

# Canyon Crest Academy: Business Management

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Level of Difficulty	Estimated Homework	Prerequisites
<input checked="" type="checkbox"/> Moderate <input type="checkbox"/> Difficult <input type="checkbox"/> Very Difficult	0-30 minutes	<u>District</u> none <u>Department</u> none

## Course Description

This course provides entry-level training in small business management. Employment possibilities include manager trainee, assistant manager, franchise operator, and owner/operator. Instruction covers the following areas: job acquisition skills, lifelong learning opportunities, characteristics of entrepreneurship, choosing types of business ownership, marketing, business management, human resources, business site selection, financing a business, developing a business plan, business operations, accounting, dealing with legal issues, serving a global marketplace, protecting the business, ethics and social responsibility, and safety in the workplace. Students use equipment which includes: office machines, computers, printers, copiers and Microsoft Excel, Word and Powerpoint software.

## Grading

Based on in-class participation, daily assignments, projects and tests.

## Syllabus Link

## Supplemental Information

10 credits

Fulfills Practical Art/CTE requirement or counts toward elective credits