

Accounting 1, 2  
Business Law  
Career Internship Program  
Computer Applications (MOS)  
Consumer Economics  
College and Workplace Skills  
International Business Economics  
Introduction to Business  
Keyboarding  
Marketing  
Networking Software Solutions (MCSA)  
Networking Essentials (Net+)  
PC Repair & Maintenance (A+)  
Programming in Java  
Programming in Visual Basic  
Web Page Development 1, 2

# ***Business Education***

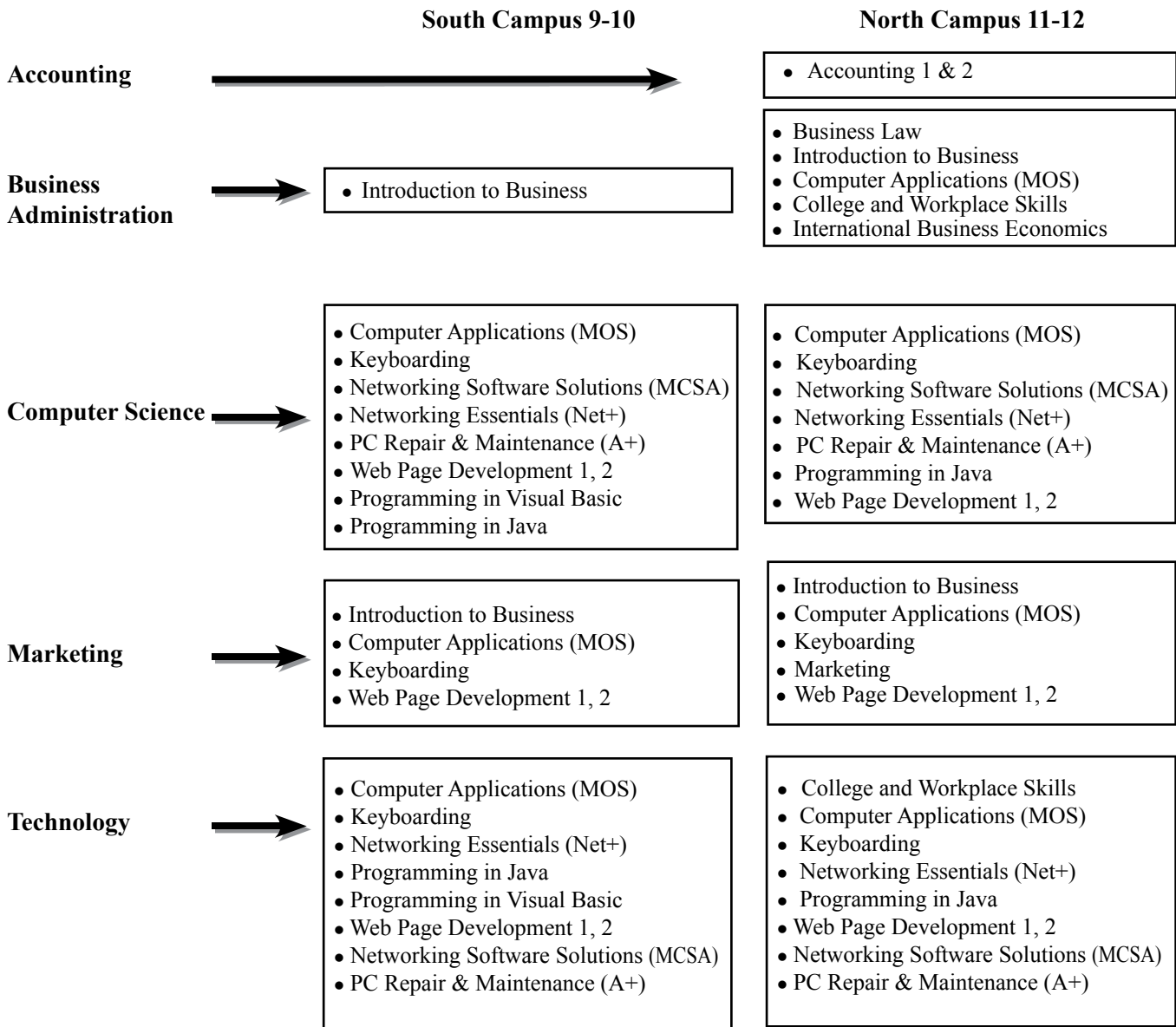
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## Business Education Department Philosophy

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



# 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.*

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**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 and Workplace 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 BU5511      |
|                       | Spring BU5512    |
| 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: IV     |
| Grade Offered: 11, 12      | Spring BU5522 |
| Prerequisite: Accounting 1 |               |

This course continues with the fundamentals of accounting theory. It includes the study of special journals and ledgers which provide 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 BU5811      |
|                       | Spring BU5812    |
| 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 mate-

rial covered includes a study of the essential elements of contracts. Students will study realistic cases and participate in a mock trial.

