**FINANCE PROGRAM (8815100)**

|  |  |
| --- | --- |
| **STEM** | |
| **\*Introduction to Information Technology** | |
| **Course #** | 8207310 |
| **Grade Level** | 9-10 |
| **Length** | 1 year |
| **Prerequisite** | None |
| **Credit** | 1 |
| This course is designed to provide an introduction to information technology concepts and careers, as well as, the impact information technology has on the world, people, and industry. The content includes information technology career research, emerging technologies, operating systems, office productivity software, and specialized software applications. Students will be introduced to electronic communications techniques including e-mail and Internet services. Additional coverage will include web page design features such as basic HTML, DHTML, and XML web commands. The appropriate soft skills for developing and maintaining professional business relationships will also be covered. | |

**OR**

|  |  |
| --- | --- |
| **\*Computing for College and Careers** | |
| **Course #** | 8209020 |
| **Grade Level** | 9-10 |
| **Length** | 1 year |
| **Prerequisite** | None |
| **Credit** | 1 |
| This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using word processing applications, databases, spreadsheets, presentation applications, and the integration of these programs using software that meets industry standards. The appropriate soft skills for developing and maintaining professional business relationships will also be covered. | |

**OR**

|  |  |
| --- | --- |
| **Financial and Business Technology** | |
| **Course #** | 8815150,0 |
| **Grade Level** | 9-10 |
| **Length** | 1 year |
| **Prerequisite** | None |
| **Credit** | 1 |
| This course is designed to provide a basic overview of current business, finance and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with fundamental computer applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using databases, spreadsheets, presentation applications, financial and tax software applications and integration of these programs using software that meets industry standards. | |

|  |  |
| --- | --- |
| **Accounting Applications 1** | |
| **Course #** | 8203310,0 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Financial and Business Technology or IIT or CCC |
| **Credit** | 1 |
| This course emphasizes double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording income, expenses, acquisition of assets, incurrence of liabilities, and changes in equity; and the preparation of financial statements. The use of computers is required. | |

|  |  |
| --- | --- |
| **Q** **Financial Operations** | |
| **Course #** | 8815110,0 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Financial and Business Technology or IIT or CCC; Accounting Applications |
| **Credit** | 1 |
| This course presents basic topics in macro and microeconomics, and the principles and practices of banking, credit and consumer lending in the United States. Additional emphasis is placed on money, credit and banking, economic growth and stability, taxation and budgeting, labor management relations, and sales. The students become familiar with the major functions of banks and other financial intermediaries, central banking by the Federal Reserve System, and modern trends in the finance industry. The students are also introduced to credit functions, principles of credit risk evaluation, loan creation, debt collection, and stock and bonds. | |

|  |  |
| --- | --- |
| **Q** **Personal Financial Planning** | |
| **Course #** | 8815120,0 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Financial and Business Technology, IIT or CCC; Accounting Applications 1, Financial Operations |
| **Credit** | 1 |
| This course develops an awareness of the need for care and organization in planning for the wise use of economic resources and financial products available through a study of savings, credit, insurance, investing, banking, and financial goals. The students are provided with the concepts needed to understand international trade. The students are also made aware of the career opportunities offered by lending institutions. | |

|  |  |
| --- | --- |
| **Financial Internship** | |
| **Course #** | 88151301, 2 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | None |
| **Credit** | 1 |
| The financial internship course provides students with authentic learning experiences in which they demonstrate human relations, technology, communications, and career development skills through entry-level employment in the financial services industry. Additionally, it will enhance the instruction and competencies developed through classroom instruction. Through hands-on project management, major tasks outlined in a training plan mentors supervise student learning in specific skill attainment and professional development. | |

|  |  |
| --- | --- |
| **Finance Directed Study** | |
| **Course #** | 8501000,0 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Completed or currently completing the Finance Program of Study |
| **Credit** | 1 |
| The purpose of this course is to provide students with learning opportunities in a prescribed program of study within the Finance cluster that will enhance opportunities for employment in the career field chosen by the student. The content is prescribed by the instructor based upon the individual student's assessed needs for directed study. The selected standards and benchmarks, which the student must master to earn credit, must be outlined in an instructional plan developed by the instructor. This course may be taken only by a student who has completed or is currently completing the Finance Program. | |

|  |  |
| --- | --- |
| **Finance Cooperative Education OJT** | |
| **Course #** | 8501420,0 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Completed or concurrently completing the Finance Program of Study. Must maintain employment in a Finance related position. |
| **Credit** | 1 credit - Multiple credits |
| The purpose of this course is to provide on-the-job training for students enrolled in the Finance Program. Each student job placement must be related to the Finance Program in which the student is concurrently enrolled or has completed. | |

