



Business Education

Technology Courses	College Preparatory Courses	Career Readiness Courses
B101 Computer Literacy 1 Unit Level 1, 2, 3, 4	B184* Business Explorations 1 Unit Level 1, 2	B224** Practices in Entrepreneurship (PIE) 1/2 Unit Level 2, 3, 4
B162 Technology Applications I 1/2 Unit Level 1, 2, 3, 4	B223 Topics in Marketing 1/2 Unit Level 2, 3, 4	B225*** Practices in Entrepreneurship (PIE) Independent Study 1/2 Unit Level 2, 3, 4
B163 Technology Applications II 1/2 Unit Level 1, 2, 3, 4	B267 Study Skills 1/2 Unit Level 2, 3, 4	B332* Business Internship 2 Units Level 3, 4
B164 Technology Applications I & II 1 Unit Level 1, 2, 3, 4	B284 Entrepreneurship 1/2 Unit Level 2, 3, 4	
B232 Emerging Technologies 1/2 Unit Level 2, 3, 4	B285* Consumer Education 1/2 Unit Level 2, 3, 4	
B274 Digital Marketing Communications 1/2 Unit Level 2, 3, 4	B384 Business Management 1/2 Unit Level 3, 4	
B366 Desktop Publishing Independent Study 1 Unit Level 3, 4	B386 Accounting I - Financial 1 Unit Level 2, 3, 4	* Satisfies the District 211/ State Consumer Education Requirement
	B387 Business Law 1/2 Unit Level 3, 4	** B224 students must also enroll in H224 concurrently.
	B486 Accounting II - Managerial 1 Unit Level 3, 4	*** B225 students must also enroll in H225 concurrently.

Business Education programs prepare young people for the challenge of the college business curriculum, prepare them for employment in business, and provide business-related instruction which can be applied to personal use. Students gain understanding of business concepts, become familiar with the role of technology as a business and personal tool, and prepare for further education in career areas requiring college preparation such as accounting, law, marketing, management, and business administration. Students gain direction concerning the many opportunities available to them in today's global economy.

A Business Internship program is designed to help students gain practical experience through on-the-job training in offices and retail establishments in the community.

B101 Computer Literacy LEVEL: 1,2,3,4

One year One unit

PREREQUISITE: Placement through staff recommendation

Computer Literacy is designed to help students acquire skills to be successful in an academic and career setting. Students will learn proper keyboarding technique and develop skill in operating the computer using various software packages. Document formatting procedures will be taught. Using the Microsoft Office Suite, students learn word processing, spreadsheet applications, desktop publishing, presentation concepts, and basic web page design principles. English language skills are reinforced.

B162 Technology Applications I

LEVEL: 1,2,3,4

One-half year One-half unit

Technology Applications I is a hands-on course designed to allow students to master the use of essential computer software and hardware they will apply to high school, college, and personal work. Students increase their computer productivity by completing real-world projects using the industry standard for software, Microsoft Office (Word, Excel, PowerPoint, Publisher). Internet literacy, Web 2.0 applications, and the ethical use of technology is also explored.

Students successfully completing this course are well prepared to take the Microsoft Office Specialist (MOS) certification exam in Microsoft Word. They are also well prepared to complete the Internet and Core Computing (IC3) certification exams. Students who complete this course and earn a "B" or higher may be eligible for college credit when completing corresponding coursework at Harper College. (See Dual Credit program on page 9.)

B163 Technology Applications II

LEVEL: 1,2,3,4

One-half year One-half unit

PREREQUISITE: B162 Technology Applications I or B964

(Summer School) Computer Literacy

Technology Applications II uses the Microsoft Office Suite to complete advanced-level spreadsheet applications, simple web pages, advanced-level word processing applications, desktop publishing projects, professional computer

presentations, database management, and integrated applications. Students are expected to produce documents in acceptable business formats.

Students successfully completing this course are well prepared to take Microsoft Office Specialist (MOS) certification exams in Microsoft Word, PowerPoint, and Excel. They are also well prepared to complete the Internet and Core Computing (IC3) certification exams. Students who complete this course and earn a "B" or higher may be eligible for college credit when completing advanced coursework at Harper College. (See Dual Credit program on page 9.)

B164 Technology Applications I & II

LEVEL: 1,2,3,4

One year One unit

This is a full-year course combining B162 Technology Applications I and B163 Technology Applications II. Skills learned in this valuable course are transferable to all other academic areas in addition to personal and work use.

Students successfully completing this course are well prepared to take Microsoft Office Specialist (MOS) certification exams in Microsoft Word, PowerPoint, and Excel. They are also well prepared to complete the Internet and Core Computing (IC3) certification exams. Students who complete this course and earn a "B" or higher may be eligible for college credit when completing corresponding coursework at Harper College. (See Dual Credit Program on page 9.)

