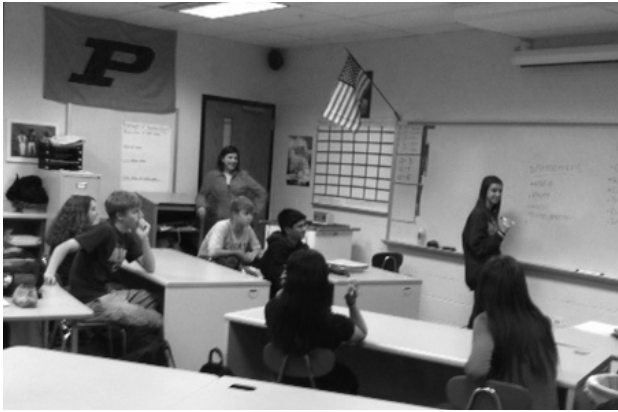


# BUSINESS EDUCATION



## Philosophy Statement

Business courses offer students the opportunity to explore and prepare for post-secondary business programs. Students apply computer technology to manage and present information using a variety of media. We provide students with a thorough understanding of the organization, functions, methods, and social significance of the American system of business enterprise.

## Business Education

### Course Descriptions

- Courses in this department may be used to fulfill the one-year required credit for graduation in Applied Arts, Fine and Performing Arts or International Languages.
- The Extended Study Option allows students to re-enroll in a course for grade and credit.

## Accounting I

Course No.: 5502

Prerequisite: None

Credit: 1.0 / Full Year

Fees: \$10.00

Grades: 10, 11, 12

*Other: Students may receive 3 hours of college credit through the College of Lake County (Accounting 112) with successful completion of this course with a grade of "B" or higher.*

**Accounting I** is a comprehensive program designed to help students meet two broad objectives: 1) preparation for post-secondary education in the business field and, 2) preparation for employment. This course helps students understand basic accounting principles and procedures that are applied to business transactions. Students will record transactions and prepare basic reports such as balance

sheets and income statements. Computerized accounting programs are explored during the fourth quarter of the class. Each year Community High School District #128 participates in a countywide accounting contest held at the College of Lake County with the top finishers qualifying for awards that may include trophies, scholarships, ribbons, cash awards and other prizes.

## Accounting II

Course No.: 5504

Prerequisite: Teacher Approval or Accounting I

Credit: 1.0 / Full Year

Fees: \$10.00

Grades: 11, 12

Other:

**Accounting II** uses an integrated approach to teach real-world accounting. Students will have the opportunity to take a qualifying exam and an online course to earn **6 FULLY TRANSFERABLE CREDITS** to any college nationwide. Students will first learn how businesses plan for and evaluate their operating, financing and investing decisions and then how accounting systems gather and provide data to internal and external decision makers. This year-long course covers all learning objectives of a traditional college level financial accounting course, plus those from a managerial accounting course. Microsoft Excel is taught and integrated into the curriculum throughout the year.

## Accounting II Honors

Course No.: 5506

Prerequisite: Teacher Approval or Accounting I

Credit: 1.0 / Full Year

Fees: \$10.00

Grades: 11, 12

Other:

**Accounting II Honors** uses an integrated approach to teach real-world accounting. Students will have the opportunity to take a qualifying exam and an online course to earn **6 FULLY TRANSFERABLE CREDITS** to any college nationwide. Students will first learn how businesses plan for and evaluate their operating, financing and investing decisions and then how accounting systems gather and provide data to internal and external decision makers. This year-long course covers all learning objectives of a traditional college level financial accounting course, plus those from a managerial accounting course. Microsoft Excel is taught and integrated into the curriculum throughout the year. Students will be required to job shadow an accounting professional throughout the year.

### **Business Internship**

*Course No.: 5512 and 5514*

*Prerequisite: Must be 16 years of age, complete an application, and be interviewed by the teacher/coordinator to discuss career goals and job placement **PRIOR** to being accepted.*

*Credit: 2.0 / Full Year*

*Fees: \$10.00*

*Grades: 11, 12*

*Other: FALL SEMESTER MEETS CONSUMER EDUCATION REQUIREMENT. Extended Study Option (with approval of instructor)*

**Business Internship**, an education to careers program, applies classroom knowledge to the business environment. Students are released from school to work a minimum average of 15 hours per week in a local business. Students may earn a salary at a place of employment and **two** credits toward graduation. A training plan for each student is developed and approved by the teacher/coordinator. The first semester of this course meets the consumer education graduation requirement by completing study in banking and credit, budgeting, investing, principles of economics, insuring against loss, planning for housing and buying a car, taxes and taxation and social security and IRAs. The students will complete a unit of job interviewing and will participate in the “real-life” interview experience. The second semester will cover the topics of worker rights and protection, human relations at work, career-decision making, written and oral communication skills, workplace safety, leadership skills, sexual harassment, diversity in the workplace, international culture and business protocol and the history of labor unions.

