

BUSINESS AND MANAGEMENT CAREER LEARNING AREA

Overview

There are four cluster skill sets available to students that have an interest in pursuing business as their next step after high school.

Completion of a cluster skill set requires completing three (3) credits in that set. The three credits must consist of the required components for each set as well as a number of optional courses.

College Connections

Blue Mountain CC

Industry Partners

Barnett & Moro
 Bellinger Farms
 Cottage Flowers
 Pam Stocker – E. Jones
 Express Personnel Ser.
 Lucky Endz Gifts
 O So Kleen
 Oregon Trail Homes
 Papa Murphy's
 Innovative Enterprises
 Umatilla-Morrow Head
 Start
 Hermiston Public Library
 Hermiston Chamber of
 Commerce



CLUSTER Skill Sets

Required Courses

Finance \$

Benjamin Dagley

ben.dagley@hermiston.k12.or.us
 (541) 667-6100, Ext. 20571

Roger Berger

roger.berger@hermiston.k12.or.us
 (541) 667-6100, Ext. 20521

Accounting 1
Accounting 2*

Credits

1.0
 1.0

Business Management & Administration

Maureen Crossley

maureen.crossley@hermiston.k12.or.us
 (541) 667-6100, Ext. 20530

Business Applications – Intro
Spreadsheets*
Word Processing*
Business Computing* (BA131)

Credits

0.5
 0.5
 1.0

*Denotes course is offered for college credit.

Business & Management CLUSTER Skill Sets Continued on next page.

HERMISTON HIGH SCHOOL



Careers in Business & Management
Accountant
Financial Advisor
Planner
Management
Sales
Economist
Buyer
Event Coordinator
Data Entry Clerk
CEO
Administrative Assistant

Overview Hospitality
The Hospitality & Tourism cluster is designed to prepare students for success in the food service, hospitality, and tourism industries.

Careers in Hospitality & Tourism
Chef or Baker
Food and Beverage
Director or Restaurant Owner
Hotel Manager
Travel Agent
Event Planner
Dietician
Nutritionist

CLUSTER Skill Sets <i>(continued)</i>	Required Courses										
<p align="center">Marketing ✈️</p> <hr/> <p align="center">Doug Tovey doug.tovey@hermiston.k12.or.us (541) 667-6100, Ext. 20531</p>	<table border="0"> <thead> <tr> <th></th> <th align="right">Credits</th> </tr> </thead> <tbody> <tr> <td>Marketing 1*</td> <td align="right">1.0</td> </tr> <tr> <td>Marketing 2*</td> <td align="right">1.0</td> </tr> </tbody> </table>		Credits	Marketing 1*	1.0	Marketing 2*	1.0				
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<p align="center">Hospitality & Tourism ✈️</p> <hr/> <p align="center">Susie Cobb susie.cobb@hermiston.k12.or.us (541) 667-6100, Ext. 20505</p> <p align="center">Maloree Moss maloree.moss@hermiston.k12.or.us (541) 667-6100, Ext. 20575</p>	<table border="0"> <thead> <tr> <th></th> <th align="right">Credits</th> </tr> </thead> <tbody> <tr> <td>Principles of Food & Nutrition</td> <td align="right">0.5</td> </tr> <tr> <td>Bulldog Catering*</td> <td align="right">1.0</td> </tr> <tr> <td>Advanced Bulldog Catering*</td> <td align="right">0.5</td> </tr> <tr> <td>Introduction to Hospitality, Tourism, & Management*</td> <td align="right">0.5</td> </tr> </tbody> </table>		Credits	Principles of Food & Nutrition	0.5	Bulldog Catering*	1.0	Advanced Bulldog Catering*	0.5	Introduction to Hospitality, Tourism, & Management*	0.5
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Business and Management CLA Course Descriptions

Program Description

Hermiston High School's Business and Management Program has four Career and Technical Education (CTE) cluster skill sets available to students that have an interest in pursuing business as their next step after high school. Completion of a cluster skill set requires completing three (3) credits in that area. The three credits must consist of the required components for each area as well as a number of optional courses. Students may complete more than one cluster.



