
**SDE Course Code: 3780**  
**MNPS Course Code: BUS7215**

Accounting II is an advanced study of concepts, principles and techniques that build on the competen-

cies acquired in Accounting I used in keeping the electronic and manual financial records of a sole proprietorship, partnership and corporation. Departmental, management, cost and not-for-profit accounting systems are explored.

**Business Economics**  
**Credit: 1/2**  
**SDE Course Code: 3765**  
**MNPS Course Code: BUS7620**

This course provides an in-depth study of fundamental concepts, free enterprise trading practices, and the various players in the economic system. Topics include the production, marketing and distribution of goods and services, as well as the roles of financial institutions, the government, and the individual within the free enterprise system. Students will explore various careers related

to the economy. International trade and economics have become an integral part of business economics.

**American Legal Business Systems**  
**Credit: 1/2**  
**SDE Course Code: 3726 or 3719**  
**MNPS Course Code: BUS7509**

The American Business Legal Systems course provides students with an understanding of the legal framework in which American business functions. The students will evaluate the influence of the free enterprise system in a democratic society on daily decisions. Students will analyze the alliance between capitalism and democracy and be better prepared to influence the future decisions in the public and private sectors of the United States of America.

**Pathway: Business Analysis**

**Financial Planning**  
**Credit: 1**  
**SDE Course Code: 3717**  
**MNPS Course Code: BUS7514**

Financial Planning is a course designed to develop skills in the use of financial principles in making business decisions. Students will research job qualifications and employment opportunities in finance. The course includes a study of the allocation of financial resources, the effects of finance and credit institutions on the business community

and the impact of financial decisions on the consumer market. Ethical issues will be presented in this course.

**Accounting I**  
**Credit: 1**  
**SDE Course Code: 3779**  
**MNPS Course Code: BUS7115**

Accounting I introduces concepts and principles based on a double-entry system of maintaining the electronic and manual financial records for a sole proprietorship,

partnership and corporation. It includes analyzing business transactions, journalizing, posting, and preparing worksheets and financial statements.

**Business Economics**  
**Credit: 1/2**  
**SDE Course Code: 3765**  
**MNPS Course Code: BUS7620**

This course provides an in-depth study of fundamental concepts, free enterprise trading practices, and the various players in the economic system. Topics include the produc-

tion, marketing and distribution of goods and services, as well as the roles of financial institutions, the government, and the individual within the free enterprise system. Students will explore various careers related to the economy. International trade and economics have become an integral part of business economics.

**American Legal Business Systems**

**Credit:** ½  
**SDE Course Code:** 3726 or 3719  
**MNPS Course Code:** BUS7509

The American Business Legal Systems course provides students with an understanding of the legal framework in which American business functions. The students will evaluate the influence of the free enterprise system in a democratic society on daily decisions. Students will analyze the alliance between capitalism and democracy and be better prepared to influence the future decisions in the public and private sectors of the United States of America.

**Banking and Finance**  
**Credit:** 1 - 2  
**SDE Course Code:** 3756

**MNPS Course Code: BUS3756**

Banking and Finance is a course designed to challenge the student with real banking and financial situations through a partnership with a local financial institution that would bring resources of mentors, seminars, and hands on experience with day-to-day operations. Completion of this course will provide students with a basis for secondary education in finance and special job skills in banking and financial institutions. Ethical issues will be presented in the course

**Pathway: Administrative and Support**

Keyboard/Document Layout and Design

**Credit:** ½  
**SDE Course Code:** 3727  
**MNPS Course Code:** BUS7155

The Keyboarding/Document Layout and Design course builds on the Keyboarding/Document Formatting course. Student proficiency can lead to software certification. The student will use a hands-on approach to develop proficiency in document creation and design. Emphasis is on production of business applications including design and layout, speed and accuracy. Concepts, capabilities, procedures and legal responsibilities of word and information processing are applied. Simulated real projects from rough draft copy and/or transcription magnetic media are used for problem solving and business document preparation.

**Database Design Management**

**Credit:** ½  
**SDE Course Code:** 3735  
**MNPS Course Code:** BUS7191  
**The student will analyze and apply database design techniques and management method for organizing and maintaining files. The student will apply keying, typography, and layout and design skills in creating, designing, entering data, importing**

**and exporting data, and printing database object and data. At the completion of the course, students will have database management skills enabling them to design and implement a relational database application. Student proficiency will lead to software certification.**

**eBusiness Communication**  
**Credit:** 1  
**SDE Course Code:** 3704  
**MNPS Course Code:** BUS7291

eBusiness Communication is the study of oral, written, and electronic communications in a global society. Components of communication include the sender, the message, the receiver, the feedback, and the channel. The purposes of communication are to build goodwill, persuade, obtain or share information, and build self-esteem. The course will address the use of Internet developing concepts, particularly those related to Web browsers, navigators, search engines, on-line communication methods, home and Web site design concepts, transfer of data, downloading files, security procedures and Internet navigational tools. The student will choose and use appropriate tools when completing Internet applications using the Internet for research and validation of research data for written and oral business communications. Emphasis will be placed on electronic research, security issues, ethics, business

report writing, business correspondence, enhancement of oral presentations with electronic media and communications applying current technology.

