

## CAREER TECHNICAL EDUCATION: BUSINESS EDUCATION

Course Title	Prerequisite	Credit	Grade Level
AP Computer Science Principles	Algebra 1	1.0	9-12
Computer Applications 1	None	0.5	9-12
Computer Applications 2	Computer Applications 1	0.5	9-12
Introduction to Business Principles	None	0.5	9-12
Electronic Presentations for Business Professionals	None	0.5	9-12
Technical Support Internship (TSI)	None	1.0	9-12
Accounting	None	1.0	10-12
Business Law	None	0.5	10-12
Investments	None	0.5	10-12
Marketing	None	0.5	10-12
Consumer Education	None	0.5	11-12
Cooperative Work Training Class	By application	1.0	11-12
Cooperative Work Training Job Site	By application	1.0	11-12

### **AP Computer Science Principles (1.0 credit)**

Level: 9-12 Prerequisite: Algebra 1

This course is comparable to an introductory Computing course at most colleges. AP Computer Science Principles introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact the world. Students will develop computational tools to analyze and study data. With a focus on creative problem solving and real-world applications, AP Computer Science Principles prepares students for college and careers, with 1/3 of the course focusing on App Development and 2/3 of the course focusing on exploring computer science. Students will be assessed through projects, performance activities, and objective tests. The Advanced Placement board asks that students complete one project of their choosing that will influence their AP Test score. Students will be prepared for and expected to take the AP Computer Science Principles examination in May.

### **Computer Applications 1 (0.5 credit)**

**College of DuPage dual credit: OFTI 1200 – MS Office Professional (3 credit hours if both Computer Applications 1 and Computer Applications 2 are successfully completed-see introduction for more information)**

Level: 9-12 Prerequisite: None

This course is designed to give students a competitive edge in high school coursework, college coursework, and employment skills. Using the latest Microsoft Office software as well as Google Applications (Docs, Sheets, Slides, Forms), students will gain skills in utilizing spreadsheets and graphs for business, engineering, science, and social science courses. Word processing, graph generation, essential Internet research skills, and presentation tool skills (PowerPoint, Prezi) will enable students to enhance their reports and presentations in many course disciplines. Students will be provided the opportunity to increase keyboarding and numeric keypad accuracy and speed through game-based skill-building software. Students will demonstrate email etiquette and e-mail file management. Students will learn the pros, cons and features for a variety of social media and examine the dangers of cyber-bullying and Internet safety. Students will be given the opportunity to earn Microsoft Office certifications by taking industry exams throughout the semester.

### **Computer Applications 2 (0.5 credit)**

**College of DuPage dual credit: OFTI 1200 – MS Office Professional (3 credit hours if both Computer Applications 1 and Computer Applications 2 are successfully completed-see introduction for more information)**

Level: 9-12 Prerequisite: Computer Applications 1

Students will build upon and expand concepts learned in Computer Applications 1. Advanced spreadsheets including the use of complex formulas and macros as well as database queries enhance students' abilities to apply their knowledge. Students will design an Access relational database given a set of data creating output such as mailing labels and several reports each emphasizing a different aspect of the database. Integration projects such as mail merge and reports importing graphs and tables will enhance a student's ability to produce quality projects in other courses. Students will produce a professional quality flyer, agenda, and brochure using advanced Publisher techniques. Students will be exposed to photo presentation software. Students will create a multimedia, stand-alone presentation utilizing digital photography, video clips, narration, Adobe Spark, and sound effects. Students will be given the opportunity to earn Microsoft Office certifications by taking industry exams throughout the semester.

### **Introduction to Business Principles (0.5 credit)**

Level: 9-12 Prerequisite: None

This course will provide students with exposure to the many fields of business. Students will learn about accounting, advertising, business law, computer applications, marketing, sports and entertainment marketing, and business careers. In addition, students will receive an introduction to basic business principles and business organizational structures. Students will be provided with many team building activities and presentation opportunities in this course.

### **Electronic Presentations for Business Professionals (0.5 credit)**

**College of DuPage dual credit: OFTI 1250 – Electronic Presentations for Business Professionals (3 credit hours-see introduction for more information)**

Level: 9-12 Prerequisite: None

Students will design, prepare and present effective professional/business presentations utilizing current electronic presentation software and design techniques. Students will master the tools to assess business/professional presentations. The course will focus on the delivery of successful electronic presentations (i.e. Google slides and other current presentation applications), website design platforms (including Google Sites, Weebly), and projects that prepare students for future success in college and a variety of career fields. Keyboarding skills recommended.

