

**Business Education
Dual Credit With College Of DuPage**

Students enrolled in the following courses may apply to earn dual credit with COD. High school students who wish to take the course listed below for dual credit will receive college credit and a COD transcript regardless of whether or not they continue at College of DuPage. These credits may be transferable to other institutions.

Course Completed at NVHS, WVHS	Credit at COD
➤ Desktop Publishing with Graphics: Course 4106 In order to be eligible for dual credit, students must complete this course in addition to Computer Graphics I: Course 4306 offered through the Art Department. Courses do not have to be taken concurrently.	➤ Graphic Arts Technology 1102 Intro to Graphic Publishing Applications (3 hrs. credit)

Business Education

Andrea Hendrickson, Department Chairperson - WVHS
 Jennifer Yavorski, Department Chairperson - NVHS
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The Business Department offers a variety of courses to prepare students for continued education and for development of personal and business skills. A modest materials fee will be assessed in those classes requiring extensive computer usage.

Business Course Listings

Professional Courses			
Course #	Title	Level	Prerequisite
4100	Business Orientation	Sem. 9-12	None
4142	Advertising**	Sem. 10-12	Business Orientation or Computer Applications II or Desktop Publishing recommended
4130	Management	Sem. 11-12	Business Orientation recommended
4144	Entrepreneurship**	Sem. 11-12	Business Orientation (Management & Accounting Recommended)
4192	Marketing**	Yr. 11-12	Business Orientation and/or Advertising recommended
4197	Business Internship	Yr. 11-12	Approval of Business Internship Coordinator or Business Education teacher

Computer Courses			
Course #	Title	Level	Prerequisite
4120	Computer Applications I**	Sem. 9-12	None
4126	Computer Applications II**	Sem. 9-12	Computer Applications I recommended
4106	Desktop Publishing w/ Graphics**	Sem. 9-12	Computer Applications II or Computer Graphics I recommended
4122	Advanced Computer Applications**	Sem. 9-12	Computer Applications II
4124	Data Management**	Sem. 10-12	Computer Applications II strongly recommended
4164	Web Page Design**	Sem. 10-12	Desktop Publishing strongly recommended
4194	Multimedia Presentations**	Sem. 10-12	Computer Applications II strongly recommended

Financial Courses			
Course #	Title	Level	Prerequisite
4104	Business Mathematics	Sem. 10-12	Algebra I or 2 yrs. General Math
4114	Accounting I**	Yr. 10-12	None
4116	Accounting II**	Yr. 11-12	Accounting I
4148	Finance	Sem. 11-12	None

Personal Skills			
Course #	Title	Level	Prerequisite
4102	Notetaking & Study Skills **	Sem. 9-12	None
4103	College Test Prep**	Sem. 11-12	None
4140	Business Law**	Sem. 11-12	None
4110	Consumer Economics	Sem. 12	None
4111	On-line Consumer Economics	Sem. 12	None
4112	AP Microeconomics**	Sem. 12	None
4152	AP Macroeconomics**	Sem. 12	None

**These classes require a materials or workbook fee.

Business Course Descriptions

4100 Business Orientation - *Grade 9-12.* This one-semester course introduces students to the world of business. Topics covered include types of business organization, marketing, advertising, accounting, human resources, management decision making, investing, finance, international business, and economics. The course is recommended for students who wish to further study business (Management, Accounting, Marketing, Advertising, etc) and is required for those who wish to take Entrepreneurship in their junior or senior year.

4102 Notetaking & Study Skills - *Grade 9-12.* This course is designed for students desiring to learn a more efficient way of studying. Techniques are provided to develop listening skills, study skills, test-taking skills, improve memory and vocabulary. Organizational skills and time management techniques are discussed and applied throughout the course (such skills can be used by all students whether they are career or college bound). A workbook fee will be charged.

4103 College Test Prep - *Grade 11-12.* This course is designed for junior and senior students desiring improvement in reading, vocabulary, grammar, math, and science skills. Emphasis is placed on improving test-taking skills and learning techniques to improve success on standardized tests such as the ACT and the SAT. A workbook fee will be charged.

4104 Business Mathematics - *Grade 10-12.* This course develops and strengthens mathematical skills needed for business careers and business financial management. Units of work include problem-solving procedures involving purchasing, sales, marketing, banking services, investments, taxes, and data analysis. The importance of proper accounting is stressed.

