

DEPARTMENT COURSE OFFERINGS

BUSINESS DEPARTMENT

The goals of the Business Department are to provide students with activities which:

- develop business skills that apply to their personal lives as well as to their careers.
- teach and reinforce technology skills that prepare them for a technological world
- explore a variety of career opportunities, and
- assist them in developing a personal work ethic

THE INTERNATIONAL BUSINESS ACADEMY (IBA)

Worthington Kilbourne High School cordially invites you to consider this program: The International Business Academy is a two-year career academy, which provides a rigorous and relevant interdisciplinary curriculum in the areas of:

- business,
- culture,
- global language,
- technology,
- along with the core academic areas of English, math and social studies.

Benefits of a career academy include:

- Deeper relationships between staff and students, and between students themselves, because students move through classes together with a core set of teachers, for at least 2 years;
- Classes are centered around particular career interests;
- Team planning of curriculum and activities;
- Students are prepared for both college and careers, because they complete a College Prep curriculum with a business theme; and
- Students benefit from strong partnerships with employers, the community, and local colleges.

The Academy provides a wonderful foundation in 21st Century skills for students interested in pursuing business-related careers or those who plan to open their own business someday. The Academy also provides students the opportunity to earn college credit for many of the Academy courses through Columbus State Community College. At each grade level, students complete specific Academy courses with other Academy students, although arrangements can be made for students who wish to substitute honors or AP courses in place of certain core academic Academy course requirements. Students not enrolled in the Academy are invited to sample Academy classes, as space permits.

Throughout the two years of the Academy, students learn from guest speakers, participate in field trips and cultural activities. Some examples of current cultural activities include: participating in activities hosted by the Columbus Chinese Language School and Columbus Japanese Language School, being pen pals with students from another country, and videoconferencing with students and businesses in other states and countries. During the two years of the Academy, students participate in several meaningful career exploration/development activities including:

- job shadowing,
- mentoring,
- internships

Only 25 students are accepted into the IBA each year. Interested students should complete an application

IBA Course Sequence

Junior	Intro to Business*	Accounting*
Senior	Personal Fincial Management	Career Mentorship

* Available for dual enrollment credit through Columbus State Community College

COURSES OFFERED

Grade	Course #	Course Title	Credits
9, 10, 11, 12	1330	Web Page Design	1/2
10, 11, 12	5110	Accounting 1	1/2
10, 11, 12	5142	Accounting 2	1/2
9, 10, 11, 12	5211	Keyboarding and Computer Skills	1/2
9, 10, 11, 12	5040	Microsoft Office Advanced Applications	1/2
9, 10, 11, 12	5030	Personal Financial Management	1/2
11, 12	5310	Introduction to Business	1/2
11, 12	5320	Career Mentorship	1/2
9, 10, 11, 12	5360	Law 1	1/2
10, 11, 12	5370	Law 2	1/2

WEB PAGE DESIGN

1 Semester
1/2 Credit

Grades: 9, 10, 11, 12
Prerequisite: Keyboarding & Computer Skills, Multimedia or permission of instructor
Graded: Conventional or pass/fail

Would you like to be able to design your very own web site? If so, then this course is for you. The skills you learn could lead you into a career in Web Publishing. Skills that are taught include Internet basics, HTML, web design fundamentals, layout, and web authoring. These topics are reinforced by hands-on computer activities in which students design several web sites. All work is done in class.

ACCOUNTING 1

1 Semester
1/2 Credit

Grades: 10, 11, 12
Prerequisite: None
Graded: Conventional

This course is designed to provide students with a basic understanding of accounting principles and procedures including analysis of business transactions, journalizing, posting, adjusting and closing entries, and financial statement preparation. Also included are transactions involving payroll accounting, bank accounts, and cash funds.

ACCOUNTING 2

1 Semester
1/2 Credit

Grades: 10, 11, 12
Prerequisite: Accounting 1
Graded: Conventional

Are you interested in continuing your knowledge of accounting procedures? Accounting 2 instructs students in more advanced accounting concepts. Students learn the accounting cycle for a corporation, including depreciation, inventory, notes payable and receivable, and uncollectible accounts. Most work will be completed in class.

