



High School Course



Business Management & Administration

8F200 Accounting I

1 credit

Gr: 10-12

8F205 Accounting I (DC)

R. Prerequisite: Principles of Business, Marketing and Finance or any other Business and Industry Endorsement Principles course

Description: Accounting encompasses careers that record, classify, summarize, analyze, and communicate a business's financial information/business transactions for use in management decision making. Accounting includes such activities as bookkeeping, systems design, analysis, and interpretation of accounting information. Students investigate the field of accounting, including how it is impacted by industry standards as well as economic, financial, technological, international, social, legal, and ethical factors. Special emphasis is placed on the accounting equation and its application to basic steps of the accounting cycle, special journals and ledgers, worksheets, adjusting and closing entries, special problems in the purchase and sale of merchandise, notes and interest, depreciation, accruals and prepaid items, payroll records and personal income taxes. Students complete practice sets or simulations with the computer software. Students formulate and interpret financial information for use in management decision making.

8D120 Business Computer Information Management I (R)

1 credit

Gr: 9-12

8D125 Business Computer Information Management I (DC)

R. Prerequisite: None; Recommended Prerequisite: Touch Systems Data Entry – Keyboarding

Description: In Business Information Management I, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and postsecondary education. Students apply technical skills to address business applications of emerging technologies, create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software. Students are provided the opportunity to gain OPAC (Office Proficiency Assessment and Certification) and/or MOS (Microsoft Office Specialist) certification for a fee. This course is a prerequisite for the dual credit course, Business Computer Information Management II, through the DCCCD System.

8DL10 Business Computer Information Management I - CTED (B)

1 credit

Gr: 9-12



Prerequisite: Admission by ARD Committee

Description: This course provides students with basic concepts and skills needed to strengthen individual performance in the workplace. Students will enhance reading, keyboarding, computer, filing, communication, job search skills, and other basic office skills.

8DL20 Business Computer Information Management II - CTED (B)

1 credit

Gr: 10-12



Prerequisite: 8DL10 Business Computer Information Management I CTED; Admission by ARD Committee

Description: This course introduces practical business procedures, develops a foundation for competent business participation and self-sufficiency in today's world, develops flexibility and adaptability and adaptability for the rapidly changing business environment, develops effective communications and information management using emerging technology and develops other skills necessary for success in the workforce.

8DL30 Business Computer Information Management III - CTED (B)

1 credit

Gr: 11-12



Prerequisite: 8DL20 Business Computer Information Management II CTED; Admission by ARD Committee

Description: This course provides additional practice in practical business procedures, develops a foundation for competent business participation and self-sufficiency in today's world, develops flexibility and adaptability and adaptability for the rapidly changing business environment, develops effective communications and information management using emerging technology and develops other skills necessary for success in the workforce.

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2019-2020 School Year

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8D910 Business Computer Information Mgmt II – Medical Front Office (R) 1 credit Gr: 11-12
8D915 Business Computer Information Mgmt II – Medical Front Office (DC) D



Prerequisite: Business Computer Information Management I; Recommended Prerequisite: TSDE - Keyboarding
Description: In Business Information Management II, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software. Students apply technical skills to address Medical Front Office applications. This course is in a pathway for a Level 1 certification at Richland College. Students will be provided an opportunity for a fee to gain the MOS (Microsoft Office Specialist) certification, giving them an advantage when seeking either full or part-time employment. Student must complete an interest form. Course requirement to be met. **For Dual Credit** student must apply and be accepted into DC with DCCCD.

8D920 Business Computer Information Management II/Business Lab (R) 2 credit Gr: 11-12
8D925 Business Computer Information Management II/Business Lab (DC) D



Prerequisite: Business Computer Information Management I; Recommended Prerequisite: TSDE - Keyboarding
Description: In Business Information Management II, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software. During the lab, students will enhance and develop skills necessary to pursue the industry recognized Microsoft Office Specialist (MOS) certifications for a fee, giving them an advantage when seeking either full or part-time employment. Student must complete an interest form. Course requirement to be met. **For Dual Credit** student must apply and be accepted into DC with DCCCD.

