

# Classes Offered

**Sondra Sturguess**

## Accounting I

- ⇒ Strongly recommended for a career in a business field or owning own business in the future
- ⇒ Provide an understanding of the basic elements and concepts of double-entry accounting systems
- ⇒ Solid background for employment in office jobs and preparation for studying business courses in college
- ⇒ Topics include accounting careers, transaction analysis into debit and credit parts, journalizing transactions, posting to ledgers, worksheet preparation, preparation and analysis of financial statements, and recording adjusting and closing entries
- ⇒ Complete work for businesses established as sole proprietorships, partnerships, and corporations
- ⇒ Open to sophomore students by teacher approval, junior, and senior level students

## Accounting II

- ✓ Help acquire a more thorough, in-depth knowledge of accounting procedures and financial decisions
- ✓ Good college preparatory course for those interested in going into the business field
- ✓ Good for an entry-level office position such as an accounting clerk or bookkeeper
- ✓ Develop skills in analyzing and interpreting information common to partnerships and corporate forms of organization, preparing financial statements and supporting schedules, and using inventory and budgetary control systems.

*Accounting I is a prerequisite.*

## Graphic Arts/Desktop Publishing

- ☉ Hands-on projects
- ☉ Good for entry-level positions which includes desktop publishing skills
- ☉ Gain knowledge and proficiency in the creation of various projects such as brochures, publications, posters, invoices, business cards, flyers, advertisements, and many other functional documents
- ☉ Introduction to Microsoft Publisher, Adobe Photoshop, Illustrator, and Indesign
- ☉ Manipulation of pictures and creation of projects
- ☉ Open to sophomore, junior or senior level students

## Program Benefits

- Computer skills used throughout high school, college, and career
- Check into College/Dual Credit options
- Not just for a business degree any more
- State of the Art Equipment
- Hands-On Learning
- Great Career Opportunities
- Instructors who have national certification as Microsoft Office User Specialists
- Leadership development in Future Business Leaders of America (FBLA)
- Opportunities to compete in business events through FBLA

**Encourage your student  
to sign up for a business  
class TODAY!**

**Grand River Technical School**

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Grand River  
Technical School

**Business  
Technology  
Department**

**All career  
paths have a  
business side!**

**Let our department help  
you develop that extra edge  
for college and career!**

# Classes Offered

## Jenny Hughes

### Business Technology

- ⌋ Hands-on course
- ⌋ Gain skills to prepare for entry-level office position
- ⌋ Projects in Microsoft Word, PowerPoint, Excel, and Access
- ⌋ Business communications and completion of a word processing simulation
- ⌋ Use of the 10-key calculator and business math simulation
- ⌋ Plus filing, pre-employment preparation, and other valuable business skills
- ⌋ Create presentations on soft skills/business ethics, work with web page templates, and work with financial data in QuickBooks
- ⌋ Open to junior or senior level students

*Microcomputer Applications is suggested as a prerequisite, but not required.*

### Intro to Business

- 📖 Introduce different aspect of business every two to three weeks
- 📖 Topics include business math, Internet etiquette, business ethics, careers in business, economics, business communications, international business, etc.
- 📖 Instruction includes textbooks and projects using technology
- 📖 Include computer activities such as keyboarding and Microsoft Office programs
- 📖 Freshman level students

### Business Leadership (Semester Course)

- 👤 Help students develop leadership skills through team building and collaborating with local businesses
- 👤 Focus on improving communication skills (verbal and written)
- 👤 Attend a Chamber of Commerce event and interview/job shadow local business leaders
- 👤 Opportunity to work on Business Achievement Awards for Future Business Leaders of America (if applicable)
- 👤 Book reviews incorporated from resources such as "Toy Box Leadership," "The Seven Habits of Highly Effective Teens," and current events
- 👤 Preference given to juniors and seniors

### Microcomputer Applications

- 📖 Help prepare for entry-level employment
- 📖 Help prepare for more advanced college computer courses
- 📖 Hands-on experience utilizing word processing, spreadsheet, database, and presentation software.
- 📖 Use a Windows 7 platform and Office 2013 integrated software suite
- 📖 Approved for sophomore, junior or senior level students
- 📖 May sign up for dual credit (Hughes & Sturgess only)

*Dual credit students MUST complete the year-long course.*



Mrs. Sturgess also teaches Project Lead the Way (PLTW) Computer Science Essentials. This course is the beginner course of four classes focused on learning software programming. The courses consist of Computer Science Essentials (CSE), Computer Science Principles (CSP), Computer Science A (CSA), and Cyber Security.

## Susan Mayers

### Personal Finance

- 📖 Prepare students to make wise financial decisions
- 📖 Topics include personal budgeting, banking services, understanding credit, taxes, investment options, risk management, automobile purchases, and consumer rights and responsibilities
- 📖 Emphasis on developing decision-making skills for real life financial situations
- 📖 Graduation requirement
- 📖 Open to sophomore, junior or senior level students

### Entrepreneurship and Small Business Management

- 👤 Help students learn about owning their own business
- 👤 Focus on characteristics of entrepreneurs and lead students through setting up a business
- 👤 Spot opportunities, how to choose one that's right for him/her, and how to minimize the risks of running a business
- 👤 Study e-commerce and how e-business differs from traditional business
- 👤 Learn what affects them as consumers and as business owners
- 👤 Benefit from taking this course and learning to utilize the entrepreneurial way of thinking (even if not owning a business)
- 👤 Open to junior or senior level students

### Banking and Financial Systems (Semester Course)

- 📖 Curriculum picks up where Personal Finance left off
- 📖 Content includes budgets, bank accounts, loans, credit, insurance, real estate and security buying
- 📖 Concludes with an in-depth look at the financial security of saving/investing for the future (primarily through stocks, bonds, mutual funds and real estate)
- 📖 Open for juniors and seniors who have completed Personal Finance