



Program Description The workplace of today requires its workers to use computers, understand how they interface with other technologies, think critically, solve problems, communicate effectively, apply technology to task, and work in teams.

The San Carlos High Business Program is a catalyst for change and a program for all students as they transition from school to college/career. San Carlos High has restructured the business program to include rigorous and relevant foundation courses that support Arizona Standards, which are aligned to academic outcomes, and include content that is needed to understand business, finance, economic and entrepreneurial concepts.

Advanced Business I	Advance Business II	Advance Sales/Marketing
<p>NAME OF COURSE: Advanced Business I CIP: 52 0200 10 LENGTH OF COURSE: 2 semesters GRADE LEVEL: 10, 11, 12 PREREQUISITE: Must complete Career Exploration with a C or better. Or with teacher approval</p> <p>A first course in computers designed to provide students with hands-on experience of the</p>	<p>NAME OF COURSE: Advanced Business II CIP: 52 0200 20 LENGTH OF COURSE: 2 semesters GRADE LEVEL: 11, 12 PREREQUISITE: Must complete Advanced Business I with a C or better, or with teacher approval.</p> <p>Introduces the entrepreneurial concepts of business management, including planning, raising capital,</p>	<p>NAME OF COURSE: Advanced Sales/Marketing CIP: 52 0200 25 GRADE LEVEL: 12TH grade PREREQUISITE: Must complete Career Exploration & one Advanced Business class with a C or better.</p> <p>A study of all the business functions performed in getting goods and services from the</p>

<p>personal computer and its uses in society. Application programs from the Microsoft Office Suite will be taught including Word, Excel, Access, and PowerPoint.</p> <p>Students can focus on Microsoft Office Specialist Certification Requirements. Microsoft Office Specialist Exam Objectives and Skills are categories of examination tasks, identified by subject-matter experts that certify an ability to productively use Microsoft Office applications. These categories are organized into skills sets representing the more basic functions of each Office Application.</p>	<p>using business information, managing employees, and marketing products and services. The course includes the principles needed to operate a business and is designed for those who plan to have their own businesses and for those who desire to upgrade their skills in business management.</p>	<p>producer to the consumer, including understanding the customer and designing an appropriate system of products, pricing, promotion, and distribution to meet customer needs.</p> <p>Explores the importance of selling as a business activity, knowledge of the product and customer, the sales communication process, and the specific techniques and strategies used in selling. Also emphasizes customer service concepts crucial to the operation of a successful business.</p>
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