



QUEST  
ENRICHMENT  
CENTER

# EMPHASIS IN GENERAL BUSINESS

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Appropriate for:

Students who desire to pursue a career in the business or corporate world in areas such as finance, computer software and information, management, marketing, and customer service.

**UPDATED**  
EDITION

# EMPHASIS & HONORS OVERVIEW

Graduating with an Emphasis Cord shows a dedication to a specific subject matter; receiving an Honors Medallion shows application and experience of the gained knowledge. Customizable options are available. Both can open doors to opportunities with employers and universities!

## APPLICATION PROCESS:

1. Plan high school classes with criteria of desired cord.
2. Document completed coursework on Quest's online application form ([click here](#)) then save progress to be updated year after year. Planning and documentation can begin anytime during high school, but students are encouraged to begin in their freshman year.
3. Once a student has documented and included all necessary information, the form is to be submitted by the announced deadline to be reviewed.

## GENERAL CRITERIA:

- Students must maintain a 3.5 GPA in classes qualifying for the particular emphasis cord.
- Students must maintain a 3.5 GPA overall in all high school classes for the honors medallion.
- The student must display honorable character and a clean disciplinary record.

*Application does not guarantee that the student will receive the cord, but students are likely to be eligible for multiple cords and may apply for up to three. This number does not include any Social Cords they may receive for Honor Society, Student Council, or the Community Connection Cord.*

# GENERAL BUSINESS COURSE REQUIREMENTS

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## COURSE REQUIREMENT

- Completion of 4 years of math, up through Algebra II.
- Completion of 6 business classes through all 4 years of high school with at least one class in each of the five categories listed below.
- **OPTIONAL:** Complete an AP exam with a 4 or 5 (before senior year) in substitution for one of the 6 business classes.
- Two must be honors classes or dual credit courses.  
**IMPORTANT:** Quest offers Honors Contracts to elevate any high school course to an honors class.

### ACCOUNTING & FINANCE

- Economics
- Personal Finance
- Microsoft Excel (3 levels)

### MARKETING

- Photoshop
- Color Theory
- Typography
- Intro to InDesign
- Managing Design Projects

### MANAGEMENT/ LEADERSHIP

- Principles of Management
- Entrepreneurship
- Virtual Communications for Managers

### CUSTOMER SERVICE & RESOLUTION

- Psychology
- Speech
- Clear Communications
- Customer Service Training
- Goal Setting & Workplace Efficiency

### COMPUTER FUNDAMENTALS

- MS Word Training (2 levels)
- MS Excel (2 levels)
- MS PowerPoint (2 levels)

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## CREDIBILITY REQUIREMENT

- Provide a transcript & Schoology grade report (instructions to download this are on the form).
- If coursework has been done outside of Quest, provide proof for class completion/grades (report card, scores email, teacher's signature).

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## ONE ADDITIONAL REQUIREMENT (CHOOSE 1)

- Serve as a TA in a middle school or high school course for an entire year.
- **OR** Serve on Student Council for an entire year.
- **OR** Interview two businesspersons. Compile a paper discussing the job's pros and cons. (What problems have they faced? Career longevity?).





# HONORS MEDALLION REQUIREMENTS

Honors Medallions are earned through practical application and experience. **Customizable options are available for students who need accommodations.**

## ELIGIBILITY

- Students must be pursuing the foreign language emphasis cord and must maintain a 3.5 GPA average.
- Unlike the emphasis cord, a medallion requires prior approval of the student's plan for this honor. Approval must be received prior to starting any apprenticeship, internship, practicum, or senior project.
- Students must complete the approved plan before graduation.

## APPLICATION PROCESS

1. Choose a minimum of 2 medallion options below and enter them in the online form ([click here](#)) to be approved.
2. After receiving approval, document progress on the emphasis cord application form.

## MEDALLION OPTIONS (MINIMUM OF 2)

- Completion of a semester-long apprenticeship with the Quest business office in an area of greatest interest. A letter of recommendation from a mentor is required upon completion.
- Completion of at least 30 hours of tutoring in math.
- Completion of 2 additional courses correlating to the business cord course categories.
- Completion of apprenticeship with outside business or corporation. A letter of recommendation from a mentor is required upon completion.
- Participation in Financial Faceoff for a minimum of one year during your high school term.
- Completion of 2 additional courses from the emphasis cord course categories.
- Submission of a well-developed and thorough business plan that could be feasibly implemented.
- Submission of a creative solution to aid a struggling local business or a start-up small business.

The options listed are not all inclusive. If you wish to apply yourself in other ways, include those when you submit your proposed plan.

## Q WHERE AND WHEN DO I BEGIN?

A Begin preparation *before your freshman year* or as early as possible. Your first step is to make an Aspire appointment, then to read all instructions on [the online form](#).

## Q I HAVE BEGUN LATE IN THE GAME. HOW SHOULD I PROCEED?

A Set up an [Aspire appointment](#) to see what cords you qualify for, or should work towards. Then, begin documenting your current high school progress on [the online form](#). You'll receive feedback by submitting it for review.

## Q WHERE CAN I FIND COURSES TO SATISFY THE REQUIREMENTS?

A Quest courses or private lessons are the best way to fulfill this academic journey! Other programs may also apply, such as [JTED](#), [Pima College](#), [Coursera](#), [edX](#), [Modern States](#), and [KHAN Academy](#). Some free online courses include *Business Start-Up/Entrepreneurship*; *Brand Management: Aligning Business*.

