



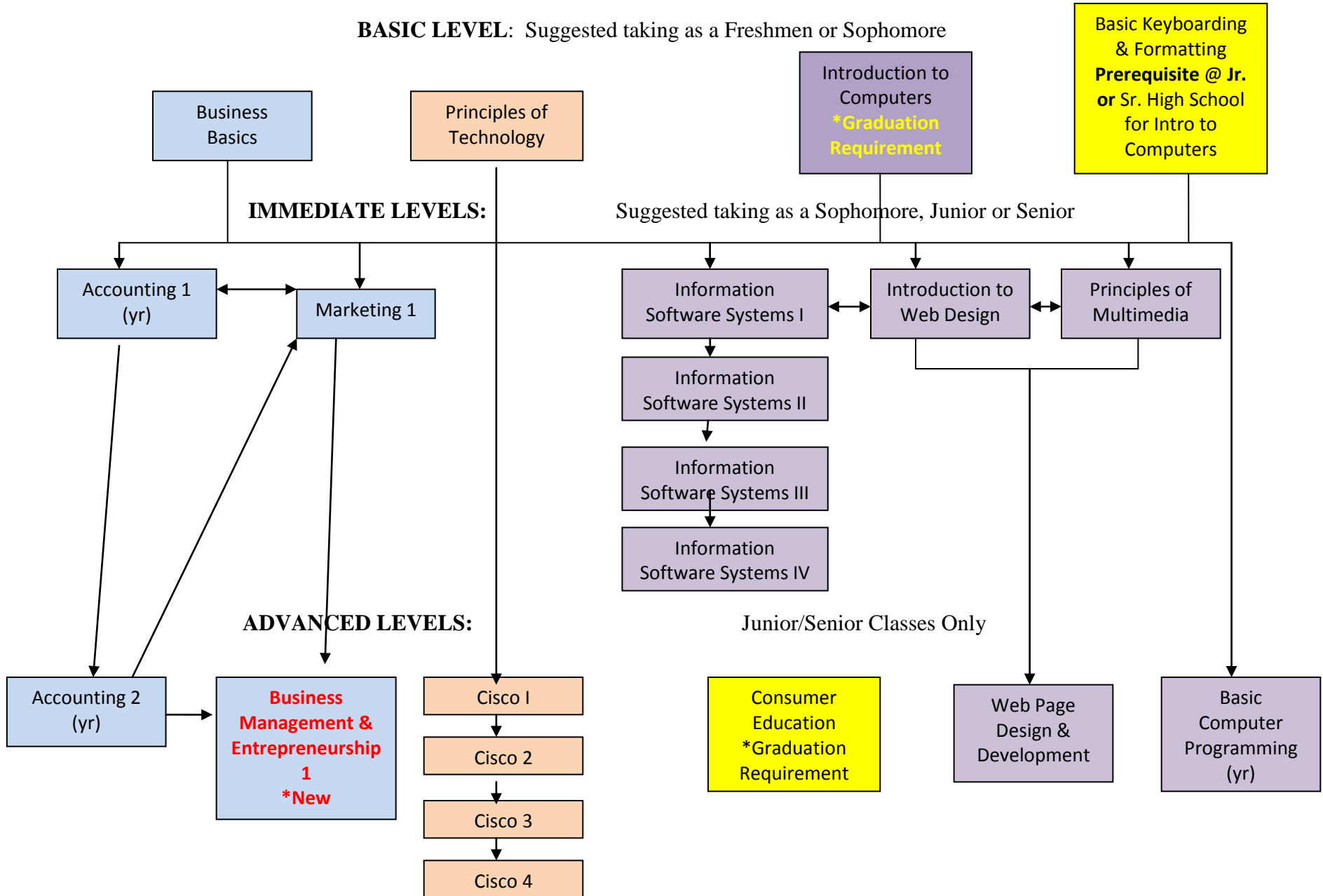
BUSINESS & INFORMATION TECHNOLOGY



SVHS Business & Technology Course Suggestions Designed to Feed into Specific Programs

The diagram below is suggestions for students who are considering taking advanced level classes in Technology or Business.

