

# Business Management



The Business Management Program is great for students wanting to start their own business. You will learn many aspects of running a business. Real life scenarios are brought into the classroom through speakers and field trips. Students write a full business plan and work with real commercial lenders. You will also be eligible to join FBLA (Future Business Leaders of America) and participate in FBLA activities.



**Credits:** A maximum of 3 credits per year

## Graduation Requirements:

**Math and Technology-** Completing both BUSINESS MANAGEMENT 1 and 2, will fulfill one Math Credit requirement.

Completing BUSINESS MANAGEMENT 1 will fulfill the MAUHS 0.5 Technology credit requirement.

**Suggested Preparation:** Business Basics, Computer Applications or Microsoft Office

**Prerequisite:** Instructor permission

**Post Program Education:** Business graduates have enrolled in Castleton, Johnson & Wales, Southern Vermont College, CCV and Culinary Institute of America

Travel to amazing places on class field trips

*For students in grades: 11-12*

Are you excited about the idea of a rewarding career with unlimited possibilities?

## Careers in Business:

Banking  
Business owner  
Human Resources  
Marketing  
Money Management  
Real Estate  
and so much more

## Major Aspects of the Class:

Business plan  
Field trips  
Guest Speakers  
Use of Technology  
Public speaking  
Computer skills  
Marketing projects

# Business Management

## Business Ownership

### Introductory Course

The Business Ownership course explores what it takes to start your own business while you are in high school. Projects on business ownership, writing a business plan, marketing your business, financing and insuring your business will be used, as well as presentations, written assignments and projects.

**For students in grades:** 10-12

**Scheduling:** One semester; 90 minutes per day

**Credits:** One elective credit

**Prerequisite:** Above a 70 in algebra one and Instructor permission

**Suggested Preparation:** Business Basics and word processing skills



### Future Business Leaders of America

FBLA prepares students by promoting business leadership, understanding of private enterprise, establishing career goals and developing character and self-confidence in its members. FBLA serves 300,000 members and teachers in 13,000 chartered chapters worldwide. (See *CTSO page*)

## Business Basics

### Introductory Course

CDC business courses are designed to prepare students for entry into the world of business at many levels. Students can develop practical skills in computer technology, financial matters, marketing, and management. This introductory program in this cluster will prepare you to enter any of the business programs. You will become familiar with various software applications, such as: Word, Excel and PowerPoint. Decision making, time management, personal finance, career research and communication skills will be applied. Students will create different types of business documents using Microsoft Office software. A portfolio and notebook will be created.

**For students in grades** 9-12

**Scheduling:** One semester; 50 min.

**Credits:** ½ elective credits

**Graduation Requirements:**

**MAUHS Technology-** Completing BUSINESS BASICS will fulfill the MAUHS 0.5 Technology credit requirement.



# Southwest Vermont Career Development Center Schedule FY 2012

SEMESTER ONE						
Block 1 (90 min)	Block 2a	Lunch	Prep	Block 3b	Block 4 (90 min)	
7:50-9:20	9:25-10:20	Prep	Lunch	11:35-12:30	12:35-2:05	
Accounting & Finance 1 & 2	Marketing 2			Business Basics	Marketing 1	
Business Mgt 1 & 2				Culinary Arts Intro		
Culinary Arts 1				Computer Aided Design	Culinary Arts 1	
Engineering & Design 2				Creative Computing	Engineering & Design 1	
Design & Fabrication 2				Architecture & Construction	Design & Fabrication 1	
Computer / Networking Academy 1 & 2				Auto Maintenance	Artificial Intelligence 1 & 2	
Building Trades 2					Building Trades 1	
Auto Technology 2					Auto Technology 1	
Forestry & Heavy Equipment 2					Forestry & Heavy Equipment 1	
Water & Your Environment				Plants & Flowers	AgroEcology 1 & 2	
Video Productions 1	Video Productions 2					
				Stagecraft	Theater Arts 1 & 2	
	Intro to Print Publishing: Yr Bk				Communications Tech 1 & 2	
Law Enforcement 1					Law Enforcement 2	
Pre-Law 1 & 2				Forensic Investigations	Business & Personal Law	
Cosmetology 1				Cosmet. Intro.		
				Cosmetology 2		
Human Services 2					Human Services 1	
Medical Professions 2				Emergency Medicine Intro.	Medical Professions 1	