8D926 Business Computer Information Mgmt II/Medical Business Lab (R) 2 credit Gr: 11-12
8D927 Business Computer Information Mgmt II/Medical Business Lab (DC) D



Prerequisite: Business Computer Information Management I; Recommended Prerequisite: TSDE - Keyboarding
Description: In Business Information Management II, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software. During the lab, students will enhance and develop skills necessary to pursue the industry recognized Microsoft Office Specialist (MOS) certifications for a fee, giving them an advantage when seeking either full or part-time employment. This is a dual credit course and additional college credit may be earned by successful passing of MOS certifications. Student must complete an interest form. Course requirement to be met Dual Credit must apply and be accepted through DCCCD

8D400 Business English (R) 1 credit Gr: 12
8D405 Business English (DC) D

Prerequisite: English III; Recommended Prerequisite: Touch System Data Entry - Keyboarding
Description: [Career and Technical Education course offering advanced English credit] In Business English, students enhance communication and research skills by applying them to the business environment, in addition to exchanging information and producing properly formatted business documents using emerging technology. Students are expected to plan, draft, and complete written compositions on a regular basis. The Dual Credit course is also part of a Medical Front Office Level I Certificate. Student for Dual Credit must apply and be accepted through DCCCD

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High School Course



Business Management & Administration

8D230 Business Law (R)

1 credit

Gr: 10-12

8D235 Business Law (DC) D

Prerequisite: None

Description: Know your rights! This course introduces law and the origins and necessity of the legal system and the evolution of business law. Students will understand their rights and duties in today's society including employer-employee relations, your rights as a consumer, ethical and moral dilemmas, and the ever-changing legal implications of technology. Business Law is designed for students to analyze various aspects of the legal environment, including ethics, the judicial system, contracts, personal property, sales, negotiable instruments, agency and employment, business organization, risk management, and real property.

8D930 Business Management (Fall double blocked)

1 credit

Gr: 11-12



R. Prerequisite: Business Computer Information Management I and Human Resources Mgmt

Description: Do you have what it takes to be an effective manager of a business? Business Management is designed to familiarize students with the concepts related to business management as well as the functions of management, including planning, organizing, staffing, leading, and controlling. Students will also demonstrate interpersonal and project-management skills. Students will build a strong knowledge base and develop effective and successful management skills. Successful managers know the importance of strong teamwork. . Student must complete an interest form. Course requirement to be met.

8F620 CCM Accounting I (H)

1 credit

Gr: 10-12

8F625 CCM Accounting I (DC) D

CCM

R. Prerequisite: (Lakeview Centennial High only – part of the School of Business) Principles of Business, Marketing and Finance or any other Business and Industry Endorsement Principles course

Description: Accounting encompasses careers that record, classify, summarize, analyze, and communicate a business's financial information/business transactions for use in management decision making. Accounting includes such activities as bookkeeping, systems design, analysis, and interpretation of accounting information. Students investigate the field of accounting, including how it is impacted by industry standards as well as economic, financial, technological, international, social, legal, and ethical factors. Special emphasis is placed on the accounting equation and its application to basic steps of the accounting cycle, special journals and ledgers, worksheets, adjusting and closing entries, special problems in the purchase and sale of merchandise, notes and interest, depreciation, accruals and prepaid items, payroll records and personal income taxes. Students complete practice sets or simulations with the computer software. Students formulate and interpret financial information for use in management decision making.

