

BUSINESS EDUCATION

Brian Giovanini, Department Chairperson – MVHS

John Hanson, Department Chairperson - NVHS

Andrea Hendrickson, Department Chairperson - WVHS

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	RECOMMENDED PRIOR COURSE WORK INCLUDES
BUS1000	Business Orientation	Sem. 9-12	None
BUS3000	Advertising**	Sem. 9-12	Business Orientation, Marketing Technology, Visual Media, or Multimedia Innovation
BUS3002	Marketing**	Yr. 10-12	Business Orientation, Advertising, or Marketing Technology
BUS1002	Management	Sem. 11-12	Business Orientation
BUS3005	Business Law	Sem. 11-12	None
BUS1040D	Introduction to Education	Sem. 11-12	None
BUS1041D	Education 2	Sem. 11-12	Introduction to Education
BUS3007	Business Internship +	Yr. 11-12	Approval of Business Internship Coordinator or Business Education teacher
BUS3020	Virtual Enterprises International (VEI) **	Yr. 11-12	Two semesters of business courses and Business Education Teacher approval

TECHNOLOGY COURSES

COURSE#	TITLE	LEVEL	RECOMMENDED PRIOR COURSE WORK INCLUDES
BUS1030	Essential Technology **	Sem. 9-12	None
BUS1031	E-Business & Financial Technology**	Sem. 9-12	None
BUS1032	Marketing Technology **	Sem. 9-12	None
BUS1033	Visual Media**	Sem. 9-12	None
BUS1034	Emerging Technology**	Sem. 9-12	None
BUS1035	Multimedia Innovations**	Sem. 9-12	None
BUS1036	Web Design**	Sem. 9-12	Previous Technology Course experience strongly recommended

BUSINESS COURSE LISTINGS (CONT'D)

FINANCIAL COURSES

COURSE#	TITLE	LEVEL	RECOMMENDED PRIOR COURSE WORK INCLUDES
BUS2000	Business Mathematics	Sem. 10-12	Algebra 1 or 2 years general Math
BUS2001	Accounting 1**	Yr. 10-12	None
BUS3016H	Honors Accounting 2 **+	Yr. 11-12	Accounting 1
BUS3017	Finance**	Sem. 11-12	None

COLLEGE/CAREER COURSES

COURSE#	TITLE	LEVEL	RECOMMENDED PRIOR COURSE WORK INCLUDES
BUS1003	Notetaking & Study Skills	Sem. 9-12	None
BUS3004	College Test Prep**	Sem. 11-12	None
BUS4001	Consumer Economics	Sem. 12	None, fulfills graduation requirement
BUS40010	Online Consumer Economics	Sem. 12	None, fulfills graduation requirement
BUS4003A	AP Macroeconomics**	Sem. 12	None, fulfills graduation requirement
BUS4002A	AP Microeconomics** +	Sem. 12	AP Macroeconomics

** These classes require a materials or workbook fee.

+ Prerequisite

Business 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 a 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. All dual credit opportunities are pending an agreement between IPSD and COD. To qualify for dual credit, students must complete appropriate applications and placement testing as required by COD. Freshmen are not eligible for dual credit.

COURSE COMPLETED AT MVHS, NVHS, WVHS	CREDIT AT COD
Introduction to Education: BUS1040D	Education 1100: Introduction to Education (3 hrs. credit)
Education 2: BUS1041D	Education 1101: School Procedures (3 hrs. credit)

BUSINESS COURSE DESCRIPTIONS

BUS1000 BUSINESS ORIENTATION *Grade 9-12.*

This one-semester course introduces students to the world of business. Topics covered include types of business ownership, marketing, accounting, human resources, management, finance, ethics, and economics. These concepts are presented through classroom discussion and project-based learning. Students are encouraged to take this course prior to further study in business such as Management, Accounting, Marketing, and Advertising.