SEMESTER TWO						
Block 1 (90 min)	Block 2a	Lunch	Prep	Block 3b	Block 4 (90 min)	
7:50-9:20	9:25-10:20	Prep	Lunch	11:35-12:30	12:35-2:05	
Accounting & Finance 1 & 2	Business Basics					
Marketing 2				Marketing 1		
Business Mgt. 1&2						
Culinary Arts 1	Culinary Arts Intro				Culinary Arts 1	
Engineering & Design 2	Computer Aided Design				Engineering & Design 1	
Design & Fabrication 2					Design & Fabrication 1	
Computer/Networking Academy 1&2	Creative Computing					
					Artificial Intelligence 1 & 2	
Building Trades 2					Building Trades 1	
Auto Technology 2					Auto Technology 1	
Forestry & Heavy Equipment 2					Forestry & Heavy Equipment 1	
Agri Science	Plants & Flowers				AgroEcology 1 & 2	
Video Productions 1 & 2						
					Theater Arts 1 & 2	
					Communications Tech 1 & 2	
Law Enforcement 1	Forensic Investigations				Law Enforcement 2	
Pre-Law 1 & 2					Forensic Investigations Adv.	
Cosmetology 1				Cosmet. Intro.		
				Cosmetology 2		
Human Services 2					Human Services 1	
Medical Professions 2				Mental Illness Intro.	Medical Professions 1	



# Application 2011/2012

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Town: \_\_\_\_\_ State: VT/NY/MA Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Today's Date: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Gender:  Male  Female  
 Current Year in School:  
 8<sup>th</sup>  9<sup>th</sup>  10<sup>th</sup>  11<sup>th</sup>  12<sup>th</sup>  
 Current CDC students put your  
 Tech Program's initials here: \_\_\_\_\_

### School Counselor(s) / Contact Person(s)

**Arlington Memorial High School**  Joanna Lederer-Barnes  
 \_\_\_\_\_  
 Other Advocate: \_\_\_\_\_  
**Burr & Burton Academy**  Phil Anton  Maria Bittinger  
 Stephanie Fowler  Andrea Hogan  Melissa Michaud  Cristin Rose  
 \_\_\_\_\_  
 Other Advocate: \_\_\_\_\_  
**Mt. Anthony Union High School**  
 Tonia Bucciero  Eric Caron  Lisa Harrington-Redding  
 Meg Honsinger  Dan Lucy  Coleen Macksey  Nancy Vanderbilt  
 \_\_\_\_\_  
 Other Advocate: \_\_\_\_\_  
**Twin Valley High School**  Denise Piffard  
 \_\_\_\_\_  
 Other Advocate: \_\_\_\_\_  
 Other School: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### **Tech Programs** [Full Year]

(The embedded graduation requirements are listed in parentheses- see Program of Studies for complete information)

- ➔ Mark **2nd & 3rd choices** also in case your **1st** is full.
- Accounting & Finance(cc) (Math, MAU-Tech)
  - Agroecology (Science)
  - Artificial Intelligence(cc) (Math, Sci. & MAU-Tech.)
  - Auto Technology(cc) (Science)
  - Business Management (Math, MAU-Tech)
  - Building Trades (Math)
  - Computer Networking Academy(cc) (Science.)
  - Cosmetology (Science)
  - Culinary Arts (Science)
  - Design & Fabrication (Math, MAU-Tech)
  - Engineering & Design(cc) (Art, MAU-Tech Math,Sci)
  - Forestry & Heavy Equipment(cc) (Science)
  - Human Services(cc) (Social Studies)
  - Law Enforcement(cc) (1 Yr only) (Social Studies)
  - Marketing Education (Math)
  - Medical Professions(cc) (Science)
  - Networking Academy(cc) (Math, Sci. MAU-Tech)
  - Pre-Law(cc) (Social Studies)
  - Theater Arts (Art, English)
  - Video Production(cc) (MAU-Tech)
- Co-op (2nd year students only)

(cc) = College Credit option available. See page 11 of Course Catalogue or [www.svcdc.org](http://www.svcdc.org)

### Foundation Courses

**Short Block** (\*50 or #60 minutes, 1 Sem.)

- SB Architecture & Construction\*
- SB Automotive Maintenance#
- SB Business Basics\*
- SB CAD Design & Fabrication#
- SB 3D/CAD\*
- SB Creative Computing\*
- SB Forensic Investigation#
- SB Plants & Flowers\*
- SB Emergency Medical Intro.\*
- SB Mental Illness Intro.to\*

**Long Block** (90 Minutes, 1 Semester)

- AgriScience (AgriBio)
- Business & Personal Law
- Business Ownership
- Forensic Investigations Advanced
- Water & Your Environment

### Partial Technical Programs

(90 or 150 minutes, 1 Semester)

- Accounting & Finance 1a (90 minutes)
- Accounting & Finance 1b (90 minutes)
- Pre-Law 1a (Semester 1) by teacher permission only.
- Pre-Law 1b (Semester 2) by teacher permission only.
- Theater Arts 1a (Semester 1 only, 90 minutes)
- Theater Arts 1b (Semester 2 only, 150 minutes)

### Academic Courses

(One Credit, 90 Minutes, One Semester)

- Tech English I (11-12th grade- Must be in a Tech program)
- Tech English II (12th grade- Must be in a Tech program)

**NON DISCRIMINATION STATEMENT:**  
 The Southwest Vermont Career Development Center is committed to maintaining a learning environment free from discrimination on the basis of race, color, national origin, religion, sex, disability, or sexual orientation. Rev. 12/8/2006 & 2010