



Business Education 2008-09

Business Management & Marketing

Computers & Technology

Open to
Freshman

Computer Literacy

Sports & Entertainment
Marketing

Business Technologies I

Open to
Sophomores,
Juniors &
Seniors

Business Technologies II

Computer Programming
& Repair

Business Accounting

Networking I

CLEP Accounting

Web Design

Open to
Juniors &
Seniors

Online- Consumer
Education

Networking II

Consumer Education

Computer Science AP

Open to
Seniors

Cooperative Work Program

Related Cooperative Work Program

BUSINESS

Dr. Fran Brady, Chairperson
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Business programs are open to all students to provide opportunities that will help plan for post-secondary career choices. The Business curriculum is designed to give a basic orientation to students who plan to further studies in computer technology (including gaming and entertainment), personal/business financial planning, accounting, marketing and advertising, network management, and small business management. This curriculum also offers skill training for students in the areas of basic communication (reading, writing, and presentations), computer literacy, Internet usage, and money management. The Business curriculum includes AP and CLEP courses, dual-credit courses, and opportunities for certification testing in A+ Computer Maintenance/Repair, Cisco Certified Networking Associate, the National Career Readiness Certificate, and MOS Microsoft Office Specialist for Word, Excel, and PowerPoint.

COMPUTER LITERACY

BUS170

COMPUTER LITERACY

Required: Grade 9. One half unit

Prerequisite: None

Grade Weight: College Prep

Computer Literacy teaches the fundamentals to use the computer for personal and academic needs. A computer literate student will be able to understand why technology and its uses are an important force in our society. Topics include instruction using the touch method for speed and accuracy and applications using the Internet, Word, Excel, and PowerPoint to format letters, reports, and presentations. Students are introduced to the Novell network system, computer ethics, and electronic file management. Students establish online accounts to investigate post-secondary career options. This course meets the Computer Literacy graduation requirement. Students may take a proficiency exam to meet this graduation requirement.

BUSINESS TECHNOLOGIES I

BUS190

BUS TECH I

Elective: Grades 9, 10, 11, 12. One half unit

Prerequisite: None

Grade Weight: College Prep

Business Technologies I refines the entry-level computer skills that are required for success in business and college. Students integrate the features of Microsoft Word, Excel, and PowerPoint to create a small business. Professional skills in organization and teamwork are taught when students implement a business plan that includes product or service design, marketing strategies, budgets/financial reports, and communication documents. Students learn the importance of community involvement as part of the project. Class companies are designed in conjunction with Junior Achievement business partners.

BUSINESS TECHNOLOGIES II

BUS220

BUS TECH II

Elective: Grades 10, 11, 12. One half unit

Prerequisite: Business Technologies I

Grade Weight: College Prep

Business Technologies II examines the aspects of electronic commerce. Students will develop an understanding of the current practices and opportunities in electronic publishing, shopping, distribution, and advertising. Topics include internet development, security, network connectivity, privacy, and basic business practices. This course covers tools, skills, business concepts, and social issues that surround the emergence of electronic commerce. Other issues include standards, intellectual property, acceptable use, legal liability, and economic investigation. Students will use a variety of software packages to plan, design, and prototype an e-commerce web project.

WEB DESIGN

BUS281 BUS282

WEBDES

Elective: Grades 10, 11, 12. One unit

Prerequisite: None

Grade Weight: College Prep

Web Design teaches students how to use current communication technologies in a multimedia computer lab. This project-based curriculum covers web design skills such as graphics, page design, websites, drawing, movies, and animation using Dreamweaver, Flash, PhotoImpact, and Fireworks. The class includes web projects that teach essential web development skills in the context of building a website. Students will create music videos and their own web site. Students who successfully complete this course with an A or B may pursue certificate programs in Web Design at Triton College.

BUSINESS ACCOUNTING

BUS261 BUS262

BUS ACCT

Elective: Grades 10, 11, 12. One unit

Prerequisite: None

Grade Weight: College Prep

Business Accounting teaches students how to understand the financial language that is used in large corporations, small businesses, and entrepreneurs. Students learn how companies keep financial records and how this information is used to make daily business decisions. An exploration of the connections between accounting and the stock market is included. Emphasis is placed on preparing students for a career in business, especially those who are planning to further studies in accounting, marketing, finance, or management.

CLEP ACCOUNTING

BUS201 BUS 202

CLEP ACCOUNTING

Elective: Grades 10, 11, 12. **One unit**
Prerequisite: None
Grade Weight: College Prep

Triton
Articulated

CLEP Accounting prepares students for the College-Level Examination Program® (CLEP), which provides students the opportunity to demonstrate college-level achievement through examination. Students apply basic accounting principles to develop skills in the utilization of financial data and understand the influence accounting information has on a business and the stock market. Students receiving an A or B are also eligible for articulated credit at Triton College. See CLEP Exam Descriptions on Page 14.

SPORTS AND ENTERTAINMENT

MARKETING

BUS180

SPORTS & ENT. MARKETING

Elective: Grades 9, 10, 11, 12. **One half unit**
Prerequisite: None
Grade Weight: College Prep

Triton
Articulated

Sports and Entertainment Marketing is a course designed to teach marketing concepts as they apply to the sports and entertainment industry. Students will learn how marketing has become a powerful tool that has allowed the United States economy to become highly successful internationally. The basic functions of marketing—product, promotion, price, and distribution—will be studied. Students will learn about career opportunities in product/service management, distribution, selling, marketing, information management, and finance. Local business partners in the sports and entertainment industries will guide the real-world aspects of the course. Students earning an A or B are eligible for articulated credit at Triton College.