BUS1003 NOTETAKING & STUDY SKILLS *Grade 9-12.*

This course is designed for students desiring to learn a more efficient and effective way of studying. Reading and note taking strategies are main focuses of the course as well as techniques provided to develop listening skills, study skills, test-taking skills, and to improve memory and vocabulary. Synergy, 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.

BUS1030 ESSENTIAL TECHNOLOGY *Grades 9-12.*

Students will expand their knowledge in basic technology and its application in academics and the workforce. This course will focus on developing twenty-first century technology skills by incorporating study in keyboarding, Internet research, and computer literacy. Through the use of integrated projects, Microsoft Office, and various design programs, we will focus on building a student's essential technology skills. Students who desire improvement in keyboarding and basic software application skills will benefit from this course and be better prepared for further study in the computer sequence. A materials fee will be charged.

BUS1031 E-BUSINESS & FINANCIAL TECHNOLOGY *Grades 9-12.*

Students will gain an understanding of how to use technology to help them manage financial resources essential for success in college, career, and personal finance. With a focus on financial spreadsheets and reports, students will learn business and personal financial management using Excel, Access, and various online resources. Students interested in Finance, Accounting, Honors Accounting II, and Economics should take this course. A materials fee will be charged.

BUS1032 MARKETING TECHNOLOGY *Grades 9-12.*

This course will expand a student's abilities to work creatively and communicate effectively while exploring how technology supports businesses in the field of Sports and Entertainment, Travel and Tourism, Hospitality, Finance, and others. Through the use of technology and project-based learning, students will further their skills in Microsoft Office, Adobe Creative Suite, and various online tools to a variety of business applications. Students interested in Advertising, Marketing, Management, Business Internship, or technology-related fields should take this course. A materials fee will be charged.

BUS1033 VISUAL MEDIA *Grade 9-12.*

Students will learn technology skills related to visual layout and design for business application and personal use. This project-based course will incorporate digital photography, image manipulation, design principles, and typography. Current design software programs including Adobe Photoshop and InDesign will be explored in depth. Students interested in Advertising, Marketing, and Web Design should take this course. A materials fee will be charged.

BUS1034 EMERGING TECHNOLOGIES *Grade 9-12.*

Students will develop skills to help them navigate and adjust to changing technology that is integral for college and career success. With a focus on gaming, animations, and other trends in web applications, students will explore emerging technologies. Students will create and develop their own interactive programs such as games, simulations, and interfaces using modern graphics and programming logic and software. Previous programming skills are not required. Students interested in Management, Marketing, Web Design, and Business Internship should take this course. A materials fee will be charged.

BUS1035 MULTIMEDIA INNOVATIONS *Grade 9- 12.*

Students will learn skills to enhance their communication through various forms of multimedia. Editing, animating, and digital publishing will be emphasized. Using various software programs and online resources, students will design and create audio and visual projects. Students interested in Management, Advertising, Marketing and Web Design should take this course. A materials fee will be charged.

BUS1036 WEB DESIGN *Grades 9-12. Previous Technology course experience strongly recommended.*

Students will learn to design and create websites and optimize digital resources. An understanding of visual appeal, effective communication, functionality, and site organization and maintenance will be gained. Course resources include Dreamweaver, XHTML, Flash, and various online services. Students interested in Management, Marketing, and Business Internship should take this course. A materials fee will be charged.

BUS3000 ADVERTISING *Grade 9-12. Business Orientation, Marketing Technology, Visual Media, or Multimedia Innovations 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 will be charged.

BUS2000 BUSINESS MATHEMATICS *Grade 10-12. Prerequisite is Algebra 1 or 2 years general Math.*

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.

BUS2001 ACCOUNTING 1 *Grade 10-12. Year-long.*

Accounting 1 tracks the flow of money into and out of a business. It is the study of preparing business records for the purpose of making management decisions. Generally Accepted Accounting Principles (GAAP) are applied to the financial data needed to understand businesses organized as sole proprietorships and corporations. Accounting is the language of business and is strongly recommended for any student interested in business as a career. A workbook/simulation fee will be charged.