BASIC LEVEL: Suggested taking as a Freshmen or Sophomore



BUSINESS COURSES

Business Basics

(30001)

1 Semester ½ credit

Suggested Grades: 9, 10

This course is designed to increase the student's opportunities to succeed in work after graduation or continue their education at a community college or university. Students are introduced to the American economy and the role that business plays in the economic well-being of America. Topics included are business-government relations, forms of business ownership, finance, management, stock markets, marketing, and economic concepts. It is strongly recommended that each student have a working knowledge of Microsoft Office.

Accounting 1

(20501)

1 year 1 credit

Suggested Grades: 10, 11, 12

Students may take this course for articulated credit @ RVC.

This is a skill level course valuable to all students pursuing business, marketing and management programs, vocational programs and students interested in starting up their own business. This course provides planned learning experiences and activities to develop abilities necessary for keeping, summarizing and analyzing financial records. In addition to stressing fundamental concepts of terminology of accounting, instruction will provide initial understanding of the preparation of financial reports, operation of business machines, computer applications, development of proper work habits and employability skills, and exploration of accounting careers and opportunities.

Accounting 2

(20503)

1 year 1 credit

Grade: 11, 12

Students may take this course for articulated credit @ RVC.

A skill level course that builds upon the foundation established in Accounting 1. This course is designed for students who will be pursuing business, marketing and management programs, vocational programs as well as those students interested in starting up their own business. This course helps students develop a deeper knowledge of the principles of accounting with more emphasis being placed on financial statements and accounting records as they apply to partnerships and corporations. The students will become familiar with such specialized fields of accounting in the areas of internal and external accounting. In addition, skills are developed in the entry, retrieval and statistical analysis of business data using computers for accounting business applications.

Marketing I

1 Semester ½ credit
Suggested Grades: 10, 11, 12

Marketing I will be a focus on the marketing world. It will include topics such as sales, promotions, distribution of goods, stock handling, pricing and product planning. Student will also be exposed to the concepts of productivity and its effect on cost and profit as well as working with a business/marketing plan. Job opportunities in the marketing field will also be explored. Additional topics include the four P's of marketing, economics in advertising, food marketing, and sports and entertainment marketing.

Business Management & Entrepreneurship 1

1

Semester ½ Credit
Suggested Grades: 11, 12

Business Management & Entrepreneurship 1 prepares individuals to perform functions and tasks associated with owning and operating a business. Components of business ownership covered will include purchasing, marketing functions, effective selling, distribution, product service planning, customer service, risk management and loss prevention, financing, and personnel management, culminating in a small business plan. Student will apply these principals in a “hands on” development and operation of a small business of their choosing.

TECHNOLOGY COURSES

Basic Keyboarding & Formatting

(30003)

1 Semester ½ credit
Suggested Grade: 9



This class is for those who **did not** have a keyboarding class in Junior High.

This course is planned to introduce the basic skills in keyboarding techniques for typewriter style keyboards and ten-key numeric keypads including computers. Major emphasis in class is placed on keyboarding techniques, proofreading and correcting errors in documents and various types of business documents used in the business world.

Introduction to Computers

(30002)

1 Semester ½ credit

Suggested Grades: 9, 10

Prerequisite: Jr. High Keyboarding and/or Basic Keyboarding

Required course for gradation.



This course is designed to increase student opportunities to succeed in work after graduation or continue their education at a community college or university. Students will learn to use computers as tools in conjunction with related software and operating systems. Topics include computer concepts/components, understanding Windows and the Internet as well as Internet Safety. Softwares *introduced* in the class are Microsoft Word 2007, Excel 2007, PowerPoint 2007, and Publishers 2007. Students will also use digital cameras and learn how to upload pictures to the computer.

Principles of Technology

(80001)

Grade 9, 10

½ year

½ credit

Principles of Technology consists of 6 (semester) or 12 (year) two week courses including 4 stroke engines, computer animation, 3D modeling, landscape design, CAD, computer repair, graphic design, CNC milling, video editing, electronics, digital manufacturing, digital photography, and vinyl sign making. Each course will cover the resources, technological processes, industrial applications, technological impact and occupations encompassed by that system in our changing complex society. This six (twelve) course set provides the orientation needed to industrial occupation programs. In addition to the modules students will do research projects to explore the goals of past, future and evolution of technology.

General Goal: To initiate awareness in the student to explore technology and its role in modern society.