### **Business Mathematics**

*Course No.: 5515F, 5516S*

*Prerequisite: None*

*Credit: 0.5 / Semesters 1 and 2*

*Fees: \$10.00*

*Grades: 10, 11, 12*

*Other: Credit earned may be applied toward Mathematics graduation credits.*

**Business Mathematics** is the application of mathematical concepts to practical business situations and problems. The goals include the development and improvement of specific business and math skills that will enable students to function effectively as intelligent consumers in the marketplace and in a career environment. Units will include payroll, banking, budgeting, recordkeeping, sales, taxes, personnel records, purchasing and distribution.

### **Consumer Education**

*Course No.: 5527F, 5528S*

*Prerequisite: None*

*Credit: 0.5 / Semesters 1 and 2*

*Fees:*

*Grades: 12*

*Other:*

**Consumer Education** helps prepare students for life on their own. Students will gain the knowledge necessary to make wise economic decisions that will benefit their personal and professional lives. The major areas of study will focus on checking accounts and online banking, budgeting, using credit, advertising, car and home buying, insurance, renting an apartment, comparison shopping, and good financial management. In addition, students will develop and hone their job-finding skills and participate in mock interviews with local business leaders. Each student will have fun investing in the stock market by choosing stocks, and buying and selling stocks, for a period of time through a competitive, simulated project. This course meets the Consumer Education requirement for graduation.

### **Interactive Media**

*Course No.: 5547F, 5548S*

*Prerequisite: None*

*Credit: 0.5 / Semesters 1 and 2*

*Fees: \$10.00*

*Grades: 9, 10, 11, 12*

*Other: Extended Study Option*

**Interactive Media** is a unique production-oriented course that is taught in a computer lab equipped with creative software. In an atmosphere of “learning by doing”, students will produce individual and group presentations using Microsoft PowerPoint, Google Applications, Window MovieMaker, and Prezi. An emphasis will be placed on the design and development of presentations for school and business use. Students will be exposed to a variety of technologies including use of a classroom set of iPads to discover Apple-based applications including iMovie. This course will also cover Internet safety and security. Extended study students will increase their skills in the above areas. Skills learned in this class can prepare students for future Microsoft Office Specialist Certification.

### **Introduction to Business**

*Course No.: 5541F, 5542S*

*Prerequisite: None*

*Credit: 0.5 / Semesters 1 and 2*

*Fees: \$10.00*

*Grades: 9, 10, 11, 12*

*Other:*

**Introduction to Business** introduces students to the fundamentals of business practices and procedures. Students gain knowledge of business and economics that is helpful in the pursuit of a future degree or career

in business, as well as in everyday life. Students explore all functional areas of business including: management, finance, marketing, product development, manufacturing and distribution, human resources, and information systems. Students also explore different leadership styles and interpersonal skills that are important to success in the business world. Internet research, guest speakers, and group activities are also utilized throughout the course to provide students with up-to-date information on current business trends.

### **Management**

*Course No.: 5550S*  
*Prerequisite: None*  
*Credit: 0.5 / Semester 2 only*  
*Fees: \$10.00*  
*Grades: 10, 11, 12*  
*Other:*

**Management** provides an excellent background for students pursuing a business major in college. It is the study of the structure and practices of business organizations operating under our free enterprise economy. Topics include: international business, entrepreneurship, total quality management, organizational teamwork, human resources, leadership styles, labor-management negotiations, and multicultural diversity. Students will examine the environment of small business ownership, the procedures and skills necessary to manage and open a small business and the policies and practices of a successful business operation. Students will be using technology applications and the Internet to explore business trends in management.

### **Marketing**

*Course No.: 5551F*  
*Prerequisite: None*  
*Credit: 0.5 / Semester 1 only*  
*Fees: \$10.00*  
*Grades: 10, 11, 12*  
*Other:*

With business being the most popular major in American colleges, why not get ahead by enrolling in **Marketing**? This course focuses on topics such as promotion, pricing, purchasing, visual merchandising, market research, product planning and entrepreneurship. Teaching methods include teamwork, Internet exploration, computer applications, guest speakers, and class discussion. Teams of students will package, market, and present a product they create.

