

Accounting 1&2
Business Law
Business Principles
Computer Applications (MOS)
Consumer Economics
College Notetaking/Study Skills
International Business Economics
Keyboarding
Marketing
Networking Software Solutions (MCSA)
Networking Essentials (Net+)
PC Repair & Maintenance (A+)
Programming in Java
Programming in Visual Basic
Web Development 1,2

Business Education

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Business Education Department Philosophy

The Business Education Department of Lyons Township High School offers a wide selection of course offerings that meet a variety of student needs. Careful selection of courses can help students develop valuable skills for personal use, begin an exploration of possible areas of study, and gain useful information for selecting and beginning college study. Also, a student may acquire significant skills helpful for initial and future employment opportunities.

Programs

	South Campus 9-10	North Campus 11-12
Accounting	→	<ul style="list-style-type: none"> Accounting 1 & 2
Business Administration	→	<ul style="list-style-type: none"> Business Law Business Principles Computer Applications (MOS) College Notetaking/Study Skills International Business Economics
Computer Science	→	<ul style="list-style-type: none"> Computer Applications (MOS) Keyboarding Networking Software Solutions (MCSA) Networking Essentials (Net+) PC Repair & Maintenance (A+) Web Development 1, 2 Programming in Visual Basic Programming in Java
Marketing	→	<ul style="list-style-type: none"> Business Principles Computer Applications (MOS) Keyboarding Marketing Web Development 1, 2
Technology	→	<ul style="list-style-type: none"> College Notetaking/Study Skills Computer Applications (MOS) Keyboarding Networking Essentials (Net+) Programming in Java Web Page Development 1, 2 Networking Software Solutions (MCSA) PC Repair & Maintenance (A+)

Business Education Department Standards

The Business Education Department has established standards for student learning that both guide its courses and programs and challenge students academically. There are six general standards as titled and stated below. In addition, each general standard has specific student learning standards that are available upon request. Finally, specific standards for each course and program have been developed, and these are distributed to students at the beginning of each semester or annual course.

Business Education programs will include experiences that provide for...

- Standard I Career Awareness**
study and understanding of business-related careers and for the evaluation of activities in the workplace.
- Standard II Communication Skills**
effective use of communication skills.
- Standard III Technological Knowledge and Skills**
study and understanding of business-related technological hardware and software.
- Standard IV Work Ethics**
study and understanding of practical ethical behavior.
- Standard V Business Principles**
study and general understanding of the business world and basic skills for business management.
- Standard VI Economic Literacy**
study and understanding of how people have organized for and worked within the production, distribution, and consumption of goods and services.

- **Personal Use** Students should select from appropriate courses to preview subject areas in which an interest exists as this may help in narrowing down possible college majors. The following courses develop skills which benefit all students: College Notetaking/Study Skills, Computer Applications (MOS), and Keyboarding.
- All courses listed under Business Education apply toward the Practical Arts graduation requirement except Consumer Economics (see p. 7).
- **Independent Study** Under specific conditions as outlined on p. 25 of the Guide, students may make application for Independent Study. In all cases, students must secure parent, teacher, counselor, divisional, and building administration approval. Independent Study may not be taken as an 8th semester/annual course.

Accounting 1

Credit: 1/2 (cr/nc)	Level: III or IV
Grade Offered: 11, 12	Fall 55511
	Spring 55512

Prerequisite: None

This course is recommended for students who want to pursue a fundamental understanding of accounting for college and for a career. The practices of a business accounting program are presented. The theory of double-entry accounting and the accounting cycle are emphasized. Accounting is a basic requirement for college business majors. Problem applications will be presented to enhance understanding.

Accounting 2

Credit: 1/2 (cr/nc)	Level: III or IV
Grade Offered: 11, 12	Spring 55522

Prerequisite: Accounting 1

This course continues with the fundamentals of accounting theory. It includes the study of special journals and ledgers, and provides students with the practical experience of keeping the financial records of a simulated business enterprise during a normal month's operations. Whenever possible, this course should immediately follow Accounting 1.

Business Law

Credit: 1/2 (cr/nc)	Level: III or IV
Grade Offered: 11, 12	Fall 55811
	Spring 55812

Prerequisite: None

This course enables the student to develop the ability to identify and evaluate the fundamental principles of law used in the business world and day-to-day business activities. It will aid students in understanding their

legal rights, obligations, and responsibilities. The material covered includes a study of the essential elements of contracts. Students will study realistic cases and participate in a mock trial.

Business Principles

Credit: 1/2 (cr/nc)	Level: III or IV
Grade Offered: 9, 10	Fall 55116
	Spring 55117
11, 12	Fall 55111
	Spring 55112

Prerequisite: None

Would you like to learn how businesses are operated and managed in our global society? Getting involved in the business world is the objective of this learning experience. Students will gain a foundation in business ownership, economics, human resources, marketing, ethics, accounting, finance, governmental regulation, law, and international business. As you explore these areas, take your first step toward becoming a business leader of tomorrow. Think about a traditional career in business or dream about a new one.

