

HIGH SCHOOL BUSINESS EDUCATION COURSE CODES GRADES 9-12

*High school (grades 9-12) courses in Business Education **require 150 contact hours** per Career and Technical Education (CTE) credit.*

Course Code	Course Name	Recommended Grade Levels	Description	High School Credit Options*	License/credential Required**
14010	Accounting I	9-12	Students in Accounting I will learn the fundamentals of Accounting principles that include: terminology, accounting cycle, basic concepts, financial statements, roles of accountants and ethics in accounting. Simulation packets are often integrated in the course.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>	License Code: 03020-Business Ed/General Business ♦ K-12, 1-12, 5-12, 9-12 OR 03025-CTE Business Education ♦ K-12, 1-12, 5-12, 9-12
14011	Accounting II ♦ Prerequisite: Accounting I	9-12	Students in Accounting II will continue learning the fundamental concepts of Accounting. Topics covered include terminology, accounting cycle, basic concepts, financial statements, roles of accountants and ethics in accounting.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>	
14012	Accounting III ♦ Prerequisite: Accounting II	10-12	Students in Accounting III will acquire a more thorough, in-depth knowledge of accounting procedures and techniques utilized in solving business problems and making financial decisions. Students will develop skills in analyzing and interpreting financial information common to businesses. A contemporary business simulation set that lets the student put accounting skills into practice is often included.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>	
14013	Accounting IV ♦ Prerequisite: Accounting III	10-12	Students in Accounting IV will continue to develop skills in analyzing and interpreting information common to corporate forms of organization, preparing formal statements and supporting schedules, and using inventory and budgetary control systems. Higher level corporate, managerial and cost accounting concepts are presented in this course. A contemporary business simulation set that lets the student put accounting skills into practice is often included.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>	
14014	Forensic Accounting ♦ Prerequisite: Accounting IV	11-12	Students in Forensic Accounting, sometimes called investigative accounting, will explore the application of accounting concepts and techniques to legal problems. Forensic accountants investigate and document financial fraud and white-collar crimes such as embezzlement. They also provide litigation support to law enforcement agencies investigating financial wrongdoing.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>	
14015	Entrepreneurial Accounting ♦ Prerequisite: Accounting IV	10-12	Students in Entrepreneurial Accounting will examine the principles, techniques, and uses of accounting in the planning, control, and decision-making of business organizations from an entrepreneurial perspective.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>	

HIGH SCHOOL BUSINESS EDUCATION COURSE CODES GRADES 9-12

High school (grades 9-12) courses in Business Education **require 150 contact hours** per Career and Technical Education (CTE) credit.

Course Code	Course Name	Recommended Grade Levels	Description	High School Credit Options*	License/credential Required**
14016	Business Finance ♦ Prerequisite: Accounting I	9-12	Students in Business Finance will focus on a business's financial behavior; examine the financial side of running a business, keeping records, investing, protecting against loss, obtaining credit, and making strategic decisions.	$\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>	License Code: 03020-Business Ed/General Business ♦ K-12, 1-12, 5-12, 9-12 OR 03025-CTE Business Education ♦ K-12, 1-12, 5-12, 9-12
14022	Web Design ♦ Prerequisite: Keyboarding or equivalent skill	9-12	Students in Web Design will be introduced to a variety of ways to create and maintain web pages. Course topics will focus on overall production processes with an emphasis on design elements involving layout, navigation, and interactivity. Understanding of proper ethics, copyright laws, social networking, and cyber security topics will be integrated. The basic language of web design and software will be taught along with the additional media inputs within a website (e.g. video, animation, sound, scrolling marquees, forms, contacts, and other additional components).	$\frac{1}{2}$ or 1 <i>Max credit = 1</i>	
14024	Business Computer Applications ♦ Prerequisite: Keyboarding or equivalent skill	9-12	Students in Business Computer Applications will continue to develop skills in various computer applications and using various input and output devices in order to gather information, design, present, and evaluate projects. The course will include ethical uses of computers and information. The course would be helpful for all students.	$\frac{1}{2}$ or 1 <i>Max credit = 1</i>	
14025	Spreadsheets ♦ Prerequisite: Keyboarding or Business Computer Applications	9-12	Students in Spreadsheets will be introduced to spreadsheet software/applications to analyze business trends, solve problems for business, and personal use. This course will include the design and use of worksheets, writing formulas, analyzing data, charting data, managing data, using pivot charts/tables, creating macros, and displaying information on web pages.	$\frac{1}{4}$ or $\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>	
14026	Database ♦ Prerequisite: Keyboarding or Business Computer Applications	9-12	Students in Database will use database software to organize and automate file handling. These files will be used to analyze business trends and solve problems. Students will create tables, queries, forms, reports, templates, and web pages to understand the functionality of a database.	$\frac{1}{4}$ or $\frac{1}{2}$ <i>Max credit = $\frac{1}{2}$</i>	
14028	Communication Technologies	9-12	Students in Communication Technologies will study the history of the Internet, Internet safety and etiquette, appropriate research techniques, online communication, video conferencing, social networking, network security, and a study of e-business.	$\frac{1}{2}$ or 1 <i>Max credit = 1</i>	

