

Department Goals

The Bishop DuBourg High School's Business Department strives to empower our students to:

1. Recognize the importance of business-based knowledge and skills as preparation for post-secondary education and/or employment.
2. Utilize business financial tools appropriately in professional and personal life.
3. Build and improve time-management, organizational, note-taking, and communication skills for business applications.
4. Use technology appropriately and effectively as a research tool to meet the challenges of a global business world.
5. Interpret statistics, graphs, and data analysis for business problem-solving.
6. Participate in group business discussions demonstrating effective reading, writing, speaking, and listening techniques.
7. Demonstrate proper ethical and moral decisions made in the business environment.
8. Show respect for themselves and the diversity of individuals and ideas throughout our school, community, and globalized world of business.

Practical Arts Department - Business Course Goals

Course Code ACCNTG

Course Name ACCOUNTING

Goals In service proprietorships and merchandising partnerships

1. Students will be able to articulate and incorporate knowledge of accounting vocabulary and concepts during class discussion and in chapter work.
2. Students will be able to identify and classify ledger accounts according to correct Chart of Accounts format.
3. Students will be able to determine the effect debiting and crediting has on various accounts according to their classifications.
4. Students will be able to analyze business transactions into debit and credit parts using T-accounts.
5. Students will be able to enter business transactions in a multicolumn journal using double-entry procedures.
6. Students will be able to post journal entries to appropriate ledger accounts and determine correct balances.
7. Students will be able to locate and correct accounting errors in the journal and/or ledger accounts.
8. Students will be able to prepare and analyze worksheets, adjusting and closing entries, and prepare permanent financial statements.
9. Students will be able to properly write personal checks and use appropriate endorsements.
10. Students will be able to keep accurate personal and business banking records on check stubs; reconcile monthly bank statements, and record related business transactions.
11. Students will be able to use time cards to determine regular, overtime, and total earnings for employees.
12. Students will be able to use tax charts and tax percentages to determine payroll deductions for employees.
13. Students will be able to prepare an accurate payroll register that reports earnings, deductions, and net pay for employees.
14. Students will be able to prepare payroll checks and stubs for employees
15. Students will be able to prepare earnings records for employees and employers' Quarterly Federal Tax Returns (Form 941).
16. Students will be able to journalize and post related transactions for employees' and employers' portions of payroll taxes.

17. Students will be able to work through and complete individual accounting projects.
18. Students will be able to assess accounting practices and situations proposed in Critical Thinking Case Studies—both procedural and ethical—and recommend solutions.
19. Students will be able to research and report on companies and pertinent business information using the Internet.
20. Students will be able to compare and execute manual and electronic accounting procedures using Excel software.

Content (Knowledge, Skills & Values)

1. Accounting and business vocabulary
2. Ten accounting concepts
3. Accounting fiscal cycle for a service business
4. Accounting fiscal cycle for a merchandising business
5. Personal banking—checks, stubs, endorsements, bank fees, bank reconciliations, and related business journal transactions
6. Payroll—time cards, payroll registers, payroll checks, earnings records, federal quarterly reports, and related journal transactions
7. Federal withholding, social security, Medicare, bonds, and other deductions
8. Individual Reinforcement Activity Projects
9. Critical Thinking Case Studies
10. Internet activities and printouts
11. Excel spreadsheets and printouts

Resources, Activities & Assessments

1. South-Western Century 21 Accounting (Multicolumn Journal), 7th Edition Textbook
2. South-Western Century 21 Accounting (Multicolumn Journal), 7th Edition Working Papers
3. South-Western Century 21 Accounting (Multicolumn Journal), 7th Edition Study Guides
4. South-Western Century 21 Accounting (Multicolumn Journal), 7th Edition Chapter & Cycle Tests
5. Audit quizzes, tests, homework, individual projects, and classroom participation
6. Internet activities
7. Microsoft Excel software
8. Guest speakers

Practical Arts Department- Business Course Goals

Course Code CNECON

Course Name Consumer Economics

Goals

1. Students will engage in consumer-related case studies representative of real-world situations
2. Students will research credit topics as it pertains to individual use
3. Students will analyze banking and financial institutions
4. Students will model appropriate check writing and check register management
5. Students will budget personal daily and monthly expenses
6. Students will be able to explain money management and financial planning
7. Students will attain personal and consumer ethical standards

Content (Knowledge, Skills & Values)

1. Consumer economic concepts and ideas
2. Consumer economic vocabulary and terminology
3. Personal finance and decision making consumer skills
4. Ethical decisions by every consumer

Resources, Activities & Assessments

1. Introduction to Business. textbook
2. *The Wall Street Journal* classroom edition
3. *St. Louis Post-Dispatch*
4. Laptop computers for research, web sites, activities, and reports
5. White board
6. Videos
7. PowerPoint development and presentations
8. Test, quizzes, semester project, study guides, discussion, lecture, group activities, and case studies