College Notetaking/Study Skills

Credit: 1/2 (cr/nc)	Level: III or IV
Grade Offered: 11, 12	Fall 55711
	Spring 55712

Prerequisite: None

College Notetaking & Study Skills is a two-part course that provides academic survival skills necessary for students preparing themselves for transition into college. The first area of study focuses on speed writing, which is designed to develop note-taking skills for college. The course makes use of Super Write, an alphabetic writing system which will make taking notes during lectures, preparing homework assignments, or doing research work in the library quicker and easier.

The second area of study focuses on improving listening skills, enhancing study skills, increasing reading comprehension, incorporating time management procedures, and utilizing test-taking strategies in order to be a more successful student. In addition, students will have an opportunity to work with a mini-laptop. One will be loaned to them for this exciting learning experience.

Computer Applications (MOS)

Credit: 1/2 (cr/nc)	Level: III or IV
Grade Offered: 9, 10	Fall 54226
	Spring 54227
11, 12	Fall 54221
	Spring 54222
Prerequisite: Keyboarding Skills	

In order to remain current in today's ever-changing workplace, up-to-date computer skills are a necessity. Computer Applications will train students in the areas of Word, Excel, Access, PowerPoint, and Publisher. Using the Microsoft Office XP suite, students will become proficient with intermediate and advanced features of these programs. Students will gain hands-on experience completing projects using the various programs. This course will also assist students in other courses at Lyons Township High School, including development of proper formatting for research papers using the Modern Language Association (MLA) guidelines, which is a requirement of all research papers at LT. The goal of this course is to help students compete in today's world of technology and achieve success in whatever field they choose to pursue.

Consumer Economics

Credit: 1/2	Level: III
Grade Offered: 11, 12	Fall 00551
	Spring 00552
Prerequisite: None	

This course focuses on personal money management concerns that face all consumers. Topics to be studied include economics, insurance, investments, taxes, finance, comparison shopping, consumer protection, credit, and career/estate planning. This course is required for graduation unless the State Consumer Education Proficiency Test (ICEPT) is passed. (See p. 19 of the **Guide**.) It is available with credit/no credit option if the ICEPT is passed.

International Business Economics

Credit: 1/2 (cr/nc)	Level: III or IV
Grade Offered: 11, 12	Fall 55831
	Spring 55832
Prerequisite: None	

Interested in learning about the global economy? This course is designed for the student who wants to discover and learn how political systems, cultural differences, and values of world economics impact world business practices and decisions. Students will be given an opportunity to develop business skills and knowledge to function successfully as business professional in a global society. The students will be actively involved in group work, projects, reading and writing activities, critical thinking/problem solving of global economic issues. Speakers from the international business world will identify employment and career opportunities as well as share their own personal experiences. Students may elect this course for Practical Arts credit in Business Education or for Social Studies credit.

Keyboarding

Credit: 1/2 (cr/nc)	Level: III
Grade Offered: 9, 10	Fall 55416
	Spring 55417
11, 12	Fall 55411
Prerequisite: None	

This course is needed by all students who wish to learn the required keyboarding skills used in today's technical world. Students selecting this course will learn basic keyboarding skills, and proper use of the keyboard. Students will improve their speed and accuracy as they key, as well as improve their proofreading skills. In addition, proper formatting of term papers, letters, and tables will be learned, along with a variety of other keyboarding applications. Keyboarding skills are required for further course work in Computer Applications (MOS) and recommended for Programming in Visual Basic and Programming in Java.

Business Education Classes

Freshman Courses

Fall Only

55116 Business Principles
55416 Keyboarding
54226 Computer Applications (MOS)

Spring Only

55117 Business Principles
55417 Keyboarding
54227 Computer Applications (MOS)

Computer Technology

Annual Course

54835 PC Repair & Maintenance (A+)

Fall Only

54456 Programming in Java
00806 Programming in Visual Basic
54846 Web Page Development 1
54876 Webpage Development 2

Spring Only

54457 Programming in Java
00807 Programming in Visual Basic
54847 Web Page Development 1
54877 Web Page Development 2

Sophomore Courses

Fall Only

55116 Business Principles
55416 Keyboarding
54226 Computer Applications (MOS)

Spring Only

55117 Business Principles
55417 Keyboarding
54227 Computer Applications (MOS)

COMPUTER TECHNOLOGY

Annual

54835 PC Repair & Maintenance (A+)
54515 Networking Essentials (Net+) (2010-2011)
54865 Networking Software Solutions (MCSA)
(2011-2012)

Junior and Senior Courses

Fall Only

00551 Consumer Economics
55511 Accounting 1
55811 Business Law
55111 Business Principles
55711 College Notetaking & Study Skills
55831 International Business Economics
55411 Keyboarding
54221 Computer Applications (MOS)
54711 Marketing

Spring Only

00552 Consumer Economics
55512 Accounting 1
55522 Accounting 2
55812 Business Law
55112 Business Principles
55712 College Notetaking & Study Skills
55832 International Business Economics
54222 Computer Applications (MOS)
54712 Marketing

COMPUTER TECHNOLOGY

Annual

54830 PC Repair & Maintenance (A+)
54860 Networking Software Solutions (MCSA)
(2011-2012)
54510 Networking Essentials (Net+) (2010-2011)

Fall Only

54461 Programming in Java
54841 Web Development 1
54871 Web Development 2

Spring Only

54462 Programming in Java
54842 Web Page Development 1
54872 Web Page Development 2