

PRE-ACCOUNTING

Pre-Accounting introduces the student to the day-to-day recordkeeping of personal budgets, banking records, payroll records, credit records and business transactions.

Open to Grades 9, 10, 11, 12

Prerequisite: None

Credit: 1 (Meets 4th Math credit requirement)

ACCOUNTING I

Accounting I introduces the student to accounting principles and procedures for a sole proprietorship. The accounting cycle emphasizes analyzing and recording business transactions in the General Journals and generating financial statements.

Open to Grades 10, 11, 12

Prerequisite: None

Credit: 1 (Meets 4th Math credit requirement)

COLLEGE ACCOUNTING HONORS

Students will earn college credit from the University of Rhode Island. (See your Guidance Counselor for details.)

The course presents financial accounting for a corporation. Topics include the accounting cycle, financial statements, special journals, receivables, payables, voucher systems, petty cash and control, and statement analysis through the use of ratios. The students can earn three college credits from URI for a nominal fee. Grades are sent to URI where an official transcript will be set up for the student. The students can earn four college credits from CCRI if they enroll in and pass the second accounting course at CCRI, (**CALLED**) Managerial Accounting. Accounting I is helpful, but not necessary; commitment to learning is essential.

Prerequisite: None

Credit: 1(Meets 4th Math credit requirement)

BUSINESS MANAGEMENT HONORS Students will earn college credit from the University of Rhode Island (See your Guidance Counselor for details.)

This course presents concepts on the nature of business and its role in the world. The structure of the corporation will be studied in its relation to personnel, financial analysis, organization, and responsibilities. The students can earn three college credits from URI for a nominal fee. Grades are sent to URI where an official transcript will be set up for the student. The students can earn three college credits from CCRI for free. The grades will be sent to CCRI where an official transcript will be set up for the student. Strong interest in Business is recommended; commitment to learning is essential.

Prerequisite: None
Credit: 1

BUSINESS ELECTIVES

BUILDaBUSINESS.COM

What a course! Students enrolled in the BuildaBusiness.com course will learn and apply the tools and techniques of starting their own business on the Internet. Topics include the selection of products that will really sell over the Internet and how these products will be marketed to future customers through the process of designing business web pages. The course will include a history of Internet businesses and the e-commerce industry. Existing Internet businesses will be analyzed to help in the development of student business web pages.

Open to Grades 9 - 12

Prerequisite: None

Credit: .5

COLLEGE AND CAREER PROFILES

In this course, students will focus on their personalities, skills, abilities, interests, and aptitudes and how these components are linked to college and career choices. A variety of colleges and universities will be surveyed to determine selected career programs/majors and their requirements. In addition, necessary skills and aptitudes for selected career choices will be discussed. Class projects will be completed. A variety of guest speakers will enlighten the students as they prepare for their future goals.

Open to Grades 10 -12

Prerequisite: None

Credit: .5

DESKTOP PUBLISHING

Students will be introduced to basic concepts of desktop publishing which include graphics and special enhancements, character and line spacing, text alignment and fonts, columns, and drawing techniques. The course will be taught using state-of-the-art computers.

Open to Grades 10-12

Prerequisite: None

Credit: .5

DIGITAL PORTFOLIO

In this class students will learn the skills needed and will begin to create their mandatory graduation portfolio. Students will be introduced to the

requirements and review process of the graduation portfolio. Students will organize class portfolio entries, projects, photos, school work and artifacts collected during all their classes. Students will design and digitize their graduation portfolio and will learn to use a variety of technology tools.

Open to Grade 11

Prerequisite: None

Credit: .5

FINANCIAL PLANNING

Financial planning is a MUST for everyone, even starting with high school students! Students will be introduced to the importance of financial planning and the importance of savings through investment choices for college, marriage, unexpected events in life, and retirement.

Open to Grades 10-12

Prerequisite: None

Credit: .5

INTERNATIONAL BUSINESS

Students will learn the importance of international business in our global economy. Topics include economic concepts, characteristics of business conduct in foreign countries, currency values around the world, marketing of international products, and proper international business etiquette and behavior. Projects using the Internet will be completed.

Open the Grades 10- 12

Prerequisite: None

Credit: .5

INTRODUCTION TO WEB PAGE DESIGN

The course is designed to introduce the concepts of web page development including HTML language, view bars, templates, tables, hyperlinks and anchors. The course is fun because it allows for creativity by each student in completing projects.

Open the Grades 10- 12

Prerequisite: Keyboarding Course

Credit: .5

KEYBOARDING

In Keyboarding, students will learn and master proper techniques and proficiency on the computer. The students will focus on the fundamental principles of keyboarding and production of letters, centering, tables, and

reports. In addition to increasing speed and accuracy, students will use the Internet in problem-solving and critical-thinking activities and projects.