8D615 CCM Business Computer Information Management I (DC) D

1 credit

Gr: 10-12

CCM

Prerequisite: Touch Systems Data Entry - Keyboarding

Description: [College and Career Magnet course offered only at LCHS] CCM Business Computer Information Management I will be the technology course required for students completing the Associate Degree program at Lakeview Centennial High School. This course prepares students to apply technology skills to personal/workplace business situations focused on word processing, spreadsheets, database, telecommunications, desktop publishing, presentation management, networking, operating systems, and emerging technologies. Students complete the course with an intermediate level skill in word processing, spreadsheet, and database applications. Students are provided the opportunity to gain OPAC (Office Proficiency Assessment and Certification) or MOS (Microsoft Office Specialist) certification for a fee. **For Dual Credit** the student must apply and be accepted into DC with DCCCD

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Business
Management &
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8D630 CCM Business Computer Information Management II (H)

8D635 CCM Business Computer Information Management II (H) (DC) D

CCM

Prerequisite: CCM Business Computer Information Management I; Recommended Prerequisite: TSDE - Keyboarding

Description: In CCM Business Computer Information Management II, students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software. During the course, students will enhance and develop skills necessary to pursue the industry recognized Microsoft Office Specialist (MOS) certifications for a fee, giving them an advantage when seeking either full or part-time employment. **Dual Credit** application needed for DC

8D600 CCM Business, Marketing and Finance (R)

1 credit

Gr: 9-12

CCM

Prerequisite: None

Description: [College and Career Magnet course offered only at LCHS] CCM Students interested in pursuing a pathway in the LCHS School of Business. Students will gain knowledge and skills in economics, personal finance, marketing of goods and services including advertising and product pricing and the impact of global business. This course allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities using project based learning problems and settings in business, marketing, and finance. Students gain knowledge and skills in economies and private enterprise systems, the impact of global business, the marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles.

8D670 CCM Capstone - Project Based Research (PBR) (H)

1 credit

Gr: 12

CCM

Prerequisite: Teacher recommendation

Description: (College and Career Magnet course offered only at LCHS) this project-based research course is for the students to have the ability to work as a team to create business plans as they relate to real-world problems. Student teams will develop a business using scientific methods of investigation and conduct in-depth research. Students will research various businesses to determine what makes them a success or a failure. The teams will compile their findings for an audience that includes experts in the field. Students may also have the opportunity to interview and intern with various businesses. To attain success, students must have the opportunities to learn, reinforce, apply, and transfer their knowledge, skills, and technologies in a variety of settings.

8D200 Global Business (H)

0.5 credit

Gr: 10-12

8D205 Global Business (H) (DC) D

Prerequisite: None

Description: (only at GHS or in GBL) Global Business is designed for students to analyze global trade theories, international monetary systems, trade policies, politics, and laws relating to global business as well as cultural issues, logistics, and international human resource management. Students may have an opportunity to travel to World Trade Center in Dallas for tour and presentation by international business owners.

GBL School of Global Business, Language and Leadership course is offered only at Naaman Forest High

8D520 GBL Business Computer Information Management I (H)

1 credit

Gr: 9-12

8D525 GBL Business Computer Information Management I (H) (DC) D

GBL

Prerequisite: Touch Systems Data Entry - Keyboarding

Description: GBL Business Computer Information Management I is a required course in the School of GBL. This course prepares students to apply technology skills to personal/workplace business situations focused on word processing, spreadsheets, database, telecommunications, desktop publishing, presentation management, networking, operating systems, and emerging technologies. Students complete the course with an intermediate level skill in word processing, spreadsheet, and database applications. Students will be required to complete four of the MOS (Microsoft Office Specialist) certifications (example: Word, Excel, PPT, Access, Outlook, etc.) exams.

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High School Course



Business Management & Administration

8D530 GBL Business Computer Information Management II (H) **1 credit** **Gr: 10-12**
8D535 GBL Business Computer Information Management II (H) (DC) ⓓ

GBL

Prerequisite: GBL Business Computer Information Management I

Description: Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society to make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies, create complex word-processing documents, develop sophisticated spreadsheets using charts and graphs, and make an electronic presentation using appropriate multimedia software. This course is offered as a dual credit or Tech Prep credit through DCCCD. Students will be provided an opportunity for a fee to gain the MOS (Microsoft Office Specialist) certification, giving them an advantage when seeking either full or part-time employment.