Practical Arts Department- Business Course Goals

Course Code GLECON

Course Name Global Economics

Goals

1. Students will address and articulate current global economic conditions
2. Students will research and discuss various types of business organizations
3. Students will investigate different forms of businesses ownership
4. Students will identify and assess the current status of human resources, culture, and diversity as it pertains to our global economy
5. Students will adapt to technological advancements in business
6. Students will develop management and leadership skills
7. Students will secure entrepreneur and small business management skills
8. Students will address pertinent production and business operations issues as it relates to our global economy

Content (Knowledge, Skills & Values)

1. Current best management practices appropriate to a global economy
2. Global economics vocabulary and terminology
3. Global economics and business organizational and communication skills
4. Global economic and personal ethical decisions

Resources, Activities & Assessments

1. Introduction to Business textbook
2. *The Wall Street Journal* classroom edition
3. *St. Louis Post-Dispatch*
4. Laptop computers for research and reports
5. White board
6. Videos
7. PowerPoint development and presentations
8. Test, quizzes, semester project, study guides, discussion, lecture, group activities, and case studies

Practical Arts Department - Business

Course Goals

Course Code **MANAGE**

Course Name **Management**

Goals

1. Students will be able to explain and utilize various elements of current management styles and practices according to customer and employee needs
2. Students will identify communication barriers and develop means for overcoming them
3. Students will be able to describe and apply different theories of employee motivation
4. Students will be able to explain how corporate culture influences formal and informal communication networks
5. Students will research and differentiate between the various levels of management
6. Students will identify and explain the characteristics of leadership and important characteristics of business leaders
7. Students will recognize important human relations skills needed by managers
8. Students will be introduced to control methods businesses use for inventory, credit, theft, and health and safety
9. Students will develop necessary goal setting and planning skills for a business

Content (Knowledge, Skills & Values)

1. Current business management concepts and ideas
2. Business management vocabulary and terminology
3. Organization and communication business management skills
4. Business and personal ethics

Resources, Activities & Assessments

1. Business Principles and Management. Southwest-Centage
2. Managing Performance
3. *The Wall Street Journal* classroom edition
4. *St. Louis Post-Dispatch*
5. Laptop computers for research and reports
6. White board
7. Videos
8. PowerPoint development and presentations
9. Test, quizzes, semester project, study guides, discussion, lecture, group activities, and case studies

Practical Arts Department- Business Course Goals

Course Code MARKET

Course Name Marketing

Goals

1. Students will integrate marketing-specific principles to all aspects of this course as it relates to current business practices
2. Students will be able to relate to the role of a marketer
3. Students will research and articulate different strategies relating to product placement in today's competitive market
4. Students will research and articulate various pricing strategies associated with today's economic conditions
5. Students will apply current marketing practices and procedures to actual business and school development office situations
6. Students will address and apply current marketing/business ethics as stated by the American Marketing Association

Content (Knowledge, Skills & Values)

1. Marketing principles, concepts, and current marketing practices
2. Marketing vocabulary and terminology
3. Creative and logical marketing skills
4. Personal and business ethics as it relates to the field of marketing

Resources, Activities & Assessments

1. Marketing, 3rd Edition, Southwest-Cengage.
2. Marketing for Dummies
3. *The Wall Street Journal* classroom edition
4. *St. Louis Post-Dispatch*
5. Laptop computers for research
6. White board
7. Videos
8. PowerPoint development and presentations
9. Test, quizzes, article deconstruction and discussion, semester project, study guides, class discussion and participation, lecture, group activities, and relevant case studies

Practical Arts Department - Business Course Goals

Course Code PERFIN

Course Name Personal Finance

Goals

1. Students will be able to explain stock market vocabulary, stock research, and investment strategies.
2. Students will be able to describe the types, importance and uses of insurance.
3. Students will be able to plan for retirement, the disciplines of saving and the tools of investment.
4. Students will be able to explain what is required to buy, finance and maintain a home.
5. Students will be able to prepare a weekly, monthly and yearly budget.

Content (Knowledge, Skills & Values)

1. Free market economy
2. Securities investment
3. Insurance industry
4. Retirement process
5. Property values and financing
6. Priorities
7. Record keeping

Resources, Activities & Assessments

1. Audio-visual materials, websites and simulations
2. Field trips, games and guest speakers
3. Tests, research papers and reports

Practical Arts Department - Business Course Goals

Course Code PRECON

Course Name Practical Economics

Goals

1. Students will be able to inspect, test drive, evaluate, maintain, and buy a used car.
2. Students will be able to design, trouble shoot and maintain basic house wiring systems.
3. Students will be able to design, trouble shoot and maintain basic home plumbing operations.
4. Students will be able to demonstrate a variety of basic home maintenance techniques.

Content (Knowledge, Skills & Values)

1. Internal combustion engine.
2. Engine fluids, electrical circuits, tire inflation, car accessories and general maintenance.
3. Wiring diagrams, electrical connections, electrical outlets, junction boxes and switches.
4. Diagnosis and repair basic electrical problems.
5. Plumbing systems

Resources, Activities & Assessments

1. Hands on activities with oil changing, tire changing, under the hood inspection and fluid checks.
2. Audio-visual presentations to augment the hands on experience.
3. Wiring and plumbing tools and directions.
4. Tests and hands on evaluations.