

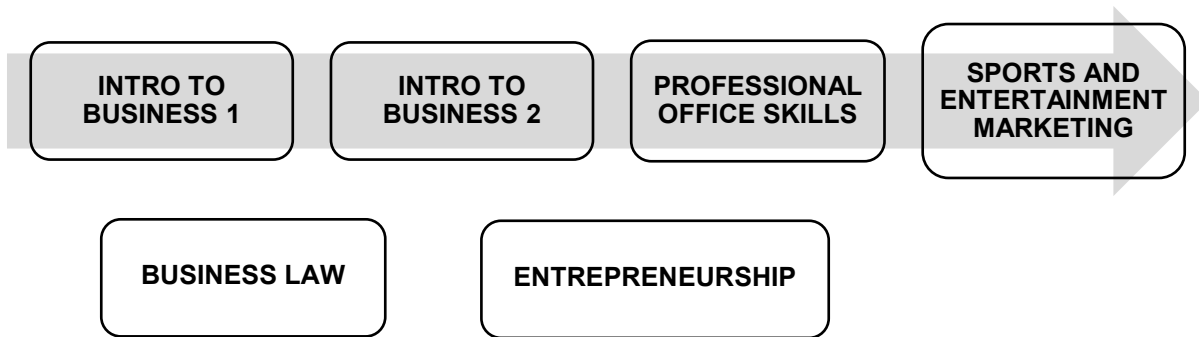
Career and Technical Education

The Career and Technical Education Department provides a comprehensive educational experience for students to develop and apply technical skills and knowledge that will lead to successful professional careers.

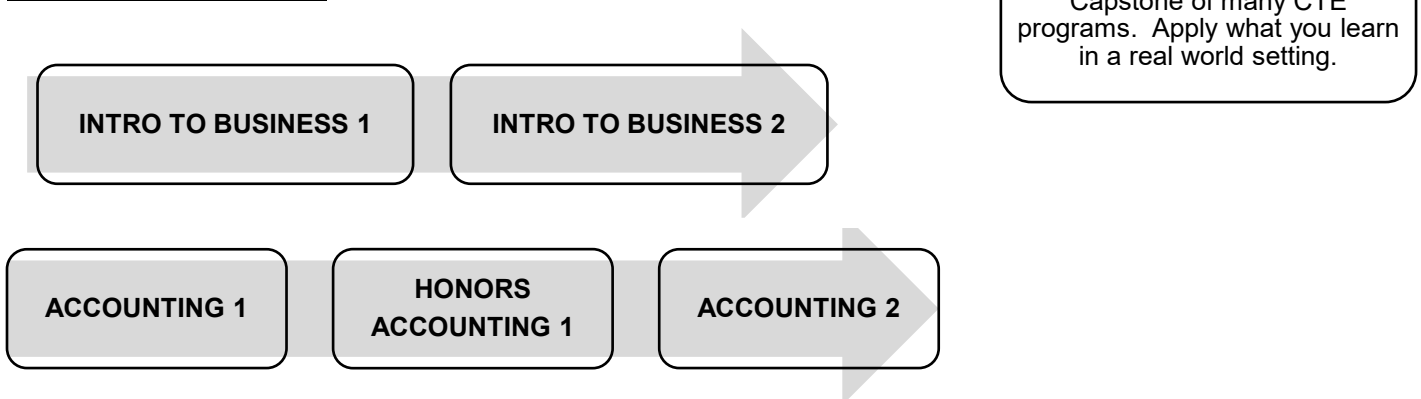
The Career and Technical Education Department consists of Business Education, Family and Consumer Sciences, and Technology and Engineering Education. These elective courses specialize in the highly skilled trades, applied sciences, and modern technologies to prepare students for the many different career opportunities available. In addition, these courses will enhance a student's education by giving them the skills necessary to directly start their career or get a head start with their post-secondary education by receiving dual credit through Moraine Valley Community College

Business Education Suggested Sequences

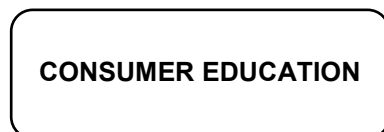
Business Management:



Finance & Accounting:



Required:



Course Descriptions

ACCOUNTING 1

BE320

Year: 9, 10, 11, 12

Credit: 1

This full year course is for average and above average students who intend to select a career in any area of business. It is a prerequisite for Accounting II. At the end of this course, students will be able to:

- solve basic accounting problems
- analyze and demonstrate business transactions in a journal
- prepare financial statements showing the condition of a business
- demonstrate mastery of accounting terms as they relate to the recording, summarizing, and reporting phase of the records of a business

Highly recommended for students planning for a college major in business.