B184 Business Explorations LEVEL: 1,2

One year One unit

Business Explorations provides students the opportunity to explore today's global marketplace through the perspectives of both the consumer and the business professional. This course is an introductory survey of business topics, including entrepreneurship, business organization and management, human resources, marketing, financial planning, credit, savings and investing, accounting, business law, insurance, and social responsibility. This course meets and exceeds the D211 Consumer Education graduation requirement. For students planning to attend Northern Illinois University, a proficiency exam is offered that will result in college credit from Northern Illinois University. It is recommended that students complete at least two of the following courses before attempting the proficiency test: B184 Business Explorations, B284 Entrepreneurship, B384 Business Management, and/or B386 Accounting I - Financial.



B223 Topics in Marketing LEVEL 2,3,4

One-half year One-half unit
 Topics in Marketing is a course designed to teach marketing concepts through the examples of different industries such as: sports, music, entertainment, fashion, and technology. Students will learn and apply the functions of marketing through hands-on learning, group activities, and projects related to marketing concepts studied in class. Students will develop a marketing plan where they create a new product/service and then apply target marketing strategies to produce promotional material, find sponsors, create advertisements, and more. Guest speakers and a field trip enhance classroom instruction by sharing personal experience and informing students how to achieve a position in the marketing industry.

B224 Practices in Entrepreneurship (PIE) LEVEL: 2,3,4

One semester One-half unit
REQUIREMENT: Any foods course, concurrent enrollment in H224 Practices in Entrepreneurship (PIE)
 This interdisciplinary class offers students the opportunity to manage and operate a small business within the school. Students will acquire the skills necessary to become successful business managers and entrepreneurs, through in-class study of topics such as economics, management, marketing, and accounting. Students gain authentic experience running a small business through this learning opportunity.

B225 Practices in Entrepreneurship (PIE) Independent Study LEVEL: 3,4

One semester One-half unit
REQUIREMENT: Successful completion of B224 and H224 Practices in Entrepreneurship (PIE), concurrent enrollment in H225 Practices in Entrepreneurship (PIE) Independent Study
 This independent study class is an extension of B224 and H224. Students will manage and operate a small business through exploration and inquiry of advanced business topics, mastering the skills acquired in B224 and H224.

B232 Emerging Technologies LEVEL: 2,3,4

One-half year One-half unit
 Emerging Technologies exposes and teaches students about current and emerging hardware and software in the dynamic world of technology. Throughout the semester, topics such as the evolution of Web 2.0, cloud computing and the use of web-based applications in a desktop, mobile and slate environment will be explored. Students will interact and experience the latest digital tools through blogging, tagging, social bookmarking, social and professional networking and managing syndicated online materials. Students who take this course will be able to apply these skills in an academic, personal and professional setting.

B267 Study Skills LEVEL: 2,3,4

One-half year One-half unit
 Study Skills is designed to teach students effective student habits to be successful in high school and beyond. Personal learning styles will be analyzed in order to maximize learning across the curriculum. This course focuses on the development of time

management, organizational skills, note-taking skills, test taking strategies, reading literacy, and content area study skills.

B274 Digital Marketing Communications LEVEL: 2,3,4

One-half year One-half unit
 Digital Marketing Communications is designed to teach students how to integrate software skills and marketing techniques to create professional quality marketing products. Taught in a project-based lab setting, students will develop flyers, business cards, letterheads, brochures, websites and professional presentations using desktop publishing software, video editing software, and Web 2.0 technologies. This class culminates with an online portfolio that will prepare students for a future in a digital world.

B284 Entrepreneurship LEVEL: 2,3,4

One-half year One-half unit
 This course helps students gain an understanding of the business and marketing principles necessary to start and operate a business. Students will learn to identify, analyze, and develop an idea into a realistic business. The fundamentals of economics, marketing, management, and finance will be studied as students work on developing a comprehensive business plan throughout the semester. This course is designed for students who have an interest in developing the skills, attitudes, and knowledge needed to be a successful entrepreneur. For students planning to attend Northern Illinois University, a proficiency exam is offered that will result in college credit from Northern Illinois University. It is recommended that students complete at least two of the following courses before attempting the proficiency test: B184 Business Explorations, B284 Entrepreneurship, B384 Business Management, and/or B386 Accounting I - Financial.

B285 Consumer Education LEVEL: 2,3,4

One-half year One-half unit
 This required course exceeds state requirements for consumer education. Students will receive financial literacy instruction in budgeting, savings, investing, credit, insurance, comparative shopping, banking, income taxes, advertising, consumer economics, and consumer protection.

