

BUSINESS EDUCATION

ACCEPTABLE USE POLICY FORM MUST BE AUTHORIZED BY PARENT/GUARDIAN AND BE ON FILE IN LIBRARY IN ORDER TO USE ANY SCHOOL COMPUTER.

COLLEGE LEVEL ACCOUNTING (NCCC) (9040)

This course is designed to introduce students to the basics of Accounting. Students will be introduced to Business Decisions and Financial Accounting. Specifically, Financial Statements, Fraud, Internal Controls, Merchandising Operations, Inventories, Cost of Goods Sold, Receivables, Bad Debt Expense, Assets, Liabilities, Stockholders' Equity, and Statement of Cash Flows. *****This course is offered for college credit through NCCC.***

Credit:	1 unit
Level:	Grades 10-12
Prerequisite:	None
Fee:	\$237 (\$79/credit=3 credits) Subject to change

CAREER EXPLORATION INTERNSHIP PROGRAM (CEIP) (9046)

CEIP is an internship program approved by both the NYS Education Department and the NYS Department of Labor. This course requires students to complete a **54 hour** on-site internship experience (**non-paid**) under the supervision of a mentor. *Also required is 27 hours of related classroom instruction; however, this requirement can be fulfilled through completion of the Career and Financial Management course.* Internships are available to a student age 16 and above with a strong interest in exploring a particular career field. Once scheduled, the internship coordinator identifies potential internship sites in the student's occupational area and makes a selection. The program is offered throughout the school year and is very flexible to fit the needs of busy student schedules. This course operates like an independent study as it does not take up a period in the student's schedule. *Students can be granted early release from school to accommodate their placement and completion of hours.* Students are placed throughout the WNY area and are **responsible for their own transportation**. This course is taught by a certified internship coordinator. Students will earn half a credit and receive a pass/fail grade upon completion.

Credit:	½ unit
Level:	Grades 11-12

GENERAL EDUCATION WORK EXPERIENCE PROGRAM (GEWEP) (9048)

GEWEP is an internship program approved by both the NYS Education Department and the NYS Department of Labor. This course requires students to complete **150 hours** on-site internship experience (**compensated**) under the supervision of a mentor. *Also required is 27 hours of related classroom instruction; however, this requirement can be fulfilled through completion of the Career and Financial Management course.* Internships are available to students age 16 and above with a strong interest in exploring a particular career field. Once scheduled, the internship coordinator identifies potential internship sites in the student's occupational area and makes a selection. The program is offered during the fall and spring semesters. Students are placed throughout the WNY area and are **responsible for their own transportation**. *Students can be granted early release from school to accommodate their placement and completion of hours.* This course is taught by a certified internship coordinator. Students will earn half a credit and receive a pass/fail grade upon completion.

Credit:	½ unit
Level:	Grades 12

FUNDAMENTALS OF MARKETING (NCCC) (9096)

All companies and organizations use marketing to help sell their products and services. In this course, students will have the opportunity to learn about marketing strategies, product development, promotion, pricing, and distribution in a variety of industries including Sports & Entertainment and Hospitality & Tourism. Students will use the **Internet**, **MS Publisher** and **PowerPoint** for the creation of marketing tools. Guest speakers and field trips will enhance the learning process. *This course is offered for college credit through NCCC.*

Credit: 1 unit/3 college credits
Level: Grades 11-12
Prerequisite: None
Fee: \$237 (\$79/credit=3 credits) Subject to change

INTRODUCTION TO WEB DESIGN (NCCC) (9062)

Are you looking to develop mobile apps or develop a web page? Web Design and Mobile APP Development is a class that is offered to students who wish to develop, design and publish web pages and learn the basics of Mobile App Development. The course will introduce the methods and techniques of Web page design using HTML and Adobe Dreamweaver software. In addition, students will learn the skills required to design, develop and deploy apps. The course is structured in a hands-on, project-based experience for students. *This course is offered for college credit through NCCC.*

Credit: ½ unit/3 college credits
Level: Grades 9-12
Prerequisite: None
Fee: \$237 (\$79/credit=3 credits) Subject to change

MS OFFICE (NCCC) (9070)

This hands-on course introduces students to the use of computers in daily work or school activities. Students will use computers and will learn software programs including Microsoft Word, Excel, Access, and PowerPoint. Various word processing applications such as newsletters, flyers, and multiple-page documents are emphasized. Spreadsheet and database techniques are used to help the student organize and keep records involving math formulas. Students will learn how to develop databases in Access to organize data. Students will also learn PowerPoint and the proper way to develop a presentation for an audience. Other software programs will be introduced if time permits. *This course is offered for college credit through NCCC.* This course satisfies the computer course requirement for graduation.

Credit: ½ unit/ 3 college credits
Level: Grades 9-12
Prerequisite: None
Fee: \$237 (\$79/credit=3 credits) Subject to change

LEGAL ENVIRONMENT OF BUSINESS (NUSTEP) (9094)

This exciting course is organized to create an understanding of our legal system and to show respect both for the law and those responsible for enforcing the law. It is designed to develop awareness of one's legal rights and obligations in personal, consumer, and business situations. Some topics include: Criminal, Civil, and Juvenile Justice Systems, contracts, consumer protection, employer-employee relationship, insurance, and real & personal property. Field trips and guest speakers will enhance the learning process in this course. *This course is offered for college credit through Niagara University.*

***This course may be used to earn credit for the 5th unit in a 5-unit social studies sequence.**

Credit: 1 unit/3 college credits
Level: Grades 10-12
Prerequisite: None
Fee: Niagara University (cost approximately \$250)

PERSONAL FINANCE AND INVESTMENT (9095)

This course stresses the individual's roles and financial responsibilities as student, citizen, family member, consumer, and employee. Personal Finance students will create a budget, financial, savings, insurance and investment plan. Students can immediately begin to apply learned skills in their own lives. Students will learn strategies for handling credit and managing their debt. Students will also look at how their choice of career and lifestyle will affect their financial plan.