Specific Goals Explored:

- 1) Technology – What is this all about?
- 2) The Evolution of technology – How did we get here and why?
- 3) Technology Today – What is it doing for me now?
- 4) Technology Tomorrow – What do I have to look forward to?
- 5) Technology Careers – What career can technology offer me?

Information & Software Systems 1

(30007)

1 Semester ½ Credit

Suggested Grades: 10, 11, 12

Prerequisite: Introduction to Computers

Students may choose to become certified in MOS.

This intermediate course is designed to increase the student's opportunities to succeed in work after graduations or continue their education at a community college or university. Students will learn to make decisions in producing professional business documents (i.e. business letters, memorandums, etc.) as well as utilizes other computer software tools. Students will also learn to design posters, business flyers and certificates as well as learn to create vector graphics for use in logos and other types of designs. The software programs used in this course are Microsoft Word 2007 and Excel 2007. Students successfully completing the course may select to sit for the Microsoft Office Specialist* (MOS) Core Certification.

Information & Software Systems 2

(30008)

1 Semester ½ Credit

Suggested Grades: 10, 11, 12

Prerequisite: Information & Software Systems I

Students may choose to become certified in MOS.

This intermediate computer course is designed to increase the student's opportunities to succeed in work after graduations or continue their education at a community college or university. Students will learn to make create professional slideshows, including inserting videos and music into a slideshow presentation. Students will also create tables, queries and forms in the database, Access 2007. The software programs used in this course are Microsoft PowerPoint 2007 and Access 2007. Students successfully completing the course may select to sit for the Microsoft Office Specialist* (MOS) Core Certification.

Information & Software Systems 3

(24001)

1 Semester ½ Credit

Suggested Grades: 10, 11, 12

Prerequisite: Information & Software Systems I

Students may choose to become certified in MOS.

This advanced course is designed to increase the student's opportunities to succeed in work after graduations or continue their education at a community college or university. Students will learn advanced formatting features in Word 2007 and Excel 2007. Students successfully completing the course may select to sit for the Microsoft Office Expert* (MOS) Core Certification.

Information & Software Systems 4

(24002)

1 Semester ½ Credit

Suggested Grades: 10, 11, 12

Prerequisite: Information & Software Systems I

Students may choose to become certified in MOS.

This advanced computer course is designed to increase the student's opportunities to succeed in work after graduations or continue their education at a community college or university.

Students will learn about advanced formatting features in Microsoft PowerPoint 2007 and Microsoft Access 2007. Students successfully completing the course may select to sit for the Microsoft Office Expert* (MOS) Core Certification.

Principles of Multimedia

1 Semester ½ credit

Suggested Grades: 11, 12

This course will include instruction with image editing programs designed to manipulate scanned images, computer graphics, and original artwork. Instruction will include create graphical headers, interactive menus and buttons, and visually appealing backgrounds. Students will use hardware and software to capture, edit, create and compress audio and video clips. Additionally, students will learn how to produce podcasts, VCDs and DVDs.

Introduction to Web Design

1 Semester ½ credit

Suggested Grades: 10, 11, 12

Highly recommended: Introduction to Computers

Introduction to Web Design is a skill-level course designed to prepare students to plan, design, create and maintain personal web pages and sites. Students will learn the fundamental of web page design using HTML and other graphic editing programs. Students will work in a student based environment to create a working web site. Students will learn to create pages, add hyperlinks, make tables and frames, create forms, integrate images and set styles. In addition to technical skills, course contact will reflect integration of academic and workplace skills. This class will prepare students for Web Page Design and Development.



Web Page Design and Development

(30011)

1 Semester ½ credit

Suggested Grades: 11, 12

Prerequisite: Introduction to Web Design

Students may take this course for high school and RVC (WEB 101) dual credit.

Web Design and Development is a skilled-level course for students who have completed Introduction to Web Design and Principles of Multi-Media. Instruction will include using multimedia authoring applications and programming tools to create web sites that combine text, hyperlinks, images, video and sound as well as expanded practice in HTML coding. Students will also be exposed to professional web design guidelines and standards in order to create professional business websites.



SVHS High School Web Page

1 Semester ½ credit

Suggested Grades: 11, 12

Students who would like to work on the SVHS Web Page and SVHS Activities Page need to see any of the business & technology teachers or their student counselor. Students will learn how to work on pre-formatted websites, uploading pictures and videos, writing articles and keeping the web pages current. Students do not need HTML background, but experience in HTML a plus.

