

# FINANCE

## **PHBU101 Business & Technology Concepts (formerly Computer Applications)**

**Level: 9-12  
Credit: 1 unit**

This is an introductory class for web and digital communications as well as business finance courses. Students will obtain general knowledge about our economic system, business organization, technology in business, careers, being an informed consumer, having bank accounts, using credit and insurance. Practical computer and Microsoft Office (Word, Excel, PowerPoint) skills will be integrated throughout the course.

## **PHBU204 Accounting**

**Level: 10–12  
Credit: 1 unit**

Accounting will give the student a thorough background in basic accounting procedures needed to operate a business. Procedures presented will also serve as a background for employment in office jobs and preparation for pursuing a business related career in college.

## **PHBU200 Entrepreneurship**

**Level 10-12  
Credit: ½ unit**

Entrepreneurship will introduce students to the knowledge and skills necessary to own and operate their own business. Topics from several business fields will be explored, such as: economics, marketing principles, human relations, business and labor law, and financial planning.

## **PHBU205 Advanced Accounting Prerequisite: Accounting**

**Level: 11–12  
Credit: 1 unit**

Students will learn how computers are used for accounting applications with today's powerful computer systems. This program covers general ledger, accounts payable, accounts receivable, bank reconciliation, plant assets, inventory, and payroll. Students will also be exposed to real-life accounting situations with guest speakers, possible job shadowing, and accounting simulations. Peachtree Complete Accounting and Excel will be used.