Credit: ½ unit
Level: Grades 11-12
Prerequisite: None

CAREER AND FINANCIAL MANAGEMENT (9140)

The Career and Financial Management course stresses the effective management of personal, time, and financial resources in our students' futures. Career planning and job searches are integrated with developing the skills employers want. Topics will include interview techniques for college and career, writing a strong resume and college/employment application preparation.

Students will learn how to develop financial responsibility and preparation for their future. Personal budgets, checking and savings accounts, other banking and credit are enhanced by the use of personal computers.

This course is required for any student taking a sequence in Career and Technical Education (CTE). This course is taught by both the Business Department as well as the Technology Department. All students are required to take this course for graduation.

Credit: ½ unit
Level: Grades 10-12
Prerequisite: None

INTERNATIONAL BUSINESS (9051)

International Business is the foundational course for all AIBF members but is open to all students as an elective. Students will learn about the world's marketplaces, cultural influences, legal and political forces, and ethics and social responsibilities of American businesses operating in a global environment. Some of the topics covered include: importing & exporting, national trade policies, international marketing, and human resources management. Guest speakers and field trips to local businesses involved in international business and trade will also be a part of this course.

Students successfully completing this course may be eligible for college credit.

Credit: 1 unit
Level: Grades 10-12
Prerequisite: None
Fee: \$237 (\$79/credit=3 credits) Subject to change

SOCIAL MEDIA (9057)

This is a twenty week course in which students will earn ½ credit towards graduation. *This course serves as the introductory course for Academy of Finance students but is also available to take as an elective.* This course will focus on digital literacy and prepare students to take ownership of their digital lives. Topics include Social Media and Well Being, Privacy and Security, Digital Footprint, Cyberbullying and Social Media Marketing. Students will gain experience participating in classroom discussions, presenting and developing a personal mission statement. As the culminating project, students will create a Social Media Campaign for a local business.

Credit: ½ unit
Level: Grade 10-12

Academy of Finance

The Academy of Finance (AOF) is a three-year program designed to provide students with the option to select a business pathway. Students will be exposed to work-based learning opportunities to hone essential soft skills. Students can apply and be accepted into the program beginning their freshman year. The Academy is a member of NAF, a national network of education, business and community leaders who work together to ensure high school students are college, career and future ready. Lewiston-Porter's AOF is one of fourteen academies in thirteen school districts across Western New York. The following courses are a part of the Academy program at Lewiston-Porter:

SOCIAL MEDIA (9057)

This course serves as the introductory course for Academy of Finance students but is also available to take as a general elective. This course will focus on digital literacy and prepare students to take ownership of their digital lives. Topics include Social Media and Well Being, Privacy and Security, Digital Footprint, Cyberbullying and Social Media Marketing. Students will gain experience participating in classroom discussions and will develop and present a personal mission statement. As the culminating project students will create a Social Media Campaign for a local business.

Credit: ½ unit
Level: Grade 10

INTERNSHIP

Each Academy student must complete an 80-hour, compensated internship in the summer following their junior year. Students will use a resume and interview skills to participate in an interview and will then be offered a position by a sponsor. During the internship, students will use skills learned in the Academy such as computer skills, accounting, presentation skills, researching, etc. to complete work for the sponsor company.

Credit: ½ unit
Level: Summer after Grade 11

ACADEMY PORTFOLIO (9044)

Students are required to complete a portfolio in the fall semester after their junior year. The portfolio is broken up into 5 sections; Professional Profile, College Prep and Workforce Competencies, Evaluations, Career Exploration, and Additional Achievements. The portfolio allows students to showcase exemplary work and the many achievements they have earned throughout their high school years academically, athletically, and through extra-curricular situations.

Credit: ½ unit
Level: Grade 12
Fee: \$15.00 for Portfolio Supplies

PATHWAYS

Marketing

College Level Accounting (ACC 116 - NCCC)
Career & Financial Management*
Intro to Computer Applications* (CIS 100 – NCCC)
Fundamentals of Marketing (BUS 113 - NCCC)
Community Service Experience

Business Law

College Level Accounting (ACC 116 - NCCC)
Career & Financial Management*
Intro to Computer Applications* (CIS 100 – NCCC)
Legal Environment of Business (LAW 205 – NU)
Community Service Experience

International Business

College Level Accounting (ACC 116 - NCCC)

Career & Financial Management*

Intro to Computer Applications* (CIS 100 – NCCC)

LOTE (Language other than English) 2 years*

Intro to International Business (NCCC BUS 103)

International Experience**

*Graduation requirement for all LP students

**Academy students who choose the International Pathway must participate in an international experience approved by the Academy Director.

Examples of past international experiences are:

- Travel internationally through the Lewiston-Porter International Studies program
- Host international students visiting Lewiston-Porter from any of our sister schools
- Peer mentor international students who are studying and graduating from Lewiston-Porter