## Introduction to Business

|                      |               |
|----------------------|---------------|
| Credit: 1/2 (cr/nc)  | Level: III    |
| Grade Offered: 9, 10 | Fall BU5116   |
|                      | Spring BU5117 |
| 11, 12               | Fall BU5111   |
|                      | Spring BU5112 |
| 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. This course should be considered a survey to the other courses in the Business Education Department.

## College and Workplace Skills

|                       |               |
|-----------------------|---------------|
| Credit: 1/2 (cr/nc)   | Level: III    |
| Grade Offered: 11, 12 | Fall BU5711   |
|                       | Spring BU5712 |
| Prerequisite: None    |               |

College and Workplace Skills is a course that provides academic survival skills necessary for students preparing themselves for transition into college or the workplace. The areas of study include: communication, time management procedures, reading comprehension, note taking, test-taking strategies, effective web research, college search and transition, and advanced job skills. This course incorporates the software program Work Keys, the second-day test of the ACT. Students will

have an opportunity to work with a Netbook and use other technology and software to enhance their learning experience as well. The Netbook is loaned to students and used throughout the semester to further their understanding of concepts.

### **Computer Applications (MOS)**

|                                  |                  |
|----------------------------------|------------------|
| Credit: 1/2 (cr/nc)              | Level: III or IV |
| Grade Offered: 9, 10             | Fall BU4226      |
|                                  | Spring BU4227    |
| 11, 12                           | Fall BU4221      |
|                                  | Spring BU4222    |
| 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 2007 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 BU0551   |
|                       | Spring BU0552 |
| 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.

### **International Business Economics**

|                       |                  |
|-----------------------|------------------|
| Credit: 1/2 (cr/nc)   | Level: III or IV |
| Grade Offered: 11, 12 | Fall BU5831      |
|                       | Spring BU5832    |
| 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 BU5416   |
|                      | Spring BU5417 |
| 11, 12               | Fall BU5411   |
| 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 reports, 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), Programming in Visual Basic, and Programming in Java.

### **Marketing**

|                       |                  |
|-----------------------|------------------|
| Credit: 1/2 (cr/nc)   | Level: III or IV |
| Grade Offered: 11, 12 | Fall BU4711      |
|                       | Spring BU4712    |
| Prerequisite: None    |                  |

Did you ever wonder how major companies develop their selling strategies? Students selecting this course will study how products progress via a marketing plan. This learning experience will provide students with basic marketing concepts as they relate to our emerging global economy. Real-life examples will be presented from industry as you follow products from the producer to the consumer.

## Networking Essentials (Net+)

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|                   |               |
|-------------------|---------------|
| Credit: 1         | Level: IV     |
| Grade Offered: 10 | Annual BU4516 |
|                   | BU4517        |
| 11, 12            | Annual BU4511 |
|                   | BU4512        |

Prerequisite: Algebra  
Years Offered: 2010-2011, 2012-2013

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This biennial course has been developed to teach students the skills needed to design, build, and maintain small, medium, and large sized networks, and to prepare students for the CompTIA Net+ certification exam. Students will receive training and develop skills that will allow them to enter the workforce and/or further their education and training in the computer networking field.

As a result of Networking Essentials (Net+), students will be prepared to sit for the CompTIA Net+ examination, a rigorous industry-based examination that, if passed, will enable students to enter this field qualified and certified in networking.

## Networking Software Solutions (MCSA)

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|                   |               |
|-------------------|---------------|
| Credit: 1         | Level: V      |
| Grade Offered: 10 | Annual BU4866 |
|                   | BU4867        |
| 11, 12            | Annual BU4861 |
|                   | BU4862        |

Prerequisite: None  
Years Offered: 2011-2012, 2013-2014

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This intensive biennial course provides the core foundation for supporting Microsoft Windows network operating system. The goal of this course is to provide students with skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows systems. This course is designed to help Microsoft Certified Systems Administrator (MCSA) candidates prepare for the full complement of MCSA certification exams, which may be taken as part of the course.

## PC Repair & Maintenance (A+)

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|                      |         |               |
|----------------------|---------|---------------|
| Credit: 1            | (cr/nc) | Level: III    |
| Grade Offered: 9, 10 |         | Annual BU4836 |
|                      |         | BU4837        |
| 11, 12               |         | Annual BU4831 |
|                      |         | BU4832        |

Prerequisite: None

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There are more A+ computer service technician jobs than there are people to fill them. Take the A+ course, pass the certification exams, and be a step ahead of everyone else. If you pass the examinations, you can

become employed as an A+ certified computer service technician. Training in the business world for such a program costs \$1,000 or more.

