

Accounting II-Honors *(Full Year)*

This course is highly recommended for students who plan to study any field of business in college. This is an introductory college accounting course. It includes departmentalized accounting, cost accounting, accruals, deferrals, controlling financial resources, accounting for partnerships and corporations. Computerized accounting software and spreadsheets are integrated. Must have successfully completed Accounting I. **Honors credit applies.**

From School to Work *(Full Year)*

This course will help students prepare for the workplace by making a smooth transition from the classroom to a satisfying job or post-secondary education. Students will focus on development of valuable thinking skills, personal qualities of a valuable worker, improving their reading/writing/listening/speaking skills, learning to solve on-the-job math problems, development of their soft skills, and the process of preparing for a full-time career. Also included is research and assessment of one's needs, strengths and weaknesses to choose the correct career path and exploration of the various career clusters. A short job shadow experience is planned.

PARTICIPATE IN A NATIONAL
BUSINESS YOUTH ORGANIZATION



**Business
Professionals of
America (BPA)**
or



DECA, an Association of Marketing Students

Students enrolled in an elective Business Education course are eligible to join either BPA or DECA, national student organizations. Student members participate in community service projects, elect local chapter officers, attend leadership conferences, participate in competitive regional, state, and national events specific to their skill areas, and many other chapter activities. Valuable leadership and networking skills are developed through these experiences.

Business

Career & Technical Education



Course Offerings 2015-16 School Year

CTE—Business Education Instructors

Mrs. J. Boudouris, Department Chair

Mr. J. Laschinski

Mr. M. Maaske

Mr. J. Mahoney

Computer Courses—All Grade Levels

☑Keyboarding/Word Processing (*One Semester*)

Develop a skill that is used in all careers and academic settings. Learn the alphabetic and numeric keyboard by touch and how to format common everyday documents (personal & business letters, tables, reports, centering vertically and horizontally, tabs, bullets and enumeration, and sending e-mail) using features of Microsoft Word 2013. Develop speed and accuracy. *Earn College of DuPage credit in the Dual Credit program.*

☑College & Career Technology (*One Semester*)

Don't be left out when it comes to learning and knowing how to use the Microsoft Office Suite in academic or workplace situations. Learn word processing, database, spreadsheet, and presentation applications (Microsoft Word, Access, Excel, and PowerPoint) and how to integrate them all together. In addition, students will explore and use free online resources. These are skills you should know whether you plan on going to college or entering the world of work immediately. ***Keyboarding/Word Processing highly recommended or ability to key with speed and accuracy.*** *Earn College of DuPage credit in the Dual Credit program.*
Honors Option is available.

Grades 9, 10, and 11

☑Introduction to Business (*Full Year*)

Satisfies Consumer Management graduation requirement. This course presents the everyday business activities that the student will experience in his or her own personal life. It is a general orientation course in the business field, including such topics for exploration as business careers, money management, investing, banking services, consumerism, and types of insurance. The course contributes to a better understanding of American business and where we as consumers and business persons will fit into this social and economic environment.

Grades 10, 11 and 12

☑Accounting I (*Full Year*)

This course is highly recommended for students who plan to study any field of business in college or own their own business. The study of accounting emphasizes the accounting principles and concepts necessary to process financial data through an entire accounting cycle. Students acquire the background essential for a solid foundation for the further study of accounting, as well as work in a wide range of accounting and data processing jobs or any other business field. Computerized accounting software and spreadsheets are integrated into the curriculum. **Honors option is available.**

☑Marketing—Sports and Entertainment (*One Semester*)

Learn to implement the four P's of Marketing in the Sports and Entertainment Industry. The student will study the four P's of marketing—product, price, place and promotion and how they relate to sales, advertising, and the distribution of goods and services. Sales, promotion, consumer behavior, interviewing, and market research are broken down to show how these areas benefit the business world and the student. Students will practice their

marketing skills by utilizing role playing and engaging in realistic business simulations.
Honors option is available.

☑Consumer Management (*One Semester*)

Satisfies Consumer Management graduation requirement. Become a wise consumer...develop skills for successful budgeting, financing, purchasing, money management, and everyday living. This one-semester course focuses on specific consumer problems you will encounter now and as an adult. This class relates to everyday living and helps prepare individuals for making wise purchasing decisions. Topics include: budgeting, saving/checking, investments, smart shopping, using credit wisely, tax prep, insurance, advertising, labor relations, and consumer protection laws.

Grades 11 and 12

☑Business Law (*One Semester*)

Law has an impact on our daily lives. This course builds the skills and knowledge necessary to perform one's legal duties and obligations. Topics covered in business law include criminal and civil law, contracts, and a variety of current legal issues that arise. You Be the Judge case studies are incorporated into the curriculum. Students participate in an outside field trip to a courthouse and/or correctional facility. **Honors option is available.**

☑Hotel/Restaurant/Travel Management (*One Semester*)

Take a course that combines the skills of both the food/hospitality industry and the business world. This is a double block course in one semester earning two credits. Students will gain experience with duties performed in the hotel, restaurant, and travel industry. Time will be spent in the classroom and at the sponsoring facilities. Class time consists of various projects including food preparation, concessions, computer lab time, and speakers. When on the cooperating site, the students will shadow/train with hotel personnel. Additionally, students have the opportunity to earn industry certifications.

☑Entrepreneurship (*One Semester*)

Enjoy Shark Tank? Do you want to start your own business? Then this class is for you! Develop teamwork skills as you make corporate decisions based on various case studies. Includes a simulation of managing a business. The course explores all aspects of business operation and investigates new and popular trends in business management. The course concludes with an individualized business plan based on your interest and future goals.
Honors option is available.

☑Work Program—Business (*Full Year*)

Develop skills for success in the workplace. The students will receive one period of instruction in the classroom each day and will also spend an average of 15 hours per week on a job in the marketing or office field, thereby earning two credits per semester. Earn credit for the Job and credit for the Class. Don't have a job...we will help you find one. Some companies have provided funding for students going to college who continue their employment.

☑Accounting II-Honors (*Full Year*)—Continued on next page