ACCOUNTING 2

BE620

Year: 10, 11, 12

Credit: 1

This full year course is for average and above average students who intend to select a career in accounting and related areas. At the end of this course students will be able to:

- solve multi-ledger and payroll problems on a computer using accounting software
- analyze and demonstrate transactions of a departmentalized business
- prepare interim and end-of-the period reports showing the condition of a departmentalized business
- analyze financial statements to include trend analysis, percentage, and ratio analysis
- demonstrate mastery of accounting terms as they relate to accounting on a cash and accrual basis

Highly recommended for students planning for a college major in business.

Completion of this course with a grade of A, B, or C will qualify students for Dual Credit at MVCC.

(OSA 249-Quickbooks for Office Professionals)

BUSINESS LAW

BE352

Year: 11, 12

Credit: .5

Students will learn how to plan and outline the steps required to become entrepreneurs and to own their own business from the business law point of view. Students will learn about how contracts arise, how to buy real estate, marriage formalities, buying a car, legality of a contract, and negotiable instruments.

CONSUMER EDUCATION

BE391 / 392

Year: 10, 11, 12

Credit: .5

At the end of this required course, students will be able to:

- explain the rights and responsibilities of consumers and research and utilize various sources of consumer information
- make wise choices in the purchase of transportation and insurance
- select adequate housing and budget techniques
- determine the constructive use of credit
- maintain and balance a checkbook

This is a required course for graduation.

ENTREPRENEURSHIP

BE201

Year: 10, 11, 12

Credit: .5

The Entrepreneurship class will get students prepared to open businesses. Students will work in groups and learn how to develop business plans, marketing strategies, and the financial aspect of running a business. Through real-world projects, students will be exposed to different types of innovative entrepreneurial concepts, such as design thinking, rapid prototyping, and team-building. Students will also be challenged to identify and develop their personal professional strengths along with their innovative spirits.

Prerequisite: Successful completion of Intro to Business 1 or Intro to Business 2

HONORS ACCOUNTING 1

BE900

Year: 10, 11, 12

Credit: 1

This course introduces students to the fundamental processes that allow businesses to account for their income and expenses. Students will analyze financial transactions and create financial reports based on them. This course teaches the same curriculum as Accounting I but at a faster pace with additional, more challenging activities.

INTRODUCTION TO BUSINESS 1

BE101

Year: 9, 10, 11, 12

Credit: .5

At the end of this semester course, students will be able to:

- understand how businesses succeed by identifying consumers' needs and wants
- identify different types of business ownership
- understand business ethics in the marketplace

INTRO TO BUSINESS 2

BE102

Year: 9, 10, 11, 12

Credit: .5

At the end of this semester course, students will be able to:

- perform bookkeeping functions
- understand the financial needs of businesses
- understand how the stock market helps business

PROFESSIONAL OFFICE SKILLS

BE120

Year: 9, 10, 11, 12

Credit: 1

This course will focus on the development of skills needed for the management of the office environment; understanding how the flow of documents and information are used to successfully manage a customer base of an entrepreneurial business. The course will explore, through hands-on projects, using Microsoft Office 365 Suite (Excel, Word, Power Point, Publisher, Outlook, and OneDrive), understanding of the workplace environment, business communication, and records management. Students will develop problem-solving skills, teamwork, and communication skills needed in the workplace along with exploring career opportunities.

SPORTS ENTERTAINMENT MARKETING

BE341

Year: 11, 12

Credit: .5

This course is designed for students interested in an introduction to sports, entertainment, and event marketing.

Emphasis is placed on the following principles as they apply to the industry;

- branding, licensing, and naming rights
- business foundations, concessions
- on-site merchandising, economic foundations
- promotion; safety and security; and human relations

Skills in communications, human relations, psychology, and mathematics are reinforced in this course. Marketing, simulations, projects, and teamwork are the foundation of this class.