**GLOBAL FINANCE PROGRAM (8515300)**

|  |  |
| --- | --- |
| **STEM** | |
| **\*Introduction to Information Technology** | |
| **Course #** | 8207310 |
| **Grade Level** | 9-10 |
| **Length** | 1 year |
| **Prerequisite** | None |
| **Credit** | 1 |
| This course is designed to provide an introduction to information technology concepts and careers, as well as, the impact information technology has on the world, people, and industry. The content includes information technology career research, emerging technologies, operating systems, office productivity software, and specialized software applications. Students will be introduced to electronic communications techniques including e-mail and Internet services. Additional coverage will include web page design features such as basic HTML, DHTML, and XML web commands. The appropriate soft skills for developing and maintaining professional business relationships will also be covered. | |

**OR**

|  |  |
| --- | --- |
| **\*Computing for College and Careers** | |
| **Course #** | 8209020 |
| **Grade Level** | 9-10 |
| **Length** | 1 year |
| **Prerequisite** | None |
| **Credit** | 1 |
| This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using word processing applications, databases, spreadsheets, presentation applications, and the integration of these programs using software that meets industry standards. The appropriate soft skills for developing and maintaining professional business relationships will also be covered. | |

|  |  |
| --- | --- |
| **Financial and Business Technology** | |
| **Course #** | 8815150 |
| **Grade Level** | 9-12 |
| **Length** | 1 year |
| **Prerequisite** | None |
| **Credit** | 1 |

See course description under Finance Program courses.

|  |  |
| --- | --- |
| **Accounting Applications 1** | |
| **Course #** | 8203310 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Financial and Business Technology, IIT or CCC |
| **Credit** | 1 |

See course description under Finance Program courses.

|  |  |
| --- | --- |
| **Q Managerial Accounting** | |
| **Course #** | 8815160 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Finance and Business Technology, IIT, or CCC; Accounting Applications 1 |
| **Credit** | 1 |
| Managerial Accounting introduces the fundamentals of management accounting, including manufacturing and cost accounting, budgeting, accounting for managerial decision-making, and financial statement analysis. Students learn how to use accounting information for internal decision-making and planning and control. In addition, students examine career opportunities as an accountant and the education, experience, and skills needed to enter and succeed in the accounting profession. This course gives students the financial acumen necessary to make informed personal and business decisions. | |

|  |  |
| --- | --- |
| **Q Business in Global Economy** | |
| **Course #** | 8815170 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Finance and Business Technology, IIT, or CCC; Accounting Applications 1; Managerial Accounting |
| **Credit** | 1 |
| This course provides students with an understanding of how and why businesses choose to expand their operations into other countries. This course exposes students to the unique challenges facing multinational organizations—and to the potential opportunities and markets that are lost to organizations that choose not to do business in the global marketplace. Building on concepts that broadens student understanding of how businesses operate and how they grow and thrive in our ever-changing world. | |

**INTERNATIONAL MARKETING PROGRAM (8839100)**

|  |  |
| --- | --- |
| **International Marketing 1** | |
| **Course #** | 8839110 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Marketing Essentials (8827110) |
| **Credit** | 1 |
| The purpose of this course is to develop the competencies essential to marketing. Competencies include human relations, employability, communication, math, and economic skills. The fundamentals of marketing and selling are also included. | |

|  |  |
| --- | --- |
| **International Marketing 2** | |
| **Course #** | 8839120 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | International Marketing 1 |
| **Credit** | 1 |
| This course includes the study of international marketing, finance, laws and regulations, marketing, communications and transportation. | |

|  |  |
| --- | --- |
| **Q** **International Marketing 3** | |
| **Course #** | 8839130 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | International Marketing 1 and may be taken concurrently with International Marketing 2. |
| **Credit** | 1 |
| This course provides instruction for career sustaining level employment in the industry. The content includes applied skills related to international marketing functions including employment skills required for success in international marketing and career planning. Entrepreneurship as related to an international market is also included. | |