8D540 GBL Business Law (H) **1 credit** **Gr: 10-12**

GBL

Prerequisite: None

Description: Know your rights! This course introduces law and the origins and necessity of the legal system and the evolution of business law. Students will understand their rights and duties in today's society including employer-employee relations, your rights as a consumer, ethical and moral dilemmas, and the ever-changing legal implications of technology. This is a project based course and students will learn about how the laws affect businesses globally.

8D570 GBL Capstone - Project Based Research (PBR) (H) **1 credit** **Gr: 12**

GBL

Prerequisite: Teacher recommendation, two courses in cluster with one advanced recommended.

Description: [GBL only at NFHS] The GBL Capstone -Project-Based Research is a course for students to research a real-world problem. Students are matched with a mentor from the business or professional community to develop an original project on a topic related to career interests. Students use scientific methods of investigation to conduct in-depth research, compile findings, and present their findings to an audience that includes experts in the field. To attain academic success, students must have opportunities to learn, reinforce, apply, and transfer their knowledge and skills in a variety of settings. This course is designed as a capstone course to be taken at the end of the Global Business Academy.

8N540 GBL Entrepreneurship (R) **1 credit** **Gr: 10-12**

GBL

R. Prerequisite: GBL Principles of Business, Marketing, and Finance

Description: (GBL only at NFHS) Students will gain the knowledge and skills needed to become an entrepreneur. Students will learn the principles necessary to begin and operate a business. The primary focus of the course is to help students understand the process of analyzing a business opportunity, preparing a business plan, determining feasibility of an idea using research, and developing a plan to organize and promote the business and its products and services. In addition, students understand the capital required, the return on investment desired, and the potential for profit.

8D560 GBL Global Business (H) **0.5 credit** **Gr: 10-12**

8D565 GBL Global Business (H) (DC) ⓓ

GBL

Prerequisite: None

Description: GBL Students interested in pursuing a pathway in the School of Global Business, Language and Leadership at NFHS. Global Business is designed for students to analyze global trade theories, international monetary systems, trade policies, politics, and laws relating to global business as well as cultural issues, logistics, and international human resource management. Students may have an opportunity to travel to World Trade Center in Dallas for tour and presentation by international business owners.

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High School Course



Business Management & Administration

8D550 GBL Human Resources Management

0.5 credit

Gr: 10-12

GBL

Prerequisite: None

Description: [School of Global Business, Language and Leadership course is offered only at NFHS] Human Resources Management is designed to familiarize students with the concepts related to human resource management, including legal requirements, recruitment and employee selection methods, and employee development and evaluation. Students will also become familiar with compensation and benefits programs as well as workplace safety, employee-management relations, and global impacts on human resources. Students recognize, evaluate, and prepare for a rapidly evolving global business environment that requires flexibility and adaptability. Students analyze the primary functions of human resources management, which include recruitment, selection, training, development, and compensation. Topics will incorporate social responsibility of business and industry. Students develop a foundation in the economic, financial, technological, international, social, and ethical aspects of human resources in order to become competent managers, employees, and entrepreneurs. Students incorporate a broad base of knowledge that includes the legal, managerial, financial, ethical, and international dimensions of business to make appropriate human resources decisions.

8D510 GBL Principles of Business, Marketing and Finance (H)

1 credit

Gr: 9-12

8D515 GBL Principles of Business, Marketing, and Finance (DC)

GBL

Prerequisite: None

Description: GBL Students interested in pursuing a pathway in the School of Global Business, Language and Leadership at NFHS. Students will gain knowledge and skills in economics, personal finance, marketing of goods and services including advertising and product pricing and the impact of global business. This course allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities using challenged based learning problems and settings in business, marketing, and finance. Dual Credit application and acceptance for DC. This course aligns with BUSI 1301 at Richland College.