KEYBOARDING & COMPUTER SKILLS

1 Semester
1/2 Credit

Grades: 9, 10, 11, 12
Prerequisite: None
Graded: Conventional or pass/fail

Everyone should take this class! For students planning to attend college, keyboarding/computer skills are essential. Few college professors accept handwritten work. These skills are also important for students who pursue other career ventures. Every career requires some degree of keyboarding/computer skills with reasonable speed, accuracy, and basic program expertise. Students in this course also study Word, Excel, and Access. All work is completed in class.

MICROSOFT OFFICE ADVANCED APPLICATIONS

1 Semester
1/2 Credit

Grades: 9, 10, 11, 12
Prerequisite: Keyboarding or permission of instructor
Graded: Conventional or pass/fail

In this hands-on course, students will use Microsoft Word, Excel, Access, and PowerPoint to create business cards, posters, flyers, brochures, presentations, and databases, just to name a few. In addition, students will learn about the inner workings of a computer, and see what makes it tick. Evaluation is based on in-class assignments, projects, quizzes and tests. There is no homework.

PERSONAL FINANCIAL MANAGEMENT

1 Semester
1/2 Credit

Grades: 9, 10, 11, 12
Prerequisite: None
Graded: Conventional

Personal Financial Management is THE course for your lifetime! Units of study consist of Budgeting, Banking, Savings, Credit, Insurance and Investments. Reality-based projects are a must; speakers are a must! You will even experience

investing in real-life current stocks through The Stock Market Game (electronically based) provided to us for a two-month period of play through The Columbus Dispatch. Experience a virtual simulation as a culminating experience.

INTRODUCTION TO BUSINESS

1 Semester
1/2 Credit

Grades: 11, 12
Prerequisite: None
(Personal Financial Mgmt. recommended)
Graded: Conventional

Thinking about majoring in business in college or owning your own business? This course is a must for college-bound students considering a career in business or a related field. Introduction to Business explores areas such as Management, Human Resources, Economics, Marketing, Sales and International Business. Many hands-on activities reinforce concepts learned. Students, using a computer simulation, operate a virtual business during most of the course. The final project involves operating an actual business.

CAREER MENTORSHIP

1 Semester (repeatable)
1/2 Credit

Grades: 11, 12
Prerequisites: Must have own transportation
Graded: Conventional

Career Mentorship allows students to complete a 45-hour internship at a local business of their choice. Students will meet together as a group periodically throughout the semester to discuss issues such as: managing work and family, interpersonal communications, leadership, problem solving, job duties and responsibilities, and career planning among other topics. (Dates, times and location for group meetings will be decided once the course has started.) Students must have their own transportation. (This course is offered online, rather than during the normal school day.)

LAW 1

1 Semester
1/2 Credit

Grades: 9, 10, 11, 12
Prerequisites: None
Graded: Conventional

Are you interested in finding out how the law affects you? Have you ever wondered what it would be like to be an attorney or a witness, or to actually try a case in court? If so, then Law 1 is the course for you! Law 1 focuses on civil law, as well as juvenile law. Law 1 provides students with interesting information that affects them. Students learn about the legal system by studying the civil trial process, and by participating in several mock trials throughout the semester. Students take a field trip to the Franklin County Courthouse to watch cases being tried. During the course of the semester, students also take a tour of the Franklin County Jail, study torts (which are a type of lawsuit) and study consumer law. Speakers including attorneys, police officers, and judges, are invited to class to share their expertise.

LAW 2

1 semester
1/2 Credit

Grades: 10, 11, 12
Prerequisite: Law 1
Graded: Conventional

Are you ready to learn about the criminal justice system? Law 2 continues to explore legal issues by studying criminal law, with an emphasis on search and seizure, as well as contract law. Students will also learn about the appeals process by taking a field trip to the Ohio Supreme Court. In addition, students role play important constitutional issues through mock trials and mock Appellate Court Hearings. Speakers, including criminal defense attorneys, district attorneys, and police officers share their knowledge and experiences with the students.

Co-Curricular Activity: Mock Trial Team

Any students enrolled in Law 1 or Law 2 are eligible to participate on the school Mock Trial Team. Students compete in the role of attorneys and witnesses against other schools by arguing both sides of a Constitutional issue. Competitions are held at the district, regional, state, and national level. Legal issues in the past have included prayer in schools, curfew, sexual harassment, ethnic discrimination, the death penalty, privacy, and speech. Tryouts are held in November; competition begins in February.