**MARKETING PROGRAM (8827100)**

|  |  |
| --- | --- |
| **\*Marketing Essentials** | |
| **Course #** | 8827110 |
| **Grade Level** | 9-10 |
| **Length** | 1 year |
| **Prerequisite** | Recommend Introduction to Information Technology (8207310) or Computing for College and Careers (8209020) |
| **Credit** | 1 |
| The purpose of this course is to develop the competencies essential to marketing. These competencies include human relations, employability, communication, math, and economic skills. The fundamental of marketing and selling are also included. | |

|  |  |
| --- | --- |
| \***Marketing Applications** | |
| **Course #** | 8827120 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Marketing Essentials (may be taken concurrently) |
| **Credit** | 1 |
| This course is designed to provide students with an in-depth study of marketing in a free enterprise society and provide the knowledge, skills, and attitudes required for employment in a wide variety of marketing occupations. | |

|  |  |
| --- | --- |
| **\*Marketing Management** | |
| **Course #** | 8827130 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Marketing Applications (May be taken concurrently) |
| **Credit** | 1 |
| This course provides instruction for career sustaining level employment in the industry. The content includes applied skills related to the marketing functions including employment skills required for success in marketing and career planning as related to a marketing industry. | |

|  |  |
| --- | --- |
| **Marketing Cooperative Education OJT** | |
| **Course #** | 8800410 |
| **Grade Level** | 11-12 |
| **Length** | 1-2 years |
| **Prerequisite** | Completed or concurrently completing the Marketing Program of Study. Must maintain employment in a Marketing related position. |
| **Credit** | Multiple Credits |
| Marketing Cooperative Education combines marketing education classroom instruction with supervised on-the-job training in a marketing occupation that matches the student’s career objective. Students will reinforce their classroom skills while on the job. A student may not be enrolled in Marketing Cooperative Education without concurrent enrollment in a marketing class. The student must be paid for work performed and must be directly supervised. | |

|  |  |
| --- | --- |
| **Marketing Education Directed Study** | |
| **Course #** | 8800100 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Completed or currently completing the Marketing Program of Study. |
| **Credit** | Multiple Credits |
| The purpose of this course is to provide students with additional competencies or more extensive work-based learning experiences related to competencies in a job preparatory program that will enhance their opportunities for employment in the occupation chosen by the student. The content is prescribed by the instructor based upon the individual student’s need for directed study. Research, portfolio development, and field experiences appropriate for the program occurs through career classroom instruction. A work station is provided as appropriate to support the training activities of the student. | |

**HOSPITALITY AND TOURISM PROGRAM (8845100)**

|  |  |
| --- | --- |
| **Introduction to Hospitality and Tourism** | |
| **Course #** | 8850110 |
| **Grade Level** | 9-12 |
| **Length** | 1 year |
| **Prerequisite** | Recommend Introduction to Information Technology (8207310) or Computing for College and Careers (8209020) |
| **Credit** | 1 |
| The purpose of this course is to introduce students to the skills necessary for success in the hospitality and tourism industry. Students will also have the opportunity to learn hospitality and tourism terminology and the mathematical, economic, marketing, and sales fundamentals of the industry. | |

|  |  |
| --- | --- |
| **Computer Technology for Travel and Tourism** | |
| **Course #** | 8845140 |
| **Grade Level** | 9-12 |
| **Length** | 1 year |
| **Prerequisite** | Introduction to Hospitality and Tourism |
| **Credit** | 1 |
| This course is designed to provide an introduction to computers and to develop entry-level skills for computer-related careers in the travel and tourism industry. | |

|  |  |
| --- | --- |
| **Q** **Travel and Tourism Marketing and Management** | |
| **Course #** | 8845120 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Computer Technology for Travel and Tourism |
| **Credit** | 1 |
| The purpose of this course is to provide students necessary career specific instruction in travel and tourism. Students will learn sales techniques, marketing principles, and entrepreneurship skills necessary to succeed in the travel and tourism industry. | |
| **Hospitality and Tourism Internship** | |
| **Course #** | 8845130 |
| **Grade Level** | 11-12 |
| **Length** | 1year |
| **Prerequisite** | Travel and Tourism Marketing and Mgt. |
| **Credit** | Multiple Credits |
| The travel and tourism internship course provides students the opportunity to demonstrate human relations, communications, and employability skills necessary for entry-level employment in the travel and tourism industry. Additionally, it will enhance the instruction and competencies developed through classroom activities. | |

|  |  |
| --- | --- |
| **Hospitality and Tourism Directed Study** | |
| **Course #** | 8801000 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Travel and Tourism Marketing and Mgt. Must be completing or have completed the Hospitality and Tourism Program. |
| **Credit** | Multiple Credits |
| The purpose of this course is to provide students with learning opportunities in a prescribed program of study within the Hospitality and Tourism cluster(s) that will enhance opportunities for employment in the career field chosen by the student. The content is prescribed by the instructor based upon the individual student's assessed needs for directed study.  This course may be taken only by a student who has completed or is currently completing a specific secondary job preparatory program or occupational completion point for additional study in this career cluster. A student may earn multiple credits in this course.  The selected standards and benchmarks, which the student must master to earn credit, must be outlined in an instructional plan developed by the instructor. | |