4106 Desktop Publishing with Graphics - *Grade 9-12. Computer Applications II or Computer Graphics I recommended.* This course provides the basic skills necessary to utilize Adobe Photoshop and Adobe InDesign. Students will be instructed on the fundamentals of operating systems, as well as basic document setup, creation, and printing. Typography, scanning, and color correction will also be included. This foundation course allows for future study of the individual software programs used in the graphic, imaging, and publishing industries. This course is eligible for dual credit through COD when taken in conjunction with Computer Graphics I through the Art Department. A materials fee will be charged.

4110 Consumer Economics - *Grade 12.* Consumer Economics, a required course, will integrate economic concepts with consumer skills, a combination necessary for added satisfaction in the use of personal resources. Instruction will center on the student's role in the economy as a citizen, consumer and worker. Topics will include: money management, buying goods and services, housing, banking and the Federal Reserve System, financial institutions and the use of credit and loans, consumer protection, insurance, savings and investing; pricing of products, supply and demand, taxation, inflation, government, labor unions, and the free enterprise system.

4111 On-line Consumer Economics - *Grade 12.* This course offers students an alternative to the traditional classroom consumer course, while still meeting the graduation requirement. The course is completely on-line (easily accessed on the Internet) and consists of units, a written midterm and final, and a group project. Success will require students to manage their time and communicate with classmates and the instructor on a regular basis in order to make consistent progress and meet deadlines. Strong technology skills are not a requirement, but comfort using the Internet will be helpful. See counselor for details.

4112 AP (Advanced Placement) Microeconomics - *Grade 12.* This course is a college-level course dealing with topics pertaining to microeconomics. Topics include the principles of economics that apply to functions of the individual decision-making for both the consumer and producer within the large economic system and the role of government in the economic system. Studies include consumer topics to satisfy the state requirements for Consumer Economics. Students may also

receive college credit in microeconomics by qualifying on the advanced placement exam at the end of the school year. For transcript evaluation purposes by other schools and colleges, this course may also be considered as a semester credit of social studies. Weighted grade. A workbook fee will be charged.

4114 Accounting I - *Grade 10-12. Year long. Accounting I tracks the flow of money into and out of a business. It is the most vital of all business information systems. It is the study of recording business records for the purposes of making management decisions and preparing tax reports. Accounting principles are learned for service and merchandising businesses. It is an in-depth study of the principles of accounting as applied to the financial data that is needed to understand business simulations. Generally Accepted Accounting Principles (GAAP) are applied in the study of proprietorships and corporations. A workbook/simulation fee will be charged.*

4116 Accounting II - *Grade 11-12. Year long. Prerequisite is Accounting I. This is an advanced course for students interested in a career in accounting or related business occupation. Study includes partnership and corporate accounting, cost accounting for merchandising, and manufacturing businesses. Budgetary planning and control, information for management decisions, and financial statement analysis are also studied. Automated accounting using computer simulation is integrated throughout the course. Weighted grade. A workbook fee will be charged.*

4120 Computer Applications I - *Grade 9-12. This course is designed to develop proper keyboarding and formatting techniques. Emphasis will be placed on developing suitable techniques for speed and accuracy, and formatting both personal and business documents in Microsoft Office. Computer literacy topics will be introduced. Students who wish to continue in the computer sequence may go on to Computer Applications II. A materials fee will be charged.*

4122 Advanced Computer Applications - *Grade 9-12. Prerequisite is Computer Applications II. Students will continue to build proficiency using Microsoft Office software. This class gives an in-depth understanding of the advanced features of word processing. It focuses on advanced business communication techniques incorporating spreadsheets, databases, presentations, web pages, email and publication. Business simulations provide students with practical uses for Microsoft Office. Software program integration is emphasized. A materials fee will be charged.*

4124 Data Management - *Grade 10-12. Computer Applications II strongly recommended. This course increases a student's knowledge and skills using advanced integrated capabilities of Microsoft Excel for spreadsheet management and Microsoft Access for database management. Advanced computer literacy topics will be introduced and discussed. A materials fee will be charged.*

4126 Computer Applications II - *Grade 9-12. Computer Applications I recommended-In order to register for Computer Applications II without taking the recommended prerequisite, a student must be able to type at least 35 words per minute with 2 or less errors. This course is designed for the student who already has demonstrated proper keyboarding and formatting techniques in Microsoft Office. Students will gain speed and accuracy while formatting letters, newsletters and reports. The Internet is used for research and graphic design. Computer literacy will be emphasized. Students will explore PowerPoint techniques and Excel. A materials fee will be charged.*