### **Sports and Entertainment Marketing**

*Course No.: 5560S*  
*Prerequisite: Marketing*  
*Credit: 0.5 / Semester 2 only*  
*Fees: \$10.00*  
*Grades: 10, 11, 12*  
*Other:*

**Sports and Entertainment Marketing** explores marketing's impact in sports and entertainment. The relationship that exists between celebrities, sports, and business will be explored. Topics will include the management of sports and entertainment as a product, collegiate and professional licensing endorsement, agents, public relations, legal aspects, and the future of sports and entertainment relating to business. Students will use cooperative learning, in-class activities, and student projects as learning tools.

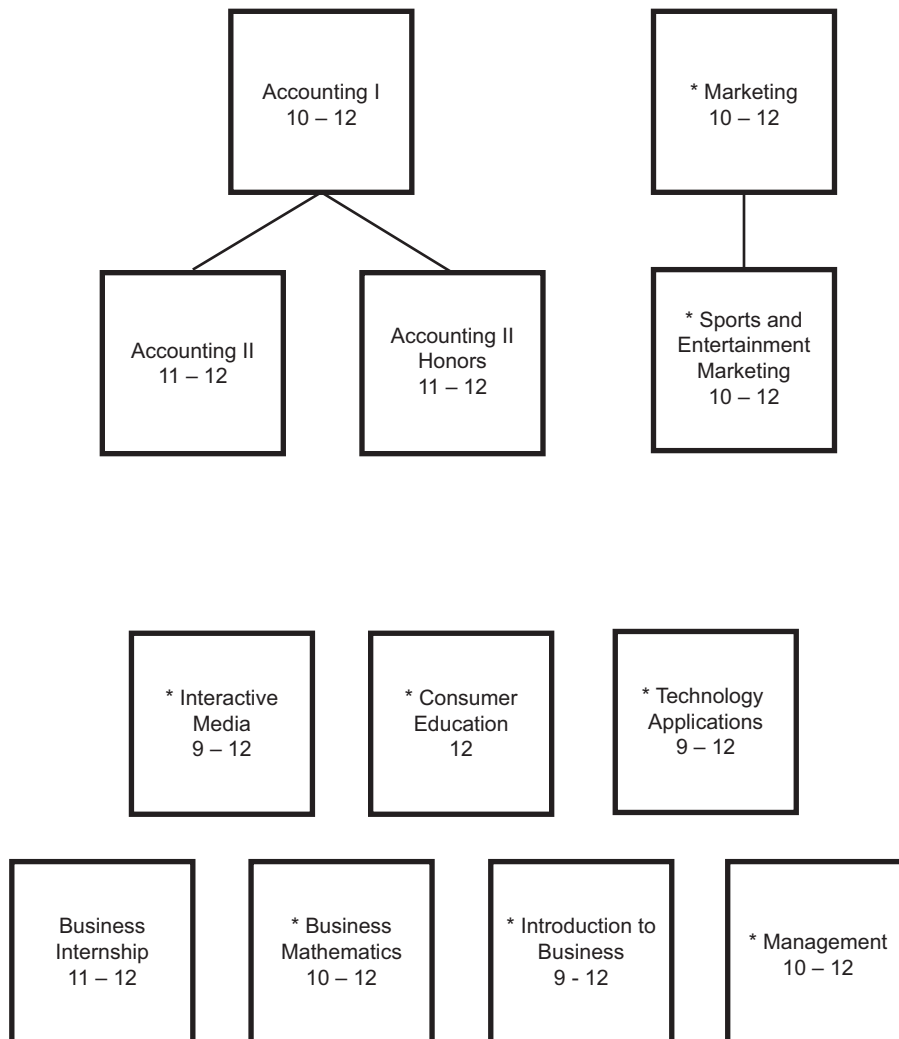
### **Technology Applications**

*Course No.: 5523F, 5524S*  
*Prerequisite: None*  
*Credit: 0.5 / Semesters 1 and 2*  
*Fees: \$10.00*  
*Grades: 9, 10, 11, 12*  
*Other: Extended Study Option; May be granted dual credit with College of Lake County's CIT 119 course.*

**Technology Applications** is designed to allow students to master the use of essential computer software they will apply to high school, college, and personal work. Proficient keying skill is developed. Students increase their computer productivity using the Microsoft Office 2010 Suite to produce flyers, business letters, MLA reports, tables, spreadsheets, graphs, charts, and PowerPoint presentations. Students will also explore the basics of movie making and work on collaborative projects utilizing Google applications and cloud computing.

# Business Education Department

## Course Sequences



\* Semester Course