**Administrative Management**  
**Credit 1 – 2**  
**SDE Course Code:** 3737  
**MNPS Course Code:** BUS7252

This capstone course provides advanced training, including hands-on experiences, for students pursuing a career in business technology. Skills developed in previous courses will be incorporated and enhanced through a multi-tasking environment using a variety of input technologies. Procedures and concepts are related to information processing systems, administrative/information management, problem solving, reasoning, team-building, time management, business standards, feasibility studies, cost/budgeting, professional leadership, ethical and legal issues, and mathematics and communications. Production and administrative skills are developed to meet industry's standards. The student will play a variety of roles in completing tasks. Team activities will be evaluated as a group.

**Pathway: Communication Development**

**eBusiness Communication**

**Credit: 1**

**SDE Course Code: 3704**

**MNPS Course Code: BUS7291**

eBusiness Communication is the study of oral, written, and electronic communications in a global society. Components of communication include the sender, the message, the receiver, the feedback, and the channel. The purposes of communication are to build goodwill, persuade, obtain or share information, and build self-esteem. The course will address the use of Internet developing concepts, particularly those related to Web browsers, navigators, search engines, on-line communication methods, home and Web site design concepts, transfer of data, downloading files, security procedures and Internet navigational tools. The student will choose and use appropriate tools when completing Internet applications using the Internet for research and validation of research data for written and oral business communications. Emphasis will be placed on electronic research, security issues, ethics, business report writing, business correspondence,

enhancement of oral presentations with electronic media and communications applying current technology.

**Administrative Management**

**Credit 1 – 2**

**SDE Course Code: 3737**

**MNPS Course Code: BUS7252**

This capstone course provides advanced training, including hands-on experiences, for students pursuing a career in business technology. Skills developed in previous courses will be incorporated and enhanced through a multi-tasking environment using a variety of input technologies. Procedures and concepts are related to information processing systems, administrative/information management, problem solving, reasoning, team-building, time management, business standards, feasibility studies, cost/budgeting, professional leadership, ethical and legal issues, and mathematics and communications. Production and administrative skills are developed to meet industry's standards. The student will play a variety of roles in completing tasks.

Team activities will be evaluated as a group.

**Interactive Multimedia Presentation**

**Credit: 1**

**SDE Course Code: 3746**

**MNPS Course Code: BUS7617**

The student will apply keying, typography, layout and design skills in this course. The student will be proficient in using interactive multimedia tools to develop electronic presentations. Creative design, persuasive communications, and language arts skills are applied through research, evaluation, validation, written, and oral communication. Typography, layout and design guidelines are applied. Copyright laws and ethical practices are reinforced in creating and formatting various presentations that require imported data/graphics, digital, audio, and video clips. Team development will also be stressed as students work on multimedia project(s). Laboratory facilities and experiences simulate those found in business and industry.

**Pathway: Business Management/FordPAS**

**Financial Planning**

**Credit: 1**

**SDE Course Code: 3717**

**MNPS Course Code: BUS7514**

Financial Planning is a course designed to develop skills in the use of financial principles in making business decisions. Students will research job qualifications and employment opportunities in finance. The course includes a study of the allocation of financial resources, the effects of finance and credit institutions on the business community and the impact of financial decisions on the consumer market. Ethical issues will be presented in this course.

**Career Management Success**

**Credit: ½ - 1**

**SDE Course Code: 5701**

**MNPS Course Code: VOC8160**

Career Management Success is a core course for career clusters. The course provides students with tools for achieving success in their academic, work, and personal lives. Course content emphasizes the basic skills and knowledge needed for employment success, as identified by industry and supported by relevant national standards. All course content is presented in a real-world context, providing concrete opportunities for developing personal and career goals, effective commu-

nication skills, teamwork abilities, and successful work attitudes. Upon completion of the course, students will be able to complete the Professional Development Program Level I and Level II of SkillsUSA or other degree programs in other career and technical youth organizations.

**Computer Applications**

**Credit: 1**

**SDE Course Code: 3718**

**MNPS Course Code: BUS3718**

This course is designed to develop computer technology skills. Students will use a variety of computer software and hardware tools and features of an electronic information network. Students will explore the, historical, social and ethical issues of using computer technology. The students will develop skills that will assist them with efficient production;

accurate production analysis; management of information and design and presentation of a multimedia project.

**Business Economics**

**Credit:** ½

**SDE Course Code:** 3765

**MNPS Course Code:** BUS7620

This course provides an in-depth study of fundamental concepts, free enterprise trading practices, and the various players in the economic system. Topics include the production, marketing and distribution of goods and services, as well as the roles of financial institutions, the government, and the individual within the free enterprise system. Students will explore various careers related to the economy. International trade and economics have become an integral part of business economics.

**American Legal Business Systems**

**Credit:** ½

**SDE Course Code:** 3726 or 3719

**MNPS Course Code:** BUS7509

The American Business Legal Systems course provides students with an understanding of the legal framework in which American business functions. The students will evaluate the influence of the free enterprise system in a democratic society on daily decisions. Students will analyze the alliance between capitalism and democracy and be better prepared to influence the future decisions in the public and private sectors of the United States of America.

**Business Management**

**Credit:** 1

**SDE Course Code:** 3707

**MNPS Course Code:** BUS7512

Students in Business Management will develop a foundation in the many activities, problems, and decisions that are intrinsic to the management of a successful business, as well as an appreciation for the importance of these responsibilities. Areas to be examined include business organization, ethical and legal responsibilities, communication, decision-making, personnel, safety, professional development and related careers. By gaining an understanding of these areas, students will be better prepared to enhance the business decisions of tomorrow.