

Indian River High School 9th Grade Business Course Offerings

Program Goals

- Attainment of business skills and knowledge, including career exploration for all.
- Preparation for entering business occupations and for pursuing additional education.

Business Work

Students participate in this program with mutual approval of parents, school and employers and gain valuable business work experience.

Future Business Leaders of America

Join our business club and develop leadership skills.

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The next time you are in a classroom, look around the room. Seven out of every 10 high school students want to run their own business someday. The other three will work for someone else. Prepare now for your future by enrolling in a business class. Students are taught communication strategies, basic business skills, information technology applications, accounting, and are provided with real-life learning experiences. In addition, instruction in the Business Program incorporates and reinforces the Virginia Standards of Learning (SOL).



Suggested Course Offerings

- Keyboarding Applications (1 credit)-is a basic communications course with emphasis on the application of keyboarding skills to format personal and business letters, outlines, manuscripts, special forms, and tabulated reports. Students develop or refine touch skills for entering alphabetic, numeric and information on a keyboard using word processing software.
- Office Specialist I (1 credit)-Office Specialist I is the first of a three-year sequence that emphasizes the development of communication, computation, and personal employability skills. Students develop skills in keyboarding, business computer applications, office procedures, and records management.
- Principles of Business (1 credit)-is a brief look at the business world and its effects on people. Students explore the roles of business in the free enterprise system and the global economy. Students study the business activities of business, industry, and government. The course also prepares students to make decisions as consumers, wage earners, and citizens.
- Record keeping (1 credit)-Personal and business record keeping skills are developed so accurate basic financial records such as checks, deposit slips, sales receipts, purchase orders, and invoices can be completed. Basic accounting records are introduced. Positive work habits and attitudes are emphasized as necessary.