

World Beyond Graduation

Business, Office Education Gives Head Start On Career

By Shelia Sisk

The Business and Office Education Department at Kings Mountain High School is designed for the student who plans to enter the world of work upon graduation, the student who takes business courses for enrichment, and the student who wishes to pursue further study. The following courses are offered: Keyboarding/Typewriting, Principles of Business, Business Law, Computerized Accounting I and II, Computer Applications I and II, Administrative Support Occupations I and II.

Four teachers, Mrs. Cindy Hovis, Mrs. Kathy Goforth, Mrs. Jaquitha Reid, and Mrs. Shelia Sisk, make up the staff of the Business and Office Education Department (well qualified instructors holding Masters Degrees in Business and Office Education).

A laboratory approach is used by the staff in teaching business courses. The teachers strive to integrate the business courses with academic subjects to make them relevant to current office trends and to the personal needs of students.

The are opportunities to develop and apply leadership, social, civic, and business-related skills in Future Business Leaders of America (FBLA), the vocational student organization for Business and Office Education students.

Students in Administrative Support Occupations II and Computerized Accounting II may select the cooperative component of this course. This is an method of instruction offers students the opportunity to work in jobs that are directly related to the subject area they are being trained for preparing these students for gainful employment.

The cooperative method of instruction is a cooperative work and training program for high school students who have completed the necessary prerequisites and who are preparing for employment. Students may be released from school in the afternoon to go to work.

This method of instruction provides a means to coordinate and organize an "in-school program" in which students receive instruction that is related to their individual career goals.

The primary goal of Cooperative Business Education is to prepare students for employment. This program is valuable to the students, the school, employers, and Kings Mountain. It is valuable to the students in that it motivates them to learn, both on the job and in the classroom because of meaningful experiences. It develops self-confidence, a sense of security and independence. On-the-job training can lead to full-time employment for the student after graduation. The student can acquire skills and knowledges and learn techniques which can not be taught in the classroom. The cooperative method provides which includes guidance in selecting the particular job for which the student is most suitable in terms of interests, aptitudes, and abilities. The student also earns money, which may be necessary for continuance in school, and gain an appreciation of its value.

The Cooperative Business program is valuable to the school because it utilizes our community resources to expand the curriculum and provides more individualized



Sherry Bridges observes Arickay Ritkiphong balance books for a business.



Dawn Soukevath and Kot Inthavank sharpen their computer skills.



Carol Gilliam develops a spreadsheet on the computer that she will use to solve a problem in her Administrative Support Occupations II Class.

instruction. It also provides a way that school can share in the cost of training students by utilizing the equipment and facilities of the business community. This program enables school personnel to keep informed of constantly changing equipment and changing business practices and procedures.

Also business education course content can be continually updated and new methods obtained by absorbing new procedures and practices found in business.

The Cooperative Business Education Program is valuable to employers by reducing training costs by cooperative with the school in the training of employees. This program can give employers assistance in selecting and screening personnel. Cooperative education enhances the public image of business and improves communications between the business community and school.

The Cooperative Business Education Program is valuable to the community in that it enables students to secure local employment, which may keep them con-

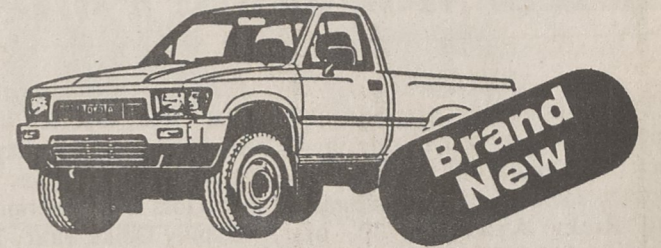
tributing members of the community after graduation. It also contributes to the economic growth of the community by providing a source of trained workers.

Students at Kings Mountain High School who do not follow the business and office education curriculum but elect one or more business courses acquire skills that will enrich their lives. Those students who complete the business and office education course of study should acquire a variety of salable skills they will need to pursue a career in the business field.

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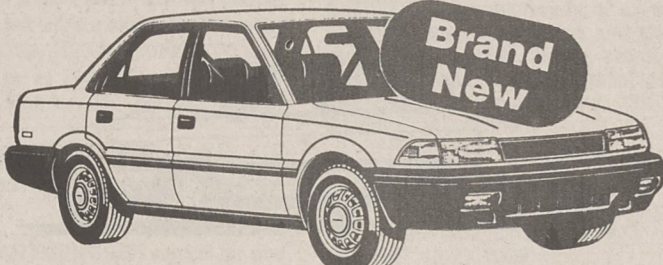
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