8H910 Health Informatics (R) (Spring double blocked)

1 credit

Gr: 11-12



GRCTC

Prerequisite: Prerequisites: Business Computer Information Management I and Medical Terminology

Description: The Health Informatics course is designed to provide knowledge of one of the fastest growing areas in both academic and professional fields. The large gap between state of the art computer technologies and the state of affairs in health care information technology has generated demand for information and health professionals who can effectively design, develop, and use technologies such as electronic medical records, patient monitoring systems, and digital libraries, while managing the vast amount of data generated by these systems. Student must make application and be accepted into the program.

8D220 Human Resources Management

0.5 credit

Gr: 10-12

Prerequisite: None

Description: Human Resources Management is designed to familiarize students with the concepts related to human resource management, including legal requirements, recruitment and employee selection methods, and employee development and evaluation. Students will also become familiar with compensation and benefits programs as well as workplace safety, employee-management relations, and global impacts on human resources.

8F900 Insurance Operations (Spring double blocked)

1 credit

Gr: 11-12



GRCTC

R. Prerequisite: Principles of Business, Marketing and Finance or any other Business and Industry Endorsement Principles course

Description: Insurance Operations focuses on planning, services for financial and investment planning, banking, insurance, and business financial management. Students will understand the laws and regulations in order to manage business operations and transactions in the insurance industry. This class will focus on all aspects insurance such as automobile coverage, homeowners, flood and earthquake insurance, commercial property insurance, commercial liability, title insurance, life insurance, health insurance, long-term care insurance, cancer insurance, Medicare and Medicaid. This is part of the Business Management Pathway. Student must make application and be accepted into the program.

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8H905 Medical Terminology - Front Office (DC) (Fall double blocked) D 1 credit Gr: 11-12



GRCTC

Prerequisite: None

Description: The Medical Terminology course is designed to introduce students to the structure of medical terms, including prefixes, suffixes, word roots, singular and plural forms, and medical abbreviations. The course allows students to achieve comprehension of medical vocabulary appropriate to medical procedures, human anatomy and physiology, and pathophysiology. The Student must also apply to DCCCD and be enrolled in the Medical Terminology class with El Centro College. The High School teacher is adjunct with El Centro College of Allied Health. **This course is part of the Medical Front Office Pathway.** The Student must also apply to DCCCD and be enrolled in the Medical Terminology class with El Centro College. The High School teacher is adjunct with El Centro College of Allied Health. For Medical Front Office Certificate through Richland College, all courses in Medical Front Office must be Dual Credit. Student must make application and be accepted into the program.

8D940 Practicum in Business Management I - Medical Front Office (R) 2 credits Gr: 11-12

8D945 Practicum in Business Management I - Medical Front Office (DC) D



Prerequisite: 16 years of age; Recommended Prerequisite: Touch System Data Entry -Keyboarding or Business Computer Information Management II

Description: Practicum in Business Management I - Medical Front Office is designed to give students supervised practical application of previously studied knowledge and skills with an emphasis on medical applications. Practicum experiences occur in a paid or unpaid arrangement and a variety of locations appropriate to the nature and level of experience. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies. Students develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions. This class prepares the student for Microsoft Office Specialist certification, which gives them an advantage when seeking either full or part-time employment and/or entering college. Student must make application and be accepted into the program.

8D950 Practicum in Business Management I (R) 2 credits Gr: 12

8D955 Practicum in Business Management I (DC) D



Prerequisite: 16 years of age; Recommended Prerequisite: Touch System Data Entry -Keyboarding or Business Computer Information Management II

Description: Practicum in Business Management I is designed to give students supervised practical application of previously studied knowledge and skills. Practicum experiences occur in a paid or unpaid arrangement and a variety of locations appropriate to the nature and level of experience. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies. Students develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions. This class prepares the student for Microsoft Office Specialist certification which gives them an advantage when seeking either full or part-time employment and/or entering college. Student must make application and be accepted into the program.