## Q HOW DO I DOCUMENT WORK COMPLETED OUTSIDE QUEST?

A As outside programs offer courses that could qualify towards emphasis cords or medallions, students can ask for approval for outside classes. They must describe and submit their past or current progress for review on [the online form](#). The credibility of scores must be provided in some way; this may be a report card, proof of completion email, or signature from a teacher or advisor.

# Frequently Asked Questions

**Q HOW DO THESE ACALADES APPLY TO MY FUTURE?**

**A** Emphasis Cords and Medallions are helpful in applying for scholarships and getting into honors collages and groups. They also help you to excel in particular fields.

**Q I NEED THESE HONORS BEFORE I APPLY TO COLLEGE AS A JUNIOR!**

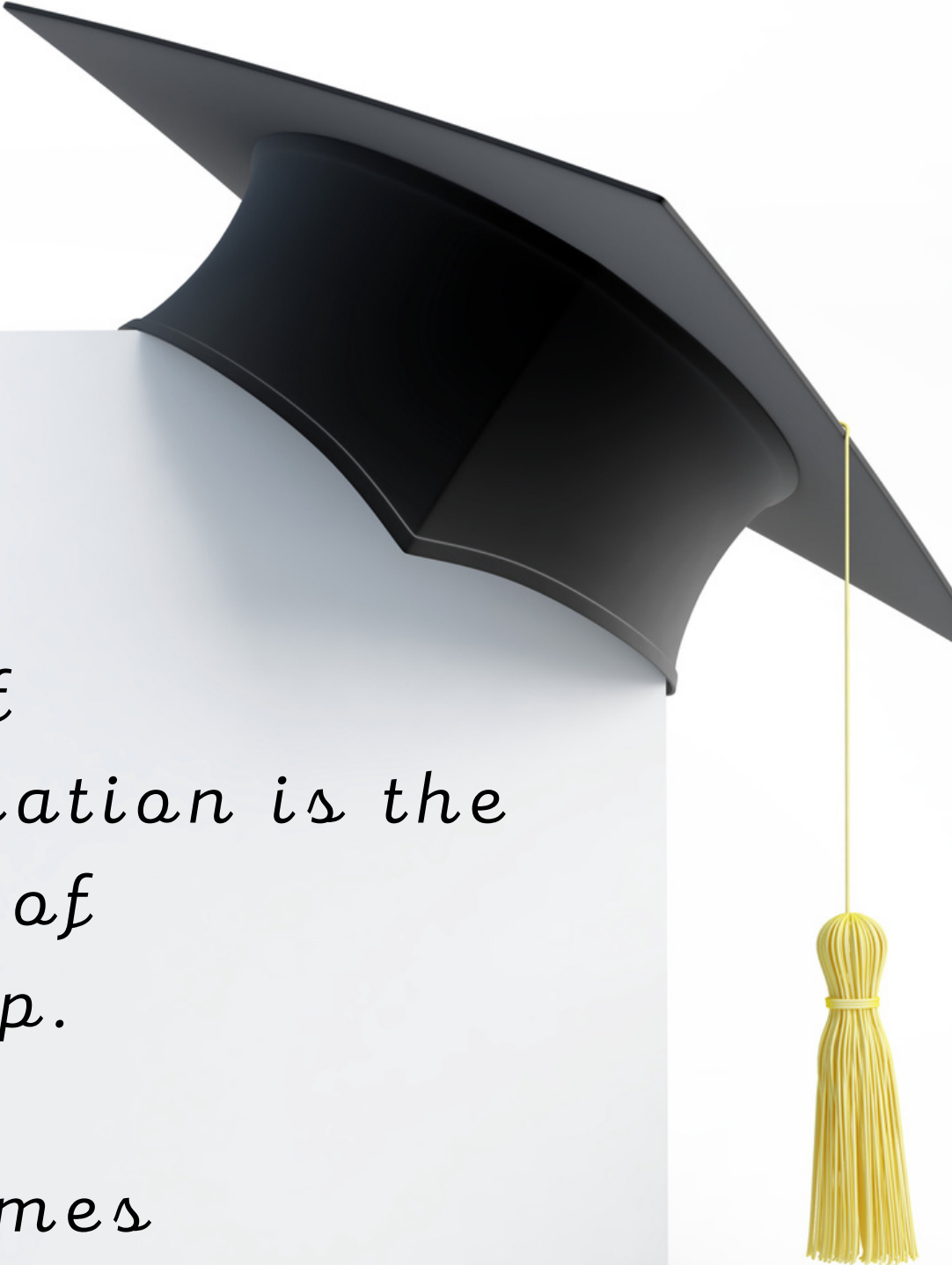
**A** If you are applying to collages in your junior year and want these honors on your transcript before graduation, please work with our Student & Parent Life Coordinator. Coursework can be completed and reviewed anytime during your high school year.

**Q WHO CAN I TALK TO ABOUT CUSTOMIZABLE OPTIONS?**

**A** Set up an advising meeting with our Student & Parent Life Coordinator. She will walk you through options we offer all our students and the best path to your individual success.

**Q WHAT ARE HONORS CONTRACTS AND HOW DO I GET AND USE ONE?**

**A** Individual Honors Contracts are available to all students to elevate any of Quest's high school courses to an honors class. Emphasis Cords require two honors (or dual credit) courses to be completed. Honors Contracts allow students to meet these requirements if a class is not already listed as AP/honors.



*The art of  
communication is the  
language of  
leadership.*

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*James Humes*