HIGH SCHOOL BUSINESS EDUCATION COURSE CODES GRADES 9-12

*High school (grades 9-12) courses in Business Education **require 150 contact hours** per Career and Technical Education (CTE) credit.*

Course Code	Course Name	Recommended Grade Levels	Description	High School Credit Options*	License/credential Required**
14060	Business Communications ♦ Prerequisite: Keyboarding or equivalent skill	9-12	Students in Business Communications will learn to integrate oral and written communication in a clear, courteous, concise, complete and correct manner on both personal and professional levels. Listening skills, learning styles, and teamwork will be incorporated to provide students with a solid base so they are able to communicate effectively. Note: This course can be taught for Business Education credit only.	½ or 1 <i>Max credit = 1</i>	License Code: 03020-Business Ed/General Business ♦ K-12, 1-12, 5-12, 9-12 OR 03025-CTE Business Education ♦ K-12, 1-12, 5-12, 9-12
14079	Business Technology and Procedures ♦ Prerequisite: Word processing skill	10-12	Students in Business Technology and Procedures will analyze productivity throughout the workforce, which imposes on all workers the need for effective and efficient information management, problem solving, and communication tasking. This class provides practical office simulations including information processing systems, job search skills, preparation of business presentations, and other technology procedures.	½ or 1 <i>Max credit = 1</i>	
14090	Business Law	9-12	Students in Business Law will be introduced to the fundamental background of the development and enforcement of laws, the difference between criminal and civil law, and our present court system and how it works. Topics to be discussed include laws concerning contracts, sales, consumers, property, computers, family, environment, wills and trusts, and bankruptcy.	½ or 1 <i>Max credit = 1</i>	
14094	Keyboarding	9-12	Students in Keyboarding will develop skills to operate a keyboard using the touch system and to compose formal and informal documents.	¼ or ½ <i>Max credit = ½</i>	
14095	Financial Literacy	9-12	Students in Financial Literacy will study the impact of financial choices on personal and occupational goals and future earnings potential. Real world topics include checking accounts, budgeting, saving for large purchases, using credit cards, figuring interest and fees, being a responsible consumer, earning power, learning about taxes and paycheck withholding, college costs, mortgages, retirement savings, and investments. This course will provide a foundational understanding for making informed personal financial decisions.	½ or 1 <i>Max credit = 1</i>	
14096	Word Processing ♦ Prerequisite: Keyboarding or equivalent skill	9-12	Students in Word Processing will use word processing software to create and edit documents such as business letters, envelopes, labels, flyers, reports and newsletters. Improved productivity will be developed by using timesaving shortcuts including templates, merging, tables, and key commands. Students will continue to practice formatting, editing, composition and proofreading.	¼, ½, or 1 <i>Max credit = 1</i>	

HIGH SCHOOL BUSINESS EDUCATION COURSE CODES GRADES 9-12

High school (grades 9-12) courses in Business Education **require 150 contact hours** per Career and Technical Education (CTE) credit.

Course Code	Course Name	Recommended Grade Levels	Description	High School Credit Options*	License/credential Required**
14098	Desktop Publishing ◆ Prerequisite: Keyboarding or equivalent skill	9-12	Students in Desktop Publishing will use desktop publishing software to create publications such as newsletters, banners, catalogs, brochures, letterheads, business cards, and programs. They will learn design techniques using multimedia integration, formatting skills, page layout, and templates. Students will explain the purposes, functions, and common features of desktop publishing software.	¼, ½, or 1 Max credit = 1	License Code: 03020-Business Ed/General Business ◆ K-12, 1-12, 5-12, 9-12 OR 03025-CTE Business Education ◆ K-12, 1-12, 5-12, 9-12
14099	Multimedia I	9-12	Students in Multimedia will use digital images and videos to create meaningful documentation, production, and presentations. Images, logos, backgrounds, and navigation tools for digital display will be used in multimedia and Internet applications. The topics of image-editing, animation, file compression, digital audio/video editing, and planning for multimedia applications will also be discussed. Enhancements include proper format and appropriate use of graphics, animations, and transitions.	½ or 1 Max credit = 1	
14100	Multimedia II ◆ Prerequisite: Multimedia I	9-12	Students in Multimedia II will continue to use digital images and videos to create production and presentations using advanced skills and industry-recognized software. Students will learn advanced skills in image editing, animation, file storage, digital audio/video editing, and planning for multimedia applications for use in multimedia production including broadcasting (recorded and live), interactive media, and computer animation. The topics of careers in multimedia and copyright/fair use will also be discussed.	½ or 1 Max credit = 1	
14111	Entrepreneurship	9-12	Students in Entrepreneurship will develop skills needed to effectively organize, develop, create, and manage their own business. Topics covered include entrepreneurial concepts, characteristics of business organizations, business opportunities, entrepreneurial career examples, individual career assessment and planning, and entrepreneurial projects and simulations.	½ or 1 Max credit = 1	
14151	Economics (CTE)	9-12	Economics is the study of economic principles and their application. This may include types of business ownership, theory of the free enterprise system, general economic principles, role of the government, cooperative marketing, economic terms and definitions, world conditions and how they affect the American Free Enterprise Systems. NOTE: This course can be taught for Career and Technical Education – Business Education credit only. For Social Studies credit, Economics (15060) can be found under Social Studies.	¼, ½ or 1 Max credit = 1	