Open to Grades 9-12

Prerequisite: None

Credit: .5

MONEY MATTERS

In Money Matters, students will focus on interesting and varied topics that include preparing for a job, ethics in the workplace, maintaining a checking account, developing a personal/family budget plans, and preparing federal and state income tax forms.

Open to Grades 9-12

Prerequisite: None

Credit: .5

PORTFOLIO/TECH PREP

In this class students will be introduced to the requirements and review process of the graduation portfolio. Students will learn the skills needed and will be introduced to the Rhode Island Electronic Portfolio System (RIEPS). Students will learn the skills necessary to organize class portfolios, projects, photos, school work and artifacts collected and upload to the electronic portfolio system. The technology component includes: Internet Research/MLA Formatted Reports, MS Word, MS PowerPoint, and MS Excel.

Open to Grade 9

Prerequisite: None

Credit: .5

SPEECH AND DEBATE and PRESENTATION SKILLS

The student will have fun as they learn how to make presentations in front of the class. They will learn unique presentation skills that will enhance their presentations, not only in this course but in all of their courses where oral presentations are required. These kinds of presentation skills will be helpful to them in college as well as in their future jobs.

Open to Grades 9-12

Prerequisite: None

Credit: .5

SPORTS AND ENTERTAINMENT MARKETING

This class is a **MUST** for the student interested in learning marketing concepts through the eyes of an athlete or entertainer. The class will examine how products and services are marketed using recognizable sports or entertainment personalities through endorsements, charity events, and public

relations. This quarter-long class will examine College and Professional sports marketing in basketball, football, baseball, hockey, golf, and tennis. In addition, students will examine the promotion of movies, popular music, and theater productions.

Open to Grades 10-12

Prerequisite: None

Credit: .5

FASHION MERCHANDISING

Students will learn about the role of fashion in our global economy. Retail management, market analysis, and the marketing of fashion items will be discussed. Activities include conducting market surveys, speakers in the fashion world, and other related projects will be completed. Students will be involved in the planning and implementing of a fashion show.

Open to Grades 10-12

Prerequisite: None

Credit: 1

HOW TO START AND OPERATE A SMALL BUSINESS

Students will learn what is necessary to start and operate a small business. This specialized curriculum from the Community College of Rhode Island focuses on identifying your personal skills, attitudes, and abilities to start a business of your own. Many group activities are completed. Students will be introduced to writing a business plan as well as to exploring ideas to finance a business. Each student will actually start his/her own business on a small scale.

Open to Grades 10-12

Prerequisite: None

Credit: 1

PERSONAL AND BUSINESS LAW

Personal and Business Law is designed to acquaint the student with law as it applies to everyday living. Primary emphasis is placed on contracts, negotiable instruments, sales, bailment, loans, and other related law. Students also learn and understand their personal rights, duties, and obligations as a citizen. Projects using the Internet will be completed.

Open the Grades 10-12

Prerequisite: None

Credit: 1

PERSONAL FINANCE

Personal Finance is designed to help students who have difficulty in basic financial concepts by reviewing and reinforcing addition, subtraction, multiplication, division, fractions, percentages, and rounding off numbers. The

students will apply basic financial concepts to business situations, such as: simple interest, wages, banking procedures, sales tax, installment loans, taxes, commissions, and other related business topics.

Open to Grades: 11 and 12

Prerequisite: None

Credit: 1 (Meets 4th Math credit requirement)

SCHOOL STORE MANAGEMENT I

School Store Management I is designed for self-motivated students who are interested in learning about management procedures for the school store, THE NOVAN NOOK. Students will learn retail management concepts and skills including marketing, sales, promotion, advertising, pricing, inventory control, public relations, economics, recordkeeping, communication, and interpersonal skills. Students must be able to work independently as well as in teams. Research on the Internet and computer applications will be incorporated in this course. The students will be given an opportunity to apply what they have learned by working in the store with students who are enrolled in School Store Management II.

Open to Grades 10-12

Prerequisite: None

Credit: 1

SCHOOL STORE MANAGEMENT II

School Store Management II is designed for students to gain hands-on experience in working in the school store, THE NOVAN NOOK. Students will be responsible for the daily operation of the store during Block 3. They will also be responsible for preparing work schedules and overseeing School Store Management I students in the store as well as preparing shopping lists, stocking merchandise, and maintaining the general upkeep of the store. Only dedicated students who have passed School Store Management I and who have expressed a genuine interest in this hands-on experience should enroll in this course. A maximum of three students will be selected each semester to perform these managerial duties.

Open to Grades 11 and 12

Prerequisite: School Store Management I

Credit: 1

SPEEDWRITING

This course is excellent for the business-oriented student as well as for the college preparatory student. Students learn an abbreviated alphabetic writing

system, **SUPERWRITE**, as it applies to dictation, speedwriting, and note taking in an office setting or in a college classroom.

Open to Grades 9-12

Prerequisite: None

Credit: 1