COMPUTER PROGRAMMING/REPAIR

BUS161 BUS162

COMPPROG/REP

Elective: Grades 10, 11, 12. **One unit**
Prerequisite: None
Grade Weight: College Prep

Computer Programming/Repair uses a hands-on approach to teach object-oriented programming (Visual Basic and NET), structured programming (JAVA and C++), and computer maintenance and repair. Students will generate business applications using the Windows environment, create video games, know how a computer works, work on independent projects, and troubleshoot computer-related problems.

*** CONSUMER EDUCATION**

BUS250

*CONS ED

Elective: Grades 11, 12. **One half unit**
Prerequisite: None
Grade Weight: College Prep

Consumer Education helps students understand the world of business and how it affects them on a daily basis. Primary goals are to develop characteristics, habits, practices, and skills that help students be better citizens and consumers. Units include banking, the American economic system, comparison shopping, advertising, budgeting, credit and installment purchasing, consumer rights and responsibilities, insurance, and consumer protection agencies. Students will complete a career project that includes job shadowing. This course meets the consumer education requirement for graduation.

*** CONSUMER EDUCATION--Online**

BUS310

*CONS. ED. ONLINE

Elective: Grades 11, 12. **One half unit**
Prerequisite: None
Grade Weight: College Prep
Fee: \$195 for Summer 2008
\$225 for 2008-09 school year

Students who choose to meet the Consumer Education graduation requirement by enrolling in this course must be self-directed and meet all prerequisites. The curriculum is offered in conjunction with the Illinois Virtual High School and meets the required curriculum as outlined in the School Code for Consumer Education. Students will not meet in a formal classroom on a day-to-day basis. On the first day of the semester, students will be given a syllabus including course guidelines, studies guides, due dates, and testing information. The curriculum will be delivered via a computer. Students will complete most course requirements on their own. Chapter exams and the final exam will be administered at the student's home campus (East or West Leyden) in a testing center. To learn more about this course visit www.ivhs.org.

NETWORKING I

BUS291 BUS292

NETWORK I

Elective: Grades 10, 11, 12. **One unit**
Prerequisite: None
Grade Weight: College Prep

Networking is designed to provide students with classroom and laboratory experience in current and emerging networking technologies that will empower them to enter employment and/or further education and training in the computer industry. Instruction includes networking terminology and protocols, network standards, LANs, WANs, the OSI model, cabling, routers, IP addressing, and network standards. Particular emphasis is given to the use of decision-making and problem solving techniques in applying science, math, communications, and social studies concepts to solve networking problems.

* Meets Consumer Education requirement.

NETWORKING II

BUS293 BUS294 NETWORK II

Elective: Grades 11, 12. One unit

Prerequisite: Networking I

Grade Weight: College Prep

Networking II is a continuation of Networking I. Students study a wide variety of topics, including RFID readers, RSA Token ID Authentication Systems, Multi-factor biometric authentication, Spanning Tree Protocols for switching, network redundancy, network security, advanced web server scripting, Intrusion Detection Systems, Network Attached Storage, and advanced network design case studies to prepare for competition in FBLA events.

COMPUTER SCIENCE ADVANCED

PLACEMENT

BUS401 BUS402 COMPSCIAP

Elective: Grades 11, 12. One unit

Prerequisite: Students must meet one of the following requirements: Complete Computer Programming/Repair or pass final exam for Computer Programming/Repair

Grade Weight: Advanced Placement

This course is comparable to an introductory college course for computer science majors. Topics include large program design, algorithms, and data structures. The current programming language is JAVA. Students may take the Advanced Placement Exam for college credit. See the Advanced Placement Exam Policy on page 14.

COOPERATIVE WORK PROGRAM

COOP611 COOP612 CWP

Elective: Grade 12. One unit

Prerequisite: One credit in Business, Family and Consumer Sciences, and/or Industrial Technology

Grade Weight: College Prep

The Cooperative Work Program is designed to relate the high school experience to career goals. This program is a part of the total educational process that assists students as they prepare for full-time career decision-making. The classroom portion of Coop helps each student become a marketable candidate as they study work ethics, relevant interpersonal skills, and workplace knowledge. Through the Cooperative Work Program, students improve work skills and build an employment portfolio. Coop students will prepare for and take the National Career Readiness Certificate exam. **Students must be enrolled concurrently in Related Cooperative Work Program.**

RELATED COOPERATIVE WORK PROGRAM

RCOOP621 RCOOP622 COOP REL WRK PRG

Elective: Grade 12. One unit

Prerequisite: One credit in Business, Family and Consumer Sciences, and/or Industrial Technology

Grade Weight: College Prep

The Related Cooperative Work Program gives students options for real world experience. Students may choose from a paid part-time position, dual credit at Triton, cosmetology training at Ms. Roberts Academy, or a pharmacy tech internship. A Coop Coordinator guides students through selected programs to maximize the benefit from the experience. See page 13 for additional information. **Students must be enrolled concurrently in Cooperative Work Program.**