Basic Computer Programming

(52125, 51526)

1 Year 1 credit

Suggested Grades: 11, 12

Prerequisites: Computer Experience & interests in Computer Programming

Students may take this course for high school and RVC (CIS 240) dual credit.

This course is designed to introduce students to JAVA software development. Students will write platform-independent object-oriented code for conventional, Internet-and Intranet-based applets and applications. Topics covered include graphical user interface (GUI) development multimedia (images, animation, and audio); graphics strings, exception and security, and application portability). A number of programming assignments will be given to enable the student to build real-world JAVA applications.

Consumer Education

1 Semester ½ credit

Suggested Grades: 11, 12

Class is required for graduation.

Consumer Education is a State of Illinois requirement for all high school students. This course invites students to explore the future by making decisions in six key areas. These areas are as follows: global economics, future careers, employability, financing & budgeting; health and wellness; buying a dwelling place and purchasing transportation. The students will explore these areas from a personal perspective and become involved in their own personal project, which will ask them to map out a future course in the areas of finance and career. Students need to be familiar with Microsoft Office and class activities rely heavily on Internet research.



CISCO NETWORKING ACADEMY

CISCO Networking is a two-year, junior/senior program.

- **Tech Prep** – Optional. After the junior year, students are encouraged, but not required, to enroll in Tech Prep paid work-based learning. This would start during the summer between the student’s junior and senior year and continue during the senior year. Work-based learning will allow the student to earn maximum RVC credit.
- **Certification** – CISCO Networking Associate Certificate after last course.

Information Technology courses utilize the CISCO Networking Academy program, which is designed to teach students the skills needed to design, build and maintain small-to-medium-size networks. The Academy program provides students with the opportunity to enter the workforce with industry certification and/or further their education and training in the computer networking field.

CISCO Networking Academy I

(52121)

Grade 11 1 semester

Students may take this course for high school & RVC (PCT 120 CISCO Networking I) dual credit.

The introductory course in the CISCO Networking Academy provides relevant preparation for the information technology field. The fundamentals of networking, protocols, IP addresses and concepts leading to cabling installation will be covered.

CISCO Networking Academy II

(52122)

Grade 11 1 semester

Prerequisite: CISCO Networking Academy I

Students may take this course for high school & RVC (PCT 122 CISCO Networking II) dual credit

The second class in the Academy will cover routing theory and router technologies. Students participate in router configuration exercises and will be introduced to LAN switching. By the end of the class, students will have the skills necessary to gain internship opportunities in the information technology sector.

Information Technology Tech Prep Summer Internship

(90007)

Grade 12 Summer

Prerequisites: CISCO Networking Academy I and II

This paid internship provides students with the chance to apply what they have learned in the classroom into “real life” situations and to experience a variety of industry settings. It is aligned with the CISCO competencies and, along with the senior year internship, allows the student to be eligible for maximum RVC credit.

Information Technology Tech Prep School Year Internship

(90008)

Grade 12 School year
Prerequisites: CISCO Networking Academy I and II

This paid internship provides students with the chance to apply what they have learned in the classroom into “real life” situations and to experience a variety of industry settings. It is aligned with the CISCO competencies and, along with the senior year internship, allows the student to be eligible for maximum RVC credit.

CISCO Networking Academy III

(52123)

Grade 12 1 semester
Prerequisite: C or better in CISCO Networking Academy II
Students may take this course for high school & RVC (PCT 124 CISCO Networking III) dual credit.

Advanced routing and switching will be covered in the third course in the CISCO training sequence. During this course, students will configure routers and switches using network management techniques to find and fix network problems.

CISCO Networking Academy IV

(52124)

Grade 12 1 semester
Prerequisite: C or better in CISCO Networking Academy III
Students may take this course for high school & RVC (PCT 126 CISCO Networking IV) dual credit.

In the fourth class of the Academy sequence, project-based learning will take place. Students will complete advanced projects in network design and management. Completion of these tasks and 280 hours of instruction in the four CISCO courses will prepare students for the industry certification exam required to achieve the CISCO Networking Associate certificate. The student will also be positioned for the additional schooling required for more advanced certifications.