

# Business & Values Program

Classes available to register for during 2019–2020 school year.

In a continued effort to expand our curriculum to provide students with additional opportunities for personal and educational growth, we are excited to partner with Choice Bank to offer a new Business and Finance program at Sacred Heart. With a common purpose to deliver values based business education, members from Choice Bank will join us in the classroom throughout the 2019–20 school year to help support our curriculum and provide real-life examples to our students as they gain an understanding of business and finance.

## Computer Applications

**Yearlong Course**  
Available to Grade 8

- Microsoft Technology
- Basics of Microsoft Office Word, Excel, PowerPoint, and Outlook
- Business Communication
  - Proofreading Skills
  - Business Letters and Formatting
  - Email Etiquette
  - Social Etiquette
- Management
  - Values and Strategies
  - People (Soft) Skills
  - Work Ethics
- Importance of Community

## Personal Finance

**Yearlong Course**  
Available to Grade 10

- Lifelong Goals
- Employment Forms and Acts
- Salary and Benefit Packages
- Filing Taxes
- Implementing the Budget
- Credit and Debit Cards, Loans, FICO Scores
- Banking, Reconciliation, and Services
- Insurances: Car, Property, Liability, Rental
- Power of Attorneys/Personal Representative
- Car Purchases/Leasing and Warranties
- Apartment Leasing—Landlord and Tenant Rights
- Investments, Everyday Living Applications
  - Stock Market

## Microsoft Office Suite

**Semester Course**  
Available to Grades 9–12

- MOS Word—High School, College/ Career Preparation, and Lifetime Applications
  - Introductory, Intermediate, and Advanced Skills
- MOS Excel Spreadsheets—Banking, Finance, Accounting, and Personal Lifetime Applications
  - Introductory, Intermediate, and Advanced Skills

## Personal & Business Law

**Yearlong Course**  
Available to Grades 9–12

- Law for Individuals and Businesses
- Trial and Appellate Courts
- Ordinances, Civil (Torts), and Criminal Crimes
- Mediation vs. Arbitration
- Adult vs. Juveniles
- Contracts, Insurances, Landlord and Tenant Rights
- Power of Attorney and Personal Representatives
- Self Defense
- Variety of Speakers and Field Trips
- Essentials for Careers in Law Enforcement, Social Work, Criminal Justice, and Law

## Accounting I & II

**Semester Courses**  
Available to Grades 10–12

- Introduction to Accounting
- Language of Business
- Essentials for All Careers in Finance, Accounting, Banking, and Entry-Level Positions in Business and Marketing

## Accounting III & IV

**Semester Courses**  
Available to Grades 11–12

- Immediate and Advance Accounting
- Language of Business
- Essential for All Careers in Finance, Accounting, Banking, and Entry-Level Positions in Business and Marketing

## Entrepreneurship

**Yearlong Course**  
Available to Grades 10–12

- Types of Business Ownerships
- How to Start your Own Business
- Capital, Private Equity, and Risk
- Location, Location, Location
- Business Plans
- Marketing, Advertising, and Sales
- HR, Risk, and Progressive Discipline
- Management
- Values and Strategies
  - Leadership Styles
  - People (Soft) Skills
  - Social Media
- Business Resources
- Business Loans
- Interview Components
- Internships Placements
- Eagle School Store Management

## Work Study

Available to Grades 11–12

- Future program. Look for more details regarding this opportunity in the 2020–21 school year!



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