HIGH SCHOOL BUSINESS EDUCATION COURSE CODES GRADES 9-12

*High school (grades 9-12) courses in Business Education **require 150 contact hours** per Career and Technical Education (CTE) credit.*

Course Code	Course Name	Recommended Grade Levels	Description	High School Credit Options*	License/credential Required**
14230	Business Fundamentals	9-12	Students in Business Fundamentals will be introduced to the world of business and prepare for the economic roles of consumer, worker, and citizen. The content may include a study of the business environment and strategies for creating, financing, marketing and managing a business. This course will also serve as a background for other business courses you may take in high school and college.	½ or 1 <i>Max credit = 1</i>	License Code: 03020-Business Ed/General Business ♦ K-12, 1-12, 5-12, 9-12 OR 03025-CTE Business Education K-12, 1-12, 5-12, 9-12
14231	Management I	9-12	Students in Management I are introduced to the field of management and organizational theory. Topics include: leadership, motivation, planning, teamwork, and goal setting. The course will develop a mastery of theory and research findings about organizations and people within the organizations.	½ <i>Max credit = ½</i>	
14232	Management II ♦ Prerequisite: Management I	9-12	Students in Management II will continue the study of management functions and theories. Topics include: business organization, personal and management skills, ethics and social responsibility, human resource management, technology and information management, financial decision making, industry analysis, markets and prices, and organized labor.	½ <i>Max credit = ½</i>	
14233	Global Management ♦ Prerequisite: Management II	10-12	Students in Global Management will explore the challenges and risks of entering into international business enterprises; including political, legal, and cultural differences.	½ <i>Max credit = ½</i>	
14234	Operations Management ♦ Prerequisite: Management II	10-12	Students in Operations Management will gain an understanding of the principles and procedures necessary to manage and operate a business. Topics include: staffing decisions, inventory control, financial decision-making, ethical decision-making, and social responsibility. Students will have an opportunity to plan, operate, and manage an event.	½ <i>Max credit = ½</i>	

HIGH SCHOOL BUSINESS EDUCATION COURSE CODES GRADES 9-12

*High school (grades 9-12) courses in Business Education **require 150 contact hours** per Career and Technical Education (CTE) credit.*

Course Code	Course Name	Recommended Grade Levels	Description	High School Credit Options*	License/credential Required**
14999	Cooperative Work Experience	11-12	<p>Provides students with a regularly scheduled, supervised employment opportunity related to Business and Office Technology Occupations in order to develop and improve work skills. The employment must be preceded by, or concurrent with, classroom instruction related to the work experience, consistent with the student's occupational goals, and related to the Business and Office Technology program area. There shall be a training agreement among all partners to the work experience (school, employer, student, and parents/guardians) outlining the expectations of each party. The instructor shall also develop a specific training plan with the employer for each student placed. The training plan shall include provisions for assessment of student progress and for on-site visits by the instructor during the student's placement.</p> <p>NOTE: Students must be at least 16 years old and may be paid a wage by the employer.</p>	<p>Maximum of ½ credit per semester, not to exceed 4 credits while in high school</p> <p style="text-align: center;"><i>Max credit = 4</i></p>	<p>License Code: 03020-Business Ed/General Business ♦ K-12, 1-12, 5-12, 9-12 OR 03025-CTE Business Education ♦ K-12, 1-12, 5-12, 9-12</p>

* *High school curricular requirements are spelled out in NDCC 15.1-21-02 and High school unit - instructional time is NDCC 15.1-21-03. Maximum credit refers to the maximum units of credit a student may earn for a course over four years of high school. (Example: Band - a student may be enrolled in band all four years of high school -- earning a possible total of four units of credit.)*

** *Please refer to the second page of the teacher's North Dakota Educator's Professional license to verify which subject areas a teacher is qualified to teach. Licenses and endorsements are obtained on a teaching license from the Education Standards and Practices Board (ESPB). Credentials are obtained from the Department of Public Instruction (DPI) and are issued to individuals holding a current teaching license.*