Business Management & Administration



Finance



Marketing



Hospitality & Tourism



Dual Credit is also available for many of these classes. Check the class listing.

Are you..... Courteous? Outgoing? Self-Motivated? Creative?

If you enjoy.....

- A flexible schedule
- Discovering new places and cultures
- Organizing fun activities for others
- Working with all ages and types of people
- Working in a fast-paced environment

Consider a career in Business & Management—the world is waiting for you! The classes listed in the following section will help you get started.

Courses

5151HS Intro to Business

Grades 9, 10, 11

Credit: 0.5

Prerequisite: None

Students in this course will be introduced to basic business principles, entrepreneurship, and employment specific to the Business and Management Program of Study (POS) at HHS. Through the use of projects and hands on learning students will discover aspects of owning a business, what it takes to be an entrepreneur, the value of marketing, the importance of accounting, and the field of hospitality and tourism. Students will explore leadership traits necessary for success in the job market and learn about laws that affect them in the work place. Practical skills will be developed through the completion of job applications, business letters, and business proposals and projects with MS Office Suite applications software integration.

Guest speakers and experts in the field will expose students to real business scenarios that fuel lively discussions. The semester culminates with a final unit where students will apply for an actual Hermiston High School, Business and Management, Advanced Business Procedures Lab job! This course is a beneficial introduction to all Business and Management POS pathways courses.

A Career-Related Learning Experience (CRLE) may be met through completion of this course with a C grade or higher. This course is the prerequisite to all HHS Business and Management Program of Study course pathways.

5002HS Success 101 ★

Grade 9 (Required)

Credit: 0.5, Eastern Promise Dual Credit opportunity (HUM 103)

Prerequisite: None

This course helps freshmen students get their high school career off to a positive start! *Career Choices* & the online 10-Year Plan is an interdisciplinary curriculum that engages students and teachers in an interactive learning process, helping students develop the knowledge, skills, and attitudes needed to successfully: examine their own lives, explore and evaluate a wide range of education and career options, and make reasoned and researched goals for their future.

A Career-Related Learning Experience (CRLE) may be met through completion of this course with a C grade or higher. This course is the prerequisite to many HHS computer courses and taps into lifelong technology skill acquisition.

5100HS Accounting 1 \$ →

Elective Grades 10, 11, 12

Credit: 1.0

Prerequisite: None

This course is for those students interested in pursuing a business career or just looking to get experience in handling finances. Through a comprehensive instructional program designed to meet the needs of today's accounting students, the real world of accounting is brought into the classroom. A variety of companies are used as examples to help students learn basic accounting skills culminating in a "Great Escapes" simulation.

5110HS Accounting 2 \$★

Elective Grades 11, 12

Credit: 1.0 Honors Credit/Dual Credit opportunity (BA 111)

Prerequisite: Accounting 1

Accounting 2 will teach students to keep the accounting records for a business that sells merchandise. The business we will use in our examples is organized as a corporation. Students will study the complete accounting cycle for the merchandise business called "Starting Line Sports Gear." We will examine cash sales, sales on account, cash receipts, cash payments, and purchases. In addition, students will learn how to record adjusting entries, prepare financial statements for a corporation, and prepare closing entries. This course will integrate both workbook examples and the latest technology. This course will integrate both workbook examples and the latest technology. BMCC dual credit is available.

The Technical Skills Assessment (TSA) for program completion in Finance will be administered near completion of this course. This course gives students the tools they will need to be successful when they move on to our Advanced Business Procedures Lab.

5201HS Marketing 1: The World of Business

Elective Grades 10, 11, 12

Credit: 1.0, Dual Credit opportunity (BA 101)

Prerequisite: None

Marketing 1 is a full-year course designed to introduce students to the “real” world of business. Students learn What is Marketing, Why Marketing is important, Marketing Basics, Economics, Sales, Advertising and Promotion, Human Relations / People Skills, and will write a Marketing Plan for a product or business of their choice. Students will have the opportunity to participate in DECA, attend the State DECA Leadership Conference as well as other field trips to Nike and professional sporting events. Marketing 1 gives students the tools they will need to be successful when they move on to Marketing 2 and Advanced Business Procedures. Students may receive college credit through Blue Mountain Community College for completing this course successfully.