|  |  |
| --- | --- |
| **Hospitality and Tourism Cooperative Education OJT** | |
| **Course #** | 8800420 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Completed or concurrently completing the Hospitality and Tourism Program of Study. Must maintain employment in a Hospitality and Tourism related position. |
| **Credit** | Multiple Credits |
| Hospitality and Tourism Cooperative Education combines classroom instruction with supervised on-the-job training in a hospitality and tourism occupation that matches the student’s career objective. Students will reinforce their classroom skills while on the job. A student may not be enrolled in Hospitality and Tourism Cooperative Education without concurrent enrollment in a hospitality and tourism class. The student must be paid for work performed and must be directly supervised. | |

|  |  |
| --- | --- |
| **Hospitality and Tourism (PTEC Clearwater)** | |
| **Course #** | 8845100/M811040 |
| **Grade Level** |  |
| **Length** |  |
| **Prerequisite** |  |
| **Credit** |  |
| See course descriptions under the Hospitality and Tourism Program courses. | |

**SPORT, RECREATION, AND ENTERTAINMENT MARKETING PROGRAM (8827400)**

|  |  |
| --- | --- |
| **Sport, Recreation, and Entertainment Essentials** | |
| **Course #** | 8827410 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Recommend Introduction to Information Technology (8207310) or Computing for College and Careers (8209020) |
| **Credit** | 1 |
| The purpose of this course is to develop the competencies essential to sport, recreation, and entertainment marketing. These competencies include employability, human relations, communication, math, and economic skills. The fundamentals of sport, recreation, and entertainment marketing and selling are also included. | |

|  |  |
| --- | --- |
| **\*Sport, Recreation, and Entertainment Applications** | |
| **Course #** | 8827420 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Sport, Recreation, and Entertainment Essentials |
| **Credit** | 1 |
| This course is designed to provide students with an in-depth study of sport, recreation, and entertainment marketing in a free enterprise society and provide the knowledge, skills and attitudes required for employment in a wide variety of sport, recreation and entertainment marketing occupations. | |

|  |  |
| --- | --- |
| **Q** **Sport, Recreation, and Entertainment Marketing Management** | |
| **Course #** | 8827430 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Sport Recreation, and Entertainment Applications |
| **Credit** | 1 |
| This course provides instruction for career sustaining level employment in the sport, recreation, and entertainment industry. The content includes applied skills related to the sport, recreation, and entertainment marketing functions and industries including employment skills required for success in sport, recreation, and entertainment and career planning as related to the sport, recreation and entertainment industry. | |

**ENTREPRENEURSHIP PROGRAM (8812100)**

|  |  |
| --- | --- |
| **\*Principles of Entrepreneurship** | |
| **Course #** | 8812110 |
| **Grade Level** | 9-12 |
| **Length** | 1 year |
| **Prerequisite** | Recommend Introduction to Information Technology (8207310) or Computing for College and Careers (8209020) |
| **Credit** | 1 |
| This course provides instruction in the basic principles of entrepreneurship including the role of the entrepreneur, entrepreneurship as a career, ethics in business, and the principles of marketing, financing, and managing a business. | |

|  |  |
| --- | --- |
| **Q** **Business Management and Law** | |
| **Course #** | 8812120 |
| **Grade Level** | 10-12 |
| **Length** | 1 year |
| **Prerequisite** | Principles of Entrepreneurship |
| **Credit** | 1 |
| This course is designed to provide an introduction to business management techniques. Topics include human relations, decision making, communication techniques, business law concepts, and characteristics of the American enterprise system. | |

|  |  |
| --- | --- |
| **Q\*Business Ownership** | |
| **Course #** | 8812000 |
| **Grade Level** | 11-12 |
| **Length** | 1 year |
| **Prerequisite** | Business Management and Law |
| **Credit** | 1 |
| The purpose of this course is to prepare students as entrepreneurs, present entrepreneurship as a career path that is worth consideration, provide students with the skills needed to realistically evaluate their potential as a business owner, and develop the fundamental knowledge and skills necessary to start and operate a business. | |

|  |  |
| --- | --- |
| **Explanation of Symbols** | |
| **Symbol** | **Explanation** |
| **\*** | Practical Arts Courses meet the Fine Arts High School Graduation Requirement for students who entered their first year of high school in the 2007-2008 school year and subsequent years due to the statutory changes in the revised high school graduation section of the statute. |