

## Courses Offered!!

- Career & Financial Management
- Accounting
- Advanced Accounting
- Business Management
- Principles of Advertising
- Money Management
- Business Ownership & Marketing
- Microsoft Office 2003
- Microsoft Office 2003 Advanced
- O.C.C. Math of Business & Finance
- Wall Street
- Civil Law
- Sports & Entertainment Marketing
- Business of Music
- Co-Op Work Experience

When figuring out what you want to do with the rest of your life, choosing a college major can be a difficult decision.

The majors below are currently the top 10 most popular college majors:

1. Business Administration & Management
2. Psychology
3. Nursing
4. Sports Entertainment & Marketing
5. Education
6. English Language and Literature
7. Economics
8. Communications
9. Political Science
10. Computer Science

Enroll today in any business course, even if you don't plan to major in business in college the knowledge and skills you will gain will set you above the rest academically and financially!

**Business—The foundation for  
your future!!**



**Information  
&  
Business  
Management**

## Course Descriptions

### CAREER & FINANCIAL MANAGEMENT

Career exploration, budgeting, taxes, checking accounts, credit cards...everything you need to know to successfully navigate the wild and woolly world of adult living.

### ACCOUNTING & ADVANCED ACCOUNTING

Thinking of a business major in either high school or college?! This is the language of business...A must course for those thinking of entering the world of business.

### BUSINESS MANAGEMENT

The title speaks for itself! Enroll in this course to arm yourself with the knowledge and tools necessary to hit a business big league home run!

### PRINCIPLES OF ADVERTISING

This course introduces the students to the world of advertising. Features include: Ben & Jerry Day, Spam & Eggs, Hostess Twinkie Day and many, many more hands-on lab days that will change the way you watch TV commercials forever!

### MONEY MANAGEMENT

Do you have the necessary skills to live on your own? This course will arm you with the tools to gain control of your financial future!

Topics include personal banking (checking, savings and budgeting), buying a vehicle, renting or buying property, credit (dangers of credit cards), income taxes, insurance and investing for your future!

## Course Descriptions

### MICROSOFT OFFICE 2003

Are you going to college, or do you plan to go to work? Whatever your plan is, this course is for you!

Learn how to develop multimedia presentations, design professional looking publications (advertisements, flyers, brochures, business cards, newsletters, catalogs, web pages, magazine covers), produce accurate college term papers, and develop spreadsheets to analyze data, create and design databases to create reports, forms and queries.

### MICROSOFT OFFICE 2003 ADVANCED

Do you ever ask yourself, why do I need to know this, or will I ever use this in real life? This course might be exactly what you are looking for.

Advanced Microsoft Office is for students who already have a basic knowledge of the software and wish to learn more advanced features.

This is a great hands-on course where you can apply what you have learned to real-life situations and gain the necessary 21<sup>st</sup> Century skills to qualify for a variety of entry-level office positions.

### O.C.C. MATH OF BUSINESS & FINANCE

Not sure where you're heading when you graduate? OCC or another college in NY State...a great start on your college degree. Receive both high school and college credit!!! A "must" for those who plan on majoring in business in college or related area.

### COOPERATIVE WORK EXPERIENCE

Earn high school credit while working part-time. Get early release time if your schedule allows. Job placement assistance available.

## Course Descriptions

### WALL STREET: INVESTING IN YOUR FUTURE

Want to learn how to make BIG BUCKS! Confused about the financial scene...What's a 401 K? How do I invest in stocks? Anything you wanted to know but were afraid to ask...this course is for you!

### INTRODUCTION TO CIVIL LAW

This course is designed to provide an understanding of our civil law system. Excellent course for college bounds students interested in studying business or law.

### SPORTS ENTERTAINMENT & MARKETING

SPORTS FAN??? We all know sports & entertainment is big business! This course is designed to introduce the student to the world of marketing and how it applies specifically to the sports and entertainment industry.

### BUSINESS OWNERSHIP & MARKETING

This one-year course is designed for those students who are considering a career in marketing of products and services. Students learn first hand about managing a small business through the application of a hands-on project called "Battle of the Bands".

### BUSINESS OF MUSIC INDUSTRY

This course is designed for both musicians and non-musicians with a desire to pursue a career in one of the many facets of the music industry. The class will also visit numerous New York City studios including MTV, NBC, and Sony Records, as well as, the world headquarters of Rolling Stone Magazine.