5221HS Marketing 2

Elective Grades 10, 11, 12

Credit: 1.0, Honors Credit, Dual Credit opportunity (BA 249)

Prerequisite: Marketing 1

Lab fee and DECA Dues

Marketing 2 is an extension of our Marketing 1 course and a prep class required for those seeking to apply for a position in our Advanced Business Procedures Lab. Students will review Marketing 1 Basics and Retail Skills, learn Money Management, write a formal business plan or participate in an advanced DECA project. Second semester topics will include full units on Social Media in Marketing and Sports and Entertainment Marketing. Students will have the opportunity to participate in DECA, attend the State DECA Leadership Conference as well as other field trips to college campuses, Nike, and professional sporting events. Marketing 2 gives students the tools they will need to be successful when they move on to our Advanced Business Procedures Lab.

The Technical Skills Assessment (TSA) for program completion in Marketing will be administered near completion of this course.

4252HS Advanced Business Procedures

Elective Grade 12

Credit: 1.0, Honors Credit, Dual Credit opportunity (BA 249)

Prerequisite: Business and Management Program Completer (3 Business elective credits completed)

Lab fee and DECA Dues

Advanced Business Procedures is the culminating course in the Hermiston High School Business Department. Students will apply concepts learned in all of the business and academic courses while running a series of Student Owned and Operated Businesses. Students will be selected through an extensive application process, put into teams, and then expected to manage their time, talents, and resources to earn a profit. Students will have the opportunity to participate in DECA, attend the State DECA Leadership Conference as well as other field trips to college campuses, Nike, and professional sporting events. Students may receive college credit through Blue Mountain Community College for completing this course successfully (BA249 Retail Selling).

Student businesses will include:

- Dawg House Student Store
 - Boomer’s (Kennison Field Concession and Indoor Concession)
 - Java Dawg (Coffee/Smoothie Shop)
 - Dawg Prints (Sign Business)
 - HermistonAthletics.Org
-

5310HS Business Applications, Spreadsheets ★

Meets Fine/Applied Arts Requirement

Elective Grades 10, 11, 12

Credit: 0.5 Honors Credit, Dual Credit opportunity (BA110X)

This course is one semester of a full-year course; it will be offered Semester 2 only each year.

Prerequisite: None

If you are planning on attending college, opening your own business, or heading straight into the workforce, this is a “must take” class. The class concentrates on the following:

1. Spreadsheet applications using Microsoft Office software such as Excel, and integrated with Word and other applications. Integrated software packages and projects will enhance entry-level job skills.
2. Formula construction for quick and automatic calculation to project outcomes and creating data files for merging and easy manipulation is introduced. Graphing and charting of statistical information is also practiced.
3. Learning how to use application software to balance a checkbook, perform calculations automatically, prepare a budget, determine payments, or even create useful charts to display data.

A Career-Related Learning Experience (CRLE) may be met through completion of this course with a C grade or higher and honors credit is available. This class is one of HHS’s core courses for program completion in Business Management & Administration. Three BMCC dual credits are available for this unit. This class is one component of BMCC’s computer literacy requirement, and is a prerequisite to Business Computing (BA131)!

5300HS Business Applications, Word Processing ★

Meets Fine/Applied Arts Requirement

Elective Grades 10, 11, 12

Credit: 0.5 Honors Credit, Dual Credit opportunity (BT121, BT201M)

This course is one semester of a full-year course; it will be offered Semester 1 only each year.

Prerequisite: None

Every student needs computer knowledge beyond keyboarding! This course helps prepare the student for college, the workforce, and other high school classes where computer usage is a must. Do you plan on owning and operating your own business? Do you want to be the manager of a large office or prepare your own business documents? This class is your one-stop shop!