4130 Management - *Grade 11-12. Prior completion of Business Orientation recommended. Business Management is designed to facilitate students' conceptual and practical understanding of issues related to management principles, practices, and organizational behavior. The topics explored include forms of business, product planning, marketing and production management techniques, personnel management, labor relations, human resource functions, ethics and the functions of planning, organizing, controlling and decision making. Each unit will require a project/activity to assess student learning. A systematic approach has been created with the intention of providing a process for evaluating students' performances in their development and presentation of class projects for the Business Management course.*

4140 Business Law - *Grade 11-12. This course is designed for students preparing for both the business world and personal life in order to understand the legal environment in which we live. This course will give students insight into the legal rules and regulations that benefit mankind and will promote understanding of the importance of law to both society and the individual. Topics studied include: ethics, criminal and civil law, the court system, contracts, law and the minor, law and the consumer, employment law, bankruptcy, wills, and career exploration. Mock trials and a field trip to the county courthouse are utilized in this course to provide authentic learning experiences. A workbook fee will be charged.*

4142 Advertising - *Grade 10-12. Business Orientation or Computer Applications II or Desktop Publishing recommended. This course will focus on advertising principles and practices. Students will learn the history of advertising, its role in today's society, how the advertising industry works, careers in advertising, and the principles and techniques used to create ads for a variety of media. Emphasis is placed on planning and designing print ads, radio and TV commercials, and other specialty ads that appeal to certain target markets. Moderate computer use will be required. A materials fee and workbook fee will be charged.*

4144 Entrepreneurship - *Grade 11-12. Prerequisite is Business Orientation. Prior completion of Management and/or Accounting I is highly recommended.* This course gives students the opportunity to learn about entrepreneurship as they develop a workable business plan that could be used in starting up and running a small business. Areas covered include financing, planning and research, market analysis, site location, pricing, promotion, staffing and training, and legal issues. By looking at successful entrepreneurs in history and through exposure to current entrepreneurs from local businesses, students will understand the opportunities and challenges entrepreneurs face and their importance to our economy. This is a capstone class recommended for students giving serious consideration to a career running their own small business. A workbook fee will be charged for this course.

4148 Finance - *Grade 11-12.* This course is designed to be a capstone course in the business curriculum pertaining to the financial sequence. The course will focus on four areas of finance: financial institutions, the Federal Reserve System, international markets, and the US stock and commodities markets. The course will emphasize "real-world" business and investment situations for student analysis and decision-making strategies.

4152 AP (Advanced Placement) Macroeconomics - *Grade 12.* This course is a college-level course with topics pertaining to macroeconomics. Topics include the principles of economics that apply to the functions of the whole economic systems such as the money supply, GDP, banking and the global economy. Studies include consumer topics to satisfy the state requirement for Consumer Economics. Students may also receive college credit in macroeconomics by qualifying on the advanced placement exam at the end of the school year. For transcript evaluation purposes by other schools and colleges, this course may also be considered as a semester credit of social studies. Weighted grade. A workbook fee will be charged.

4164 Web Page Design - *Grade 10-12. Desktop Publishing strongly recommended.* Students will discover how the Internet is used, organized, and developed. Students will create and design a variety of web pages using XHTML, Dreamweaver, and other software applications. A materials fee will be charged.

4192 Marketing - *Grade 11-12. Year long. Business Orientation and Advertising recommended.* This course examines the field of marketing and its essential role in all aspects of business. Topics covered include the role of marketing in today's society, marketing careers, product planning and development, pricing strategies, distribution methods, sales techniques, promotion, visual merchandising, and marketing math skills. Marketing principles learned will be applied through industry-specific units on sports, entertainment, travel/tourism, and fashion marketing. A workbook fee will be charged for this course.

4194 Multimedia Presentations - *Grade 10-12. Computer Applications II strongly recommended.* This course will allow students to develop a broader base of knowledge in information processing and multimedia presentations by using PowerPoint and Flash. Scanning techniques, digital camera and sound techniques will be incorporated. A materials fee will be charged.

4197 Business Internship - *Grade 11-12. Two credits, Year long. Approval of Business Internship Coordinator or Business Education teacher.* This is a cooperative work program between the school and the employers. Student work outside of school and also attend class on a daily basis. Topics discussed in class pertain to work related and career issues. A student will receive **one credit for classroom** instruction and **one credit for on-the-job training**. The internship instructor will assist with job placement and monitor students' progress throughout the year. Early dismissal is NOT a requirement for this program. Students must provide own transportation.