

BUSINESS AND TECHNOLOGY DEPARTMENT

The Business and Technology Department curriculum is a distinct, integrated part of a college preparatory high school. The world of business and technology affects everyone in society, and courses are structured to fulfill personal, social, and career goals.

211 ITECH All Year 1 Credit 9

Note: REQUIRED for ALL FROSH

This course, iTech, (Information Technology) is a one-year course and will provide the students with the opportunity to meet the challenges of the changing developments today in technology. Today, the mere use of computers does not equal understanding. In this class, the students will be engaged in learning computer and Internet skills valued in today's academic and work environments. The following three areas will be covered: Computing Fundamentals, Key Applications, and Living Online. After the completion of each area, the students will take an exam for certification. Students who pass the exams in all three areas will receive IC³ Certification (Internet and Computing Core Certification)—a worldwide industry standard.

225 BUSINESS ECONOMICS Semester ½ Credit 10,11,12

Note: This course is offered in alternate years, it is NOT offered in 2009-10

What part does the individual person play in the world of business? Every human being interacts in some way with the business world every day. This course prepares students to make decisions in their interrelated roles of consumers, wage earners, and citizens. It establishes a foundation for preparing them for a better understanding of future business-related courses or a career in business. The focus of this course is the economic system with a discussion of the following contemporary issues: the global economy, the private enterprise system, the dynamics of business in a changing world, government and business, financial institutions in the global economy, and international business. The course acquaints the students with a variety of business career opportunities and options, and it gives them a broader basis upon which to make career decisions. Contemporary topics are researched using the Internet. Students use interactive Internet sites and simulations in investigating, discussing, and problem solving today's business and economic issues.

238 ENTREPRENEURSHIP Semester ½ Credit 10,11,12

Note: This course is offered in alternate years; it is offered in 2009-10

Many young people are striking out on their own in pursuit of business dreams. Our country's phenomenal success can be traced to the spirit of individual entrepreneurs who were not afraid to start a business and find personal satisfaction and success. This course introduces the student to the fundamentals of business ownership, gives a detailed explanation for developing the marketing plan, explains the financing of a business, business ownership, and explains current and future trends in entrepreneurial opportunities. Projects will allow the student to apply the information toward the completion of a hypothetical entrepreneurial venture of her own choosing.

220 EXCEL/ POWER POINT Semester ½ Credit 10,11,12

In this course, the student prepares for and takes the test to earn Microsoft Office Specialist Certification in an important computer application, Excel. During the first half of the course, she focuses on the basics of creating, formatting, and printing spreadsheets and learns to create/print graphs and perform logical operational functions using Microsoft Office. In the second quarter, the student learns to transfer ideas into words, visual displays, and audio using Microsoft PowerPoint software. This will include the animation of various objects and the integration of these objects into PowerPoint slides. The student will use Microsoft PowerPoint to develop slide show presentations on a variety of interdisciplinary curriculum related topics such as business products, literature, current events, history and music. She will also learn good presentation skills and will develop and fine-tune these skills via presentations in front of a classroom audience as the course progresses.

836 CONSUMER EDUCATION **Semester** **½ Credit** **11, 12**

Note: REQUIRED for GRADUATION

This Consumer Education course provides the student with skills to become an independent adult and an educated, informed consumer. The course focuses on topics relevant to economic responsibilities such as market analysis, taxation, trading, insurance, budgeting, credit, investment, careers, and consumer rights and responsibilities. Students learn to apply consumer laws and principles to everyday experiences. The course includes the computerized Stock Market Game—enabling the students to engage in realistic buying and selling of stocks. Lastly, it fulfills the State of Illinois graduation requirement for any student pursuing a diploma from high school.