Save time and money in your future by learning to insert graphics into documents, prepare title pages and reference pages for reports, and create tables, charts, memos, and letters in business format. Develop advanced word processing, document revision, and language arts and communication skills. Use Microsoft Office Word to make it fun and easy.

A Career-Related Learning Experience (CRLE) may be met through completion of this course with a C grade or higher and honors credit is available. This class is one of HHS’s core courses for program completion in Business Management & Administration. Up to six (6) BMCC dual credits are available for this unit. This class is one component of BMCC’s computer literacy requirement and is a prerequisite to Business Computing (BA131)!

5340HS Business Computing (BA131) ★

Meets Fine/Applied Arts Requirement

Elective Grades 10, 11, 12

Credit: 1.0 Honors Credit, Dual Credit opportunity (BA110A, BA131)

Prerequisites: Word Processing and Spreadsheets

This class provides training in Office applications software such as Microsoft Office Access and PowerPoint, and integration with other Office applications such as Word, Excel, and Outlook.

Students will learn to use a computerized database management system to complete many business-related tasks. What is the best software to create an address book, a card catalog, personal or business inventory records, produce a form letter and labels for a bulk mailing, or even organize a basketball team fundraiser? Quickly search, sort, build forms and reports, and save time through learning the creation and use of databases. Students will be introduced to the relational database, database techniques, and integrating the database with the word processor and spreadsheet. Integrated software packages and projects will enhance their entry-level job skills. If students need to know computer programs and be ready to do it all, this would be the course!

A Career-Related Learning Experience (CRLE) may be met through completion of this course with a C grade or higher and honors credit is available. Three BMCC dual credits are available for this unit (BA110A Access) and four additional credits for completion of all HHS Business Applications courses are available as well (BA131). This class meets BMCC’s computer

literacy requirement! This course gives students the tools they will need to be successful when they move on to our Advanced Business Procedures Lab.

The Technical Skills Assessment (TSA) for program completion in Business Management & Administration will be administered near completion of this course.

5600HS Principles of Food & Nutrition, Intro ➔

Elective Grades 9, 10, 11, 12

Credit: 0.5

Prerequisite: None

This course includes the study of the science of nutrition, the nutrients, selecting foods to stay healthy, and basic food preparation techniques needed to make fast and healthy beverages, snacks, and simple meals. Students will participate in food preparation labs weekly. Students are expected to read, write, and use basic math skills in order to be successful in this course. Students are encouraged to participate in the many opportunities available for students to develop leadership skills and participate in community service, projects, and competition through Family, Career, and Community Leaders of America (FCCLA), a student leadership organization. More details will be provided in the classroom.

5620HS Bulldog Catering (1 Credit)/5625HS Bulldog Catering, Advanced (0.5 Credit) ➔ ★

Elective Grades 10, 11, 12

Credit: 1.0/0.5, Honors Credit, Dual Credit opportunity (HTM 105/HTM 224)

Prerequisite: Principles of Food & Nutrition; Bulldog Catering for entry into Advanced Bulldog Catering

Bulldog Catering provides students with an opportunity to explore career options in the growing field of hospitality. Students will learn basic professional culinary skills while helping to cater a variety of school and community events. Students enrolled in Advanced Catering are expected to act as a team leader in the classroom and handle additional responsibilities at events. All students will need to pass the Oregon Food Handler's examination. To receive certification to work in food service in the community, students may pay the additional fee at the time the test is taken—instructor will provide details in class. **Many additional opportunities for students are available through Family, Career, and Community Leaders of America (FCCLA). Dual credit is available through BMCC; placement tests are required—instructor will provide details.

5650HS Hospitality, Tourism & Management, Intro



Elective Grades 10, 11, 12

Credit: 0.5 Honors Credit, Dual Credit opportunity (HTM 100)

Prerequisite: None

This course provides students with a general background in all four areas of the hospitality industry—food and beverage, lodging, recreation, and tourism. In Intro to HTM, students will learn basic industry skills while helping plan school and community events. Students are expected to participate in a minimum of 4 hours outside of school in order to experience what it is like to work in the hospitality industry. Students are encouraged to participate in the competitive opportunities available through Family, Career and Community Leaders of America (FCCLA).