B332 Business Internship LEVEL: 3,4

One year Two units
PREREQUISITE: Evidence of work with your counselor on career planning for the occupational focus or completion of high school course work related to your occupational goal and potential training stations. Department approval is required. Students must be 16 years of age or older.
 Business Internship is designed for students with career interests within the business industry. Students are given an opportunity to gain first-hand knowledge of business careers through on-the-job training provided in cooperation with local businesses. Classroom activities focus on general business concepts, career paths, communication skills, employer-employee relations, and consumer-related topics. Students earn one unit of credit for the work experience and one unit of credit for the related class. This course meets the D211/State requirements for Consumer Education.

B366 Desktop Publishing Independent Study

LEVEL: 3,4

One year

One unit

PREREQUISITE: B163 Technology Applications II or department approval

Desktop Publishing Independent Study provides students with the opportunity to apply the skills acquired in B163 Technology Applications II to real-world applications. Students will produce documents for various school functions that include athletics, activities, music and drama, honors programs, etc. Students will have the opportunity to meet with coaches, teachers, and administrators to plan and create desktop publishing items. Students will further their development in using Microsoft Word, Photoshop, presentation software, and peripheral equipment.

B384 Business Management **LEVEL: 3,4**

One-half year

One-half unit

Business Management provides a critical understanding of how business organizations operate and are managed – their goals, strategies, structures, environments, and the motivations and interests of the people involved. Students will analyze the management functions (planning, organizing, leading, staffing, controlling) and their implementation and integration within the business environment. This course will provide students with an opportunity to learn the skills necessary to lead companies through a constantly changing landscape. Through a variety of unique classroom projects, group discussions and lectures, students will take with them the skills to become a leader in the business world. For students planning to attend Northern Illinois University, a proficiency exam is offered that will result in college credit from Northern Illinois University. It is recommended that students complete at least two of the following courses before attempting the proficiency test: B184 Business Explorations, B284 Entrepreneurship, B384 Business Management, and/or B386 Accounting I - Financial.

B386 Accounting 1 - Financial **LEVEL: 2,3,4**

One year

One unit

Course content will prepare all business students for the rigorous curriculum of college accounting and is strongly recommended for all future business majors. Students will gain a basic understanding of the accounting industry and procedures, including debit and credit analysis, journalizing, posting, calculating payroll, preparing and analyzing financial statements, preparing adjusting and closing entries, calculating depreciation, and costing inventory. Students will become familiar with computerized accounting software, including Microsoft Excel, and the practical uses of these programs in the business world. For students planning to attend Northern Illinois University, a proficiency exam is offered that will result in college credit from Northern Illinois University. It is recommended that students complete at least two of the following courses before attempting the proficiency test: B184 Business Explorations, B284 Entrepreneurship, B384 Business Management, and/or B386 Accounting I - Financial.

May earn Dual Credit with Harper College, ACC100 Bookkeeping, 3 credit hours.

B387 Business Law

LEVEL: 3,4

One-half year

One-half unit

Business Law is offered to students interested in the application of law to their personal lives and to business activities. Students study the administration of the law, various parts of a contract, termination, remedies, defenses for breach as well as real and personal property. Historical and current legal cases that cover constitutional, civil, criminal, and contract laws will be studied. Students demonstrate their knowledge of law and legal procedures by participating in mock trials. This course is recommended for students who are considering careers in law or business as well as those who seek a better understanding of the application of law to their personal lives.

B396 Payroll Accounting and Quickbooks

LEVEL: 3,4

One-half year

One-half unit

PREREQUISITE: B386 Accounting 1 - Financial (A,B,C)

This course utilizes Quickbooks software to handle accounting transactions for a business. Students will learn laws related to wages and payroll taxes. Upon completion of this class, along with B164 and B386, students will have an opportunity to earn an Accounting Bookkeeper/Clerk Certificate from Harper College. *May earn Dual Credit with Harper College, ACC110, Quickbooks (1 credit hour) and ACC155, Payroll Accounting (2 credit hours).*

B486 Accounting 2 - Managerial **LEVEL: 3,4**

One year

One unit

PREREQUISITE: B386 Accounting 1 - Financial

This class is designed to prepare all college-bound business students and those pursuing a career in accounting or finance with an advanced, integrated approach to accounting. Taking financial accounting to an accelerated level, this course incorporates managerial accounting concepts such as operations, financial, and investment decision making, time value of money, accounting information systems, cost-volume profit analysis, and variance analysis. The combination of these objectives provides students with an understanding about the decisions that must be made in the financial reporting process and the ability to evaluate and use accounting data.

May earn Dual Credit with Harper College, ACC101, Introduction to Financial Accounting, 4 credit hours.