### **Technical Support Internship (TSI) (1.0 credit)**

Level: 9-12 Prerequisite: None

This student-run help desk supports the 1:1 learning environment at West Chicago Community High School. Students are the first line of customer service to assist students and staff with troubleshooting and Chromebook repairs. This hands-on experience gives students the opportunity to learn basic Chromebook knowledge, repairs, and valuable customer service skills. Students will also work independently on individualized pathways with opportunities leading to industry certification in Microsoft Office. Additional projects may include creating training videos and Google sites. This course may be repeated for credit with instructor approval. Students enrolling in the course additional years will mentor first year students in the customer service and Chromebook repair process. They may also work independently to pursue additional Microsoft Office certifications.

### **Accounting (1.0 credit)**

Level: 10-12 Prerequisite: None

Students gain insight into how businesses operate by studying the principles of accounting. This course provides students with a competitive advantage in studying business at college. Students learn how businesses are organized as well as how to handle receipts and payments of money. Business transactions are analyzed so that they can be recorded in journals and ledgers and summarized in financial statements. Other topics include the study of payroll records, taxes, depreciation, bad debts, and inventory control. Reflecting current industry trends, students will complete all entries electronically on computers in order to prepare journals, ledgers, and payroll records as well as financials such as Balance Sheets and Profit/Loss Statements. Complete business simulations will also be done on the computer.

### **Business Law (0.5 credit)**

Level: 10-12 Prerequisite: None

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. Topics studied include: ethics, criminal and civil law, the U.S. court system, contracts, law and the minor, employment law, wills, and career exploration. Mock trials, a field trip to the county courthouse, and guest speakers from the legal field are utilized in this course to provide authentic learning experiences. This is an essential course to enroll in if you plan to major in business in college.

### **Investments (0.5 credit)**

Level: 10-12 Prerequisite: None

This course will demonstrate how investing is essential to the attainment of a desirable standard of living and the achievement of many financial goals. Learn about the Dow Jones, NASDAQ, and bear and bull markets. Besides stocks, other topics studied in the course will be bonds, mutual funds, IRAs, investment research, money management, and financial web sites. An Internet stock market simulation will take place throughout the course and students will have opportunities to discuss financial strategy and meet with investment advisors from the business world.

### **Marketing (0.5 credit)**

Level: 10-12 Prerequisite: None

This course is designed to provide an understanding of marketing concepts. It includes the exploration of marketing research, the study of the retail market (including demographics and lifestyle trends), channels of distribution, and the development of both TV and radio advertising. Additional marketing concepts covered are the analysis of branding, packaging, and promotion (including principles of advertising, merchandising, and selling). Several real world projects and team based assignments are used throughout the course to simulate a business marketing environment.

### **Consumer Education (0.5 credit)**

Level: 11-12 Prerequisite: None

This course is designed to help students become economically independent and prepare students to make responsible consumer choices currently and in the future. Topics of study include budgeting, transportation, comparative pricing, general principles of consumer purchasing, consumer credit, savings and investments, insurance, taxes, and the operation of the economy and how it affects the consumer. This course meets the Consumer Education requirement for graduation.

**Cooperative Work Training Class (CWT) (1.0 credit)**

**Cooperative Work Training Job Site/Lab (CWT) (1.0 credit)**

Level: 11-12 Prerequisite: None

This program is a cooperative effort by the school and community to provide meaningful work experience and career exploration for juniors and seniors. It is designed to provide paid on-the-job training to students on a part-time basis throughout the school year. Students have worked in a variety of industries including retail, food service, hospitality, insurance, business, and medical offices. Cooperative Work Training students will receive two credits: one for the work experience and the other for classroom instruction. CWT students must have at least one release period at the end of the day in order to receive on-the-job training. The classroom emphasizes choosing a career that matches one's interest, abilities, and aptitudes; how to apply and interview for a job; and how to be successful on the job. The course also concentrates on consumer topics such as insurance (auto, home, and life), budgeting, checking/savings accounts, investments, credit, and purchasing autos. Additionally, students who complete the full two semesters will receive consumer education credit. CWT students are required to sign and follow a Training Agreement as well as participate in an Employer/Employee Recognition luncheon at the end of the school year. Students are also encouraged to join Business Professionals of America (BPA) or FCCLA (organization which allows students the opportunity to apply skills learned in classes such as animation, child development, culinary, drafting, etc.). This program is applicable for students wanting to attend college as well as those wanting full-time employment following graduation.