

# Business and Marketing Education

The Business Education and Marketing Education programs provide the following opportunities:

- Preparation for initial entry in the field of business that enhances employability and educational background of college-bound students.
- Involvement in **FBLA (Future Business leaders of America)** and/ or **DECA (An Association of Marketing Students)** is an important part of all courses. FBLA and DECA are national career and technical student organizations in which activities involve organizing and implementing civic projects, social events, school-wide activities, and fund raisers. Additional opportunities include interscholastic competition and attending local, state and national conferences.
- Students enrolled in Business courses can earn college credit while still in high school through Tech Prep (Green River CC, Highline CC, South Seattle CC, and Renton Technical College).
- Students enrolled in marketing courses can earn college credit while still in high school through Tech Prep at Green River CC.
- **Business Academy** offers an opportunity for students to take one of the Business Education courses at a self-directed pace. In order to be successful in this program, the student needs to be an independent and self-motivated learner. The student will follow a weekly outline for each course that will develop and enhance his/her business skills and knowledge.
- The following courses are offered in the Business Academy: Accounting 1-4, Business Math, Recordkeeping, Technical Writing, Digital Information Processing 1&2, Microsoft Office Specialist 1&2, and Business Principles.

## Course Offerings:

### OFFICE USER SPECIALIST 1 (MOS 1 CORE)

<b>Credits</b>	<b>Prerequisite</b>	<b>Special Information</b>
.5 per semester	Digital Info. Processing/	\$10, Occupational Ed Credit,
Semester Course	Dig. Comm. Tools	Tech Prep



### OFFICE USER SPECIALIST 2 (MOS 2 EXPERT)

<b>Credits</b>	<b>Prerequisite</b>	<b>Special Information</b>
.5 per semester	Microsoft Office	\$10, Occupational Ed Credit,
Semester Course	Specialist 1	Tech Prep

“While working at the credit union I learned that you have to remember many different codes for different things to do to an account.”  
*Samantha*

### RECORDKEEPING

<b>Credits</b>	<b>Prerequisite</b>	<b>Special Information</b>
.5 per semester	None	\$10, Occupational Ed Credit
Semester Course		

### TECHNICAL WRITING

<b>Credits</b>	<b>Prerequisite</b>	<b>Special Information</b>
.5 per semester	None	\$10, Occupational Ed Credit,
Semester Course		.5 Senior English (elective)

### ACCOUNTING 1&2

<b>Credits</b>	<b>Prerequisite</b>	<b>Special Information</b>
.5 per semester	None	\$10, Occupational Ed Credit,
Year Course		Math Credit (crossover)
		Tech Prep

“In Accounting, I have the opportunity to apply mathematics and analysis to real-life situations involving business.”  
*Jason*

### ACCOUNTING 3&4

<b>Credits</b>	<b>Prerequisite</b>	<b>Special Information</b>
.5 per semester	Accounting 1&2	\$10, Occupational Ed Credit,
Year Course		Math Credit (crossover)
		Tech Prep

## **BUSINESS MATH**

### **Credits**

.5 per semester  
Semester Course

### **Prerequisite**

None

### **Special Information**

\$10, Occupational Ed Credit,  
Math Credit (crossover),  
Tech Prep

I have learned a lot about business careers and have more scholarship opportunities.”  
*Annette*

## **BUSINESS PRINCIPLES / INTRODUCTION TO BUSINESS**

### **Credits**

.5 per semester  
Semester Course

### **Prerequisite**

None

### **Special Information**

\$10, Occupational Ed Credit,  
Sr. Social Studies (elective)

## **DIGITAL COMMUNICATIONS TOOLS 1**

### **Credits**

.5 per semester  
Semester Course

### **Prerequisite**

None

### **Special Information**

\$10, Occupational Ed Credit,  
Tech Prep

“In Digital Communication Tools, the more mistakes you make, the more you learn.”  
*Tanya*

## **DIGITAL COMMUNICATIONS TOOLS 2**

### **Credits**

.5 per semester  
Semester Course

### **Prerequisite**

Digital Comm. Tools 1

### **Special Information**

\$10, Occupational Ed Credit,  
Tech Prep

## **CO-OP WORK EXPERIENCE**

### **Credits**

.5 per semester  
Semester Course

### **Prerequisite**

Teacher Permission  
Application Process

### **Special Information**

Occupational Ed Credit,  
Instructor Permission



## **CAREER CHOICES 1 & 2**

### **Credits**

.5 per semester  
Semester Course

### **Prerequisite**

Grade 11 & 12

### **Special Information**

Occupational Ed Credit,  
Provide Own Transportation to Internship Site

## **BUSINESS LAW**

### **Credits**

.5 per semester  
Semester Course

### **Prerequisite**

None

### **Special Information**

\$10, Occupational Ed Credit,  
Senior Social Studies (crossover)

“Business Law is great. It teaches you things you will need to know when you grow up.”  
*Mike*

## **INTRODUCTION TO MARKETING**

### **Credits**

.5 per semester  
Year Course

### **Prerequisite**

None

### **Special Information**

\$16, Occupational Ed Credit,  
Tech Prep, DECA membership required

## **MARKETING MANAGEMENT 3 & 4**

### **Credits**

.5 per semester  
Year Course

### **Prerequisite**

Introduction to Marketing

### **Special Information**

\$16, Occupational Ed Credit,  
Tech Prep, DECA membership required, Sr. Social Studies (crossover),  
Instructor Permission

## **MARKETING OPERATIONS / STUDENT STORE**

### **Credits**

.5 per semester  
Year Course

### **Prerequisite**

Introduction to Marketing,  
Teacher Permission

### **Special Information**

\$16, Occupational Ed Credit,  
Tech Prep, DECA membership required

## YEARBOOK PRODUCTION & RETAILING

### Credits

.5 per semester

Year Course

### Prerequisite

Teacher Permission

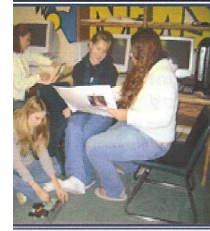
Application Process

### Special Information

Occupational Ed Credit,

.5 Sr. English (crossover)

Fine Arts (crossover)



### **Geri Lee, Instructor, Business Education**

253-945-5285, [glee@fwps.org](mailto:glee@fwps.org)

### **Krys Ellis, Instructor, Marketing Education**

253-945-5282, [kellis@fwps.org](mailto:kellis@fwps.org)

### **Decatur High School**

2800 SW 320<sup>th</sup> Street

Federal Way, WA 98023