Topics covered include microcomputer fundamentals, PC hardware, operating systems, Microsoft Windows, troubleshooting the system, system boards, input/output, internal/external data storage, video displays, printers, data communication, networking, preventive maintenance and safety, installation, configuration, upgrading, and diagnosing.

## Programming in Java

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|                      |                  |
|----------------------|------------------|
| Credit: 1/2 (cr/nc)  | Level: III or IV |
| Grade Offered: 9, 10 | Fall BU4456      |
|                      | Spring BU4457    |
| 11, 12               | Fall BU4461      |
|                      | Spring BU4462    |

Prerequisite: Keyboarding skills

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This course introduces students to the Java programming language. Students will learn to write their own programs to solve problems related to business, mathematics, and the sciences. They will encounter beginning Java concepts such as input-output, looping and control structures. Beginning Java graphics, including creating Java applets, will be covered. Students interested in computer science, general programming or creating gaming applications would benefit from this course. Programming in Visual Basic is recommended before taking this course.

## Programming in Visual Basic

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|                      |               |
|----------------------|---------------|
| Credit: 1/2 (cr/nc)  | Level: III    |
| Grade Offered: 9, 10 | Fall BU0806   |
|                      | Spring BU0807 |

Prerequisite: Keyboarding skills

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The Visual Basic course is an ideal way for students new to software development to get an understanding of what programming is. Students learn general programming concepts with the user-friendly graphical tool, Visual Basic. Students create dozens of programs throughout the semester which include practical applications as well as gaming applications. Students also learn how to update a database from a program and how to anticipate user problems. Proponents claim that Visual Basic is an invaluable skill due to the popularity of Microsoft Windows. Visual Basic is used to program many applications in Windows and to create desktop applications, but is also the macro language for the MS Office products. With knowledge in Visual Basic you can not only create your own programs and build your own games, but you can learn how to code, debug, and deploy all types of applications. The object of the



# Business Education Classes

*When choosing Annual Courses, you will need the first and second semester codes.*

## Freshman Courses

### Fall Only

- BU5116 Introduction to Business
- BU5416 Keyboarding
- BU4226 Computer Applications (MOS)

### Spring Only

- BU5117 Introduction to Business
- BU5417 Keyboarding
- BU4227 Computer Applications (MOS)

## Computer Technology

### Annual Course

- BU4836/7 PC Repair & Maintenance (A+)

### Fall Only

- BU4456 Programming in Java
- BU0806 Programming in Visual Basic
- BU4846 Web Page Development 1
- BU4876 Web Page Development 2

### Spring Only

- BU4457 Programming in Java
- BU0807 Programming in Visual Basic
- BU4847 Web Page Development 1
- BU4877 Web Page Development 2

## Sophomore Courses

### Fall Only

- BU5116 Introduction to Business
- BU5416 Keyboarding
- BU4226 Computer Applications (MOS)

### Spring Only

- BU5117 Introduction to Business
- BU5417 Keyboarding
- BU4227 Computer Applications (MOS)

## Computer Technology

### Annual

- BU4836/7 PC Repair & Maintenance (A+)
- BU4516/7 Networking Essentials (Net+) (2012-2013)
- BU4866/7 Networking Software Solutions (MCSA) (2013-2014)

### Fall Only

- BU4456 Programming in Java
- BU0806 Programming in Visual Basic
- BU4846 Web Page Development 1
- BU4876 Web Page Development 2

### Spring Only

- BU4457 Programming in Java
- BU0807 Programming in Visual Basic
- BU4847 Web Page Development 1
- BU4877 Web Page Development 2

## Junior and Senior Courses

### Fall Only

- BU0551 Consumer Economics
- BU5511 Accounting 1
- BU5811 Business Law
- BU5111 Business Principles
- BU5711 College and Workplace Skills
- BU5831 International Business Economics
- BU5411 Keyboarding
- BU4221 Computer Applications (MOS)
- BU4711 Marketing

### Spring Only

- BU0552 Consumer Economics
- BU5512 Accounting 1
- BU5522 Accounting 2
- BU5812 Business Law
- BU5112 Business Principles
- BU5712 College and Workplace Skills
- BU5832 International Business Economics
- BU4222 Computer Applications (MOS)
- BU4712 Marketing

### Fall or Spring

- BU5551/2 Career Internship

## Computer Technology

### Annual

- BU4831/2 PC Repair & Maintenance (A+)
- BU4511/2 Networking Essentials (Net+) (2012-2013)
- BU4861/2 Networking Software Solutions (MCSA) (2013-2014)

### Fall Only

- BU4461 Programming in Java
- BU4841 Web Page Development 1
- BU4871 Web Page Development 2

### Spring Only

- BU4462 Programming in Java
- BU4842 Web Page Development 1
- BU4872 Web Page Development 2