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8D960 Practicum in Business Mgmt I - Medical Front Office/Extended 3 credits Gr: 11-12

8D965 Practicum in Business Management I- Medical Front Office/Extended (DC) ⓓ



Prerequisite: 16 years of age; Recommended Prerequisite: Touch System Data Entry -Keyboarding or Business Computer Information Management II

Description: Practicum in Business Management I - Medical Front Office is designed to give students supervised practical application of previously studied knowledge and skills with an emphasis on medical applications. Practicum experiences occur in a paid or unpaid arrangement and a variety of locations appropriate to the nature and level of experience. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce or postsecondary education. Students apply technical skills to address business applications of emerging technologies. Students develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions. This class prepares the student for Microsoft Office Specialist certification which gives them an advantage when seeking either full or part-time employment and/or entering college. Student must make application and be accepted into the program.

8D970 Practicum in Business Management I/ Extended (R) 3 credits Gr: 12

8D975 Practicum in Business Management I/ Extended (DC) ⓓ



GRCTC

Prerequisite: 16 years of age; Recommended Prerequisite: Touch System Data Entry -Keyboarding or Business Computer Information Management II

Description: Practicum in Business Management I is designed to give students supervised practical application of previously studied knowledge and skills. Practicum experiences occur in a paid or unpaid arrangement and a variety of locations appropriate to the nature and level of experience. Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and to make a successful transition to the workforce or postsecondary education; apply technical skills to address business applications of emerging technologies; develop a foundation in the economic, financial, technological, international, social, and ethical aspects of business to become competent consumers, employees, and entrepreneurs. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students incorporate a broad base of knowledge that includes the legal, managerial, marketing, financial, ethical, and international dimensions of business to make appropriate business decisions. This class prepares the student for Microsoft Office Specialist certification which gives them an advantage when seeking either full or part-time employment and/or entering college. Space may be limited.

8D100 Principles of Business, Marketing & Finance (R) 1 credit Gr: 9-12

8D105 Principles of Business, Marketing & Finance (DC) ⓓ

Prerequisite: None

Description: In Principles of Business, Marketing, and Finance, students gain knowledge and skills in economies and private enterprise systems, the impact of global business, the marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles. This course allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems, and settings in business, marketing, and finance.

8C110 Professional Communication (R) 0.5 credit Gr: 9-12

Prerequisite: None

Description: Professional Communications blends written, oral, and graphic communication in a career-based environment. Careers in the global economy require individuals to be creative and have a strong background in computer and technology applications, a strong and solid academic foundation, and a proficiency in professional oral and written communication. Within this context, students will be expected to develop and expand the ability to write, read, edit, speak, listen, apply software applications, manipulate computer graphics, and conduct Internet research.

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High School Course



**Business
Management &
Administration**

8D110 Touch System Data Entry - Keyboarding (R)

0.5 credit

Gr: 9-12

8D115 Touch System Data Entry - Keyboarding (DC) D

Prerequisite: None

Description: In Touch System Data Entry, students apply technical skills to address business applications of emerging technologies. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the business environment. Students will need to apply touch system data entry for production of business documents. For Dual Credit there will be an emphasis on Medical Front Office skills as part of a Medical Front Office Level I Certificate with Richland College. Student must apply and be accepted for Dual Credit.

8D210 Virtual Business (R)

0.5 credits

Gr: 10-12

R. Prerequisite: Touch System Data Entry-Keyboarding

Description: [RHS only] Virtual Business is designed for students to start a virtual business by creating a web presence, conducting online and off-line marketing, examining contracts appropriate for an online business, and demonstrating project-management skills. Students will also demonstrate bookkeeping skills for a virtual business, maintain business records, and understand legal issues associated with a virtual business. Students will be able to provide administrative, creative, and technical services using advanced technological modes of communications and data delivery. The student will build a functional website that incorporates the essentials of a virtual business.

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