

## Business Management

Using Virtual Business Management edition, students will be managers of a growing distribution business, supervising employees in nine jobs ranging from forklift drivers to systems administrators. Students will create their own resumes, and then be challenged to read other resumes critically and choose the best people for their business. Students will gain experience with challenges such as labor shortages, strikes, and problem employees. In addition, students will gain human relation, employment, and investment skills.

## Microsoft Applications

Students will become proficient in Microsoft Office 2010: Word, Excel, Access, and Windows 7. Digital cameras, scanners, and digital imaging software will also be used. Students will have the opportunity to earn their Microsoft Office Specialist certification in Word, Excel, and Access.



## Personal Finance

Students learn how they can afford to live on their own. Learn how to get a good deal on a car, understand credit cards and use them wisely, and develop a budget. Banking, investing, and filing taxes will also be included. Learn how to make your money work for you! We will participate in an online stock market simulation and compete against students across the nation. We'll also take a field trip to the **Junior Achievement Finance Park** in Auburn and participate in the Budget Challenge. This class is a **MUST** for all Northshore students.

## Web Design

Learn HTML and CSS to create your own website and upload it to the Internet. You will also learn how to use Adobe Dreamweaver and Flash to create creative and effective websites.



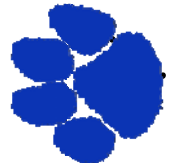
### Did You Know...

...that your student can get **college credit** for taking our classes? High school students who enroll in Tech Prep and complete Tech Prep high school courses with "B" grade or better, become eligible to earn community/technical college credit.

Classes with designation  qualify for Tech Prep credit.

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Northshore School District  
Bothell High School  
Business Education Department  
9130 NE 180<sup>th</sup> Street  
Bothell, WA 98011



**Bothell High School**

**Business Education**

**It's Hire Education**

Don't miss out on Future Business Leaders of America—it's one of the best and most active clubs on campus! It's a great chance to gain leadership skills, get awards and recognition for what you're learning in school, have fun, and travel to local, state, and national conferences.



Let's get it started...



# COURSE OFFERINGS

Parents of Future Bothell High School Sophomores:

Do your students have the technical skills to meet the demands of high school and the future? The Business Education Department at Bothell High School has courses that will provide the skills needed for academic success in high school and college. Students can save time and money now and earn college credit by enrolling in Tech Prep credit courses.

Have you noticed your student struggling to type and format their research papers? These classes can help:

- Beginning Computer Applications
- Microsoft Applications

In these courses, students master programs that will help them prepare their Senior Project using:

- **Word**—type and format research papers
- **Excel**—prepare tables, charts and graphs
- **PowerPoint**—create multimedia presentations
- **Access**—organize and manipulate data

Sophomores can enroll in other business education courses as well; please check this flyer for additional courses offered at BHS.

In addition to gaining valuable skills, students fulfill the occupational education requirement for graduation by completing two semesters of Career and Technical Education courses.

With registration approaching, let us help you and your students plan for a successful high school experience. Feel free to contact us with questions.

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## Year-Long Classes

### Accounting



Learn the basic principles of accounting for personal and business use. Students will learn to keep financial records both manually and computerized.

### Advanced Accounting



Students receive further training in accounting practices and financial management decision-making with accounting computer software. This prepares students for entry-level accounting positions.

### Computer Science with C#.Net

Learn how to create object-oriented programs using the C# language in the Microsoft .Net environment. This is a first course in computer programming; no previous programming experience is required. Prerequisite: Integrated Algebra/Geometry 2 or teacher permission.

## Semester Classes

### Beginning Computer Applications



This is a great class for all students to take to prepare for school and employment! Students will learn/review touch-typing skills to increase speed and accuracy. Using Microsoft Word, students will learn how to properly format letters, envelopes, reports, memos, and tables. Students will learn efficient ways to use Word, making computer usage easier.

### Introduction to Business

Find out what part of business interests you the most! As owners of a virtual convenience store, students will get hands-on experience with the management and marketing of a retail business. Students will control items such as pricing, promotion, merchandising, market research, and ad design, as well as solve real world problems such as price wars with competitors, and shoplifting. In addition, students will develop a business plan, and present their company to an audience of their peers. They will learn about sales and financial recordkeeping of a company throughout the course of a month "on-the-job".