BUS3016H HONORS ACCOUNTING 2 *Grade 11-12. Year-long. Weighted grade. Prerequisite is Accounting 1.*

This is an advanced course for students interested in furthering their career exploration in accounting or any business-related occupation. Study includes corporate and cost accounting for merchandising and manufacturing businesses. Management decisions through the analysis of financial statements are an integral part of the curriculum. Automated accounting using computer simulation is integrated throughout the course. A workbook and simulation fee will be charged.

BUS3002 MARKETING *Grade 10-12. Year-long. Business Orientation, Advertising and/or Marketing Technology 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 materials fee will be charged for this course.

BUS1002 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 leadership, human resource management, motivation, organizational behavior, social responsibility, organizational culture, and communication. 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 Management course.

BUS3004 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. A workbook fee will be charged.

BUS3005 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.

BUS3017 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.

BUS1040D INTRODUCTION TO EDUCATION *Grade 11-12.*

Introduction to Education provides an introduction to teaching as a profession in the American educational system. Students will participate in authentic experiences, including fifteen clock hours of field observations in a K-12 school setting. Students will explore, reflect, and begin to develop the skills necessary to become an elementary or secondary educator. The class offers a variety of perspectives on education, including historical, philosophical, social, legal, and ethical issues in a diverse society. In addition to practical experiences, students will learn about the organization and structure of our school system. Dual credit opportunity is available through this course.

BUS1041D EDUCATION 2 *Grade 11-12 Prerequisite is Introduction to Education.*

Education II is a field experience course with each student spending a minimum of 40 clock-hours in a classroom setting. Coursework focuses on the development of human relations and problem-solving skills necessary for an effective classroom. Students examine various policies, procedures, and routine activities that are part of a teacher's role. This course will meet as a two period block during the school day. The 40 clock-hour field experience is mandatory for credit; students will provide transportation to offsite locations if needed. Dual credit opportunity is available through this course.

BUS4001 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, government, and the free enterprise system. The capstone project of the course is a real-life consumer simulation.

BUS40010 ONLINE 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 run via online access and consists of units and a midterm and final. 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. Comfort using various technology tools is necessary. High-speed Internet connection is recommended. See counselor for details.

BUS4003A AP (ADVANCED PLACEMENT) MACROECONOMICS *Grade 12. Weighted grade.*

This college-level course deals with macroeconomics and includes such topics as the Fiscal and Monetary policy, GDP, inflation, unemployment, and the global economy. Studies also include consumer topics to satisfy the state requirement for Consumer Economics. Students who successfully complete this course and the AP Macroeconomics examination may receive college credit and/or higher placement in college. A workbook fee will be charged.

BUS4002A AP (ADVANCED PLACEMENT) MICROECONOMICS *Grade 12. Weighted grade. Prerequisite is AP Macroeconomics.*

This college-level course deals with topics pertaining to microeconomics, including the study of the market system, pricing, resource allocation, distribution, and current domestic economic problems. Students who successfully complete this course and the AP Microeconomics exam may receive college credit and/or higher placement in college. A workbook fee will be charged.

BUS3007 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 employers. Students 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.

BUS3020 VIRTUAL ENTERPRISES INTERNATIONAL *Grade 11-12. Weighted grade. Year long. Prerequisite is two semesters of business courses and approval of a Business Education teacher.*

This capstone course provides a simulated business environment in which students create and manage a virtual company, conducting business with other virtual firms nationally and internationally. Students are involved in every aspect of running the business, including human resources, accounting, product development, production, distribution, marketing, and sales. In the simulated business environment, students belong to a specific department depending on skills, prior knowledge, and personal interest. Leadership opportunities within the firm provide further relevant experience. The program enables participants to experience careers, acquire global economic knowledge, develop interpersonal and organizational skills, utilize technology as applied in business, and gain a clear understanding of how employees work together to meet the goals of the company while at the same time conveying the professional expectations of the workplace.