This course gives students the tools they will need to be successful when they move on to our Advanced Business Procedures Lab.

Application Instructions

Hermiston High School's Business and Management CLA has four cluster skill sets available to students that have an interest in pursuing business as their next step after high school.

HHS's four cluster skill sets are: Business Management & Administration, Finance, Hospitality & Tourism, and Marketing. Students may complete more than one cluster area.

Completion of a cluster skill set area requires completing three (3) credits in that area. The three credits must consist of the required components for each area as well as a number of optional courses.

Obtain the application from any Business instructor.

Requirements to receive a Completion Certificate, Graduation Stole:

- ✓ Applicant must have a B grade or higher in each and all of their required and optional courses.
- ✓ *Applicant must have taken and passed one of the assigned Technical Skills Assessment (TSA): MOS certification exam in their program area(s), or the regional TSA or other final assessment of the instructor's choice.*
- ✓ Applicant must submit a cover letter with their Program Completion Application.
Cover Letter Requirements: *Applicants must write a cover letter to the Business and Management Program of Study Committee. In your letter, address the following questions: How have the Business CTE courses you have completed at HHS impacted your education? What are your future plans after high school? Incomplete or unformatted letters will not be accepted.*
- ✓ Unofficial transcript must be submitted with the application and cover letter. Please highlight the course and grade for each class used to complete the program.
- ✓ Applicant will submit all materials to the appropriate Business Department teacher identified on the cluster skills set form by the application deadline (graduation year). **Deadline for 2018 seniors is March 22, 2018.**

~Recognition for program completion will be acknowledged. ~

Cluster Skill Set Applying for: **Business Management & Administration** 
 Application Deadline: *Seniors - March 22, 2018*

Applicant _____ Id. No. _____ Graduation Year _____

Directions for submitting your program completion application and required components: Fill in each of the blanks in the table below for each course you are including for program completion recognition. Include all information requested. Sign and date your application. Incomplete applications will not be accepted.


Submit each of the following items in the order listed below. Paper clip the set (no cover or staples).

1. **Cover Letter – See CTE Application Requirements**
2. **Application**
3. **Unofficial Transcript** with highlighted courses being used for program completion.

Technical Skills Assessment (TSA) Results: BM&A Regional Rubric in Business Computing/BA131

Date Taken _____ Score _____

(Obtain your scores from the BM&A Instructor, Mrs. Crossley.)

 Bus. Mngt. & Admin. <i>Must complete 3 credits below (all required + optional) with a grade of 80% B- or higher.</i>				
Course Name	Course Credit:	Required or Optional For CTE	List semester and year completed below.	List grade earned below.
Business Applications – Spreadsheets	0.5	REQ		
Business Applications – Word Processing	0.5	REQ		
Business Computing	1.0	REQ		
Accounting 1	1.0	OPT		
Advanced Business Procedures	1.0	OPT		
Business – Independent Study	0.5	OPT		
Business & Marketing Workplace Exp.	0.5	OPT		
Hospitality & Tourism Intro	0.5	OPT		
Internship	0.5	OPT		
Marketing 1	1.0	OPT		
Total Credits		←Please add your total credits earned and record.		
Applicant Signature:			Date:	

Cluster Skill Set Name Applying for: **Finance \$**

Application Deadline: *Seniors - March 22, 2018*

Applicant _____ Id. No. _____ Graduation Year _____

Directions for submitting your program completion application and required components: Fill in each of the blanks in the table below for each course you are including for program completion recognition. Include all information requested. Sign and date your application. Incomplete applications will not be accepted.

Submit each of the following items in the order listed below. Paper clip the set (no cover or staples).

1. **Cover Letter – See CTE Application Requirements**
2. **Application**
3. **Unofficial transcript** with highlighted courses being used for program completion.

