

**ACHS  
Contemporary  
Technology Department  
Mission Statement**

**To provide all students the  
opportunity to develop a  
career pathway, to acquire  
academic, technical and  
workplace skills leading to  
gainful and meaningful  
employment in a global  
economy.**

Formula for Success

1 Dual Credit Argo Course\* +  
A final Grade of A or B =  
3 credits of A or B at  
Moraine Valley C.C. and beyond

\* Acct I & II, Intro To Business I & II, Keyboarding II,  
Internet Tech, Web Page Design  
Marketing, Business Law

**Instructors**

**Frank Capodanno**

**Dawn Palmer**



**ARGO  
Community  
High School**

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Summit, Illinois 60501

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**ARGO  
Community  
High School**

*Business  
Department*

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A guide for  
students and  
parents on  
Departmental  
Courses &  
Dual Credit



# BUSINESS EDUCATION COURSE OFFERINGS

## Introduction to Business I

- Use software to run a computer program
- Demonstrate job seeking skills
- Understanding how government plays an important role in the free enterprise system
- HIGHLY RECOMMENDED for FRESHMEN

## Introduction to Business II

- Define basic principles of business
- Become familiar with basic computer skills
- Demonstrate a mastery of basic accounting and record keeping procedures

### Intro I & II Dual Credit

## Keyboarding I

At the end of this course, students will be able to use the “touch system” to format:

- Personal and business correspondence, short reports, outlines, tables, and term papers.
- Develop skills in using the computer as a writing tool

HIGHLY RECOMMENDED for FRESHMEN

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COLLEGE BOUND STUDENTS

## Keyboarding II & Computer Applications

- Develop a marketable skill in keyboarding
- Improve keyboarding speed and accuracy
- Continued development of formatting skills

## Marketing—Dual Credit

- Know and describe marketing plays in the world of business under the free enterprise system
- Develop, plan and execute a business marketing plan
- Use of a PC will give students “hands-on” experience



## Accounting I—Dual Credit

- Solve basic accounting problems
- Analyze and demonstrate business transactions
- Prepare financial statements
- Demonstrate mastery of accounting terms

## Accounting II—Dual Credit

- Solve multi-ledger and payroll problems on a PC
- Analyze and demonstrate transactions of a business on a PC
- Prepare interim and end-of-the period reports on a PC
- Analyze financial statements including analysis, percentage and ratio analysis on a PC



## Web Page Authoring and Publishing

Provide hands on learning experiences in web page authoring and publishing. Students will learn to plan, design and create multimedia web pages that include links, tables and HTML.

## Computer Applications in Business

At the end of this course, students will develop the skills necessary to use these programs in the business workplace:

Word Excel PowerPoint Access Publisher

## Consumer Education

- Explain the rights and responsibilities of consumers
- Research and utilize various sources of consumer information
- Employ the techniques of budgeting
- Make wise choices in the purchase of transportation and insurance
- Select adequate housing
- Determine the constructive use of credit
- Maintain and balance a checkbook
- THIS IS A REQUIRED COURSE FOR GRADUATION



## Business Law

- Plan and outline steps required to become entrepreneurs
- How contracts arise, negotiable instruments
- Purchase of real estate, marriage formalities
- Legality of a contract

## Introduction to Internet Technology

This course will introduce the use of internet browsers, file transfer protocol sites, search engines, e-mail, and other internet services. This course is designed to computer-literate students with using the global internet.