Technical Skills Assessment (TSA) Results: TSA Finance Regional TSA

Date Taken _____ Score _____

(Obtain from the Finance Instructor, Mr. Dagley.)

\$ Finance <i>Must complete 3 credits below (all required + optional) with a grade of 80% B- or higher.</i>				
Course Name	Course Credit:	Required or Optional For CTE	List semester and year completed below.	List grade earned below.
Accounting 1	1.0	REQ		
Accounting 2	1.0	REQ		
Advanced Business Procedures	1.0	OPT		
Bulldog Catering	1.0	OPT		
Business and Marketing Workplace Exp.	0.5	OPT		
Business Applications, Spreadsheets	0.5	OPT		
Business Applications, Word Processing	0.5	OPT		
Hospitality & Tourism Intro	0.5	OPT		
Marketing 1	1.0	OPT		
Total Credits		←Please add your total credits earned and record.		
Applicant Signature:			Date:	

Cluster Skill Set Name Applying for: **Hospitality & Tourism** →

Application Deadline: *Seniors - March 22, 2018*

Applicant _____ Id. No. _____ Graduation Year _____

Directions for submitting your program completion application and required components: Fill in each of the blanks in the table below for each course you are including for program completion recognition. Include all information requested. Sign and date your application. Incomplete applications will not be accepted.

Submit each of the following items in the order listed below. Paper clip the set (no cover or staples).

1. **Cover Letter – See CTE Application Requirements**
2. **Application**
3. **Unofficial transcript** with highlighted courses being used for program completion.

Technical Skills Assessment (TSA) Results: TSA _____

Date Taken _____ Score _____

(Obtain from the H&T Instructor, Mrs. Cobb or Miss Moss.)

→ Hosp. & Tour. <i>Must complete 3 credits below (all required + optional) with a grade of 80% B- or higher.</i>				
Course Name	Course Credit:	Required or Optional For CTE	List semester and year completed below.	List grade earned below.
Principles of Food & Nutrition	0.5	REQ		
Bulldog Catering	1.0	REQ		
Advanced Bulldog Catering	0.5	REQ		
Hospitality & Tourism Intro	0.5	REQ		
Accounting 1	1.0	OPT		
Business Applications - Spreadsheets	0.5	OPT		
Business Applications – Word Processing	0.5	OPT		
Hospitality Practicum	0.5	OPT		
Marketing 1	1.0	OPT		
Total Credits		←Please add your total credits earned and record.		
Applicant Signature:			Date:	

Career & Technical Education
Business & Management

Program Completion Application
MARKETING

Cluster Skill Set Name Applying for: **Marketing** ⇄

Application Deadline: **Seniors - March 22, 2018**

Applicant _____ Id. No. _____ Graduation Year _____

Directions for submitting your program completion application and required components: Fill in each of the blanks in the table below for each course you are including for program completion recognition. Include all information requested. Sign and date your application. Incomplete applications will not be accepted.

Submit each of the following items in the order listed below. Paper clip the set (no cover or staples).

1. **Cover Letter – See CTE Application Requirements**
2. **Application**
3. **Unofficial transcript** with highlighted courses being used for program completion.

Technical Skills Assessment (TSA) Results: TSA _____

Date Taken _____ Score _____

(Obtain from the Marketing Instructor, Mr. Tovey.)

⇄ Marketing <i>Must complete 3 credits below (all required + optional) with a grade of 80% B- or higher.</i>				
Course Name	<i>Course Credit:</i>	Required or Optional For CTE	List semester and year completed below.	List grade earned below.
Marketing 1	1.0	REQ		
Marketing 2	1.0	REQ		
Accounting 1	1.0	OPT		
Advanced Business Procedures	1.0	OPT		
Business Applications – Spreadsheets	0.5	OPT		
Business Applications – Word Processing	0.5	OPT		
Business and Marketing Workplace Exp.	0.5	OPT		
Hospitality and Tourism, Intro	0.5	OPT		
Total Credits		⇄ Please add your total credits earned and record.		
Applicant Signature:			Date:	