What does it mean to be college and career ready?

CTE courses are aligned to the Common Core Standards and ACT Career Readiness Standards. Upon completion of CTE courses, students will possess the following skills:

- Knowledge of different types of technology and media used in the business world today.
- Understand and apply transferable employability skills.
- Understand how different cultures relate and interact in a global society/economy.
- Demonstrate life-skill independence.
- Apply math skills in relation to the workplace.
- Apply literacy and communication skills in relation to college and careers.

CAREER & TECHNICAL EDUCATION AT A GLANCE

Did you know . . .

- the average high school graduation rate for students who concentrate in CTE programs is 90.18% compared to an average national freshman graduation rate of 74.9%.
- CTE courses expose students to relevant information and provide them with opportunities to apply academic skills to their interests.
- 18 of the 20 fastest-growing occupations within the next decade will require a career and technical education background and training.
- students may qualify to earn college credit and/or professional certifications while taking selected CTE courses.

Source: www.isbe.net

Articulation Credit through Elgin Community College

How does articulation work?

1. Take a **FREE** articulated class at any U-46 high school.
2. Earn an A or B in each semester of the course.
3. Enroll at ECC within 2 years after graduation from high school.
4. ECC will grant college credit for each articulated class taken, thereby saving time and money on college tuition!

Note: Articulation agreements are reviewed and updated every two years; consult the ECC website for further details.

For more information, contact a
Business & Computer Education
faculty member.

To enroll in a Business or Computer course, contact the **Guidance Department**.

Questions? Contact U-46 CTE Coordinator
847-888-5000 Ext. 5310

Business & Computer Education . . .

Our aim: College and Career Readiness…

An investment in your future!

BUSINESS COURSES

Intro to Global Business
Grades 9-12   *Semester/1 credit*
Students will:
- be introduced to business concepts and their relationship to a global economy.
- learn business and economic skills.
- preview careers and new technologies used in business.
- use technology to research and examine the job market, employment opportunities, and career qualifications.
- study business types, finance, marketing, management, entrepreneurship, consumerism, and globalization.

Marketing
Grades 10-12   *Semester/1 credit*
Students will:
- be introduced to the customer orientated nature of business and marketing.
- analyze the impact of marketing activities on the individual, business, and society.
- analyze the elements of the marketing mix, sales and customer relations and how these relationships interact in the business process.
- examine the role of the ethics and social responsibility in decision making.

Accounting*
Grades 10-12   *Full year/2 credits*
Through hands on integration and technology, students will:
- develop an understanding and working knowledge of accounting and financial principles.
- develop skills necessary to prepare financial statements for of an accounting cycle.
- record and analyze financial information through the completion of accounting projects and simulations.

Note: This course is beneficial to those students who are interested in becoming college business majors or who are undecided and want to explore the accounting field.

College Accounting
Grades 11-12   *Full year/2 credits*
Through interpretation and analysis of financial data, students will:
- gain an understanding of efficient business management and decision making.
- conduct in-depth studies of departmental and corporate accounting.

Note: College-bound accounting, business administration, and finance majors will acquire an invaluable background for post-secondary education.

Management & Entrepreneurship
Grades 10-12   *Semester/1 credit*
Students will:
- understand concepts and processes associated with entrepreneurial practices.
- analyze fundamental business concepts and strategies that affect business decision making.
- use financial concepts and tools needed in making business decisions to develop an entrepreneurial venture.

Note: This course will culminate with the design and development of a business plan.

BUSINESS COURSES

Entrepreneurial Internship
Grades 11-12   *Semester/1 credit*
Prerequisite: Completion of 2 business courses with a grade point of 2.0 or better.
Students will:
- acquire skills necessary to manage and operate a small business.
- acquire skills necessary to become successful business managers and entrepreneurs.
- have opportunities to participate in internships and build relationships with local community business mentors.

Note: This course may be repeated with added entrepreneurial responsibilities.

Cooperative Internship
Grades 11-12   *Full year/4 credits (2 classroom; 2 job)*
Prerequisite: Age 16 with own transportation
Note: Designed for junior and senior students to experience career related interest through integrated classroom instruction and job training.
Students will:
- assess personal skills, abilities, and aptitudes along with personal strengths and weaknesses as they relate to career exploration and development.
- develop communication, interpersonal, supervisory and human relations skills.
- focus on personal qualities related to employability, work ethic, diversity, and technical and financial management skills.
- incorporate projects related to individual career interests.

Note: Instruction is enhanced by paid job training outside the school setting. Written training agreements and individual student training plans are developed and agreed upon by the employer, student, and coordinator. The coordinator, student, and employer assume compliance with federal, state, and local laws and regulations.

COMPUTER COURSES

Computer Applications*
Grades 9-12   *Semester/1 credit*
Students will:
- create quality Word, Excel, and PowerPoint documents for personal, educational, and professional use.
- develop skills in touch keyboarding techniques.
- develop skills in proofing and editing.
- analyze and use online resources for research, collaborative projects, and productivity.
- integrate projects that offer opportunities to practice and develop skills used across content areas.

Note: This course supports secondary, post-secondary and career success. Microsoft ® Office 2010 is the current software used in this course.

> ***Articulated credit is available through Elgin Community College. See back of brochure for details.**

COMPUTER COURSES

Advanced Computer Applications*
Grades 9-12   *Semester/1 credit*
Prerequisite: Computer Applications
Students will:
- master skills in Word, Excel, PowerPoint, Access, and Publisher.
- advance skill development to support college readiness.
- be given the opportunity to earn professional certification by electing to test for Microsoft Office certifications.
- use online learning, hands-on labs, cutting-edge resources, and collaboration tools.

Note: Professional certification enhances employment opportunities and advancement in the workplace.

Multimedia and Design Presentation
Grades 9-12   *Semester/1 credit*
Prerequisite: Computer Applications
Students will:
- use presentation software to learn the basics of multimedia design and presentation.
- use software and hardware to create and integrate graphics, sound, and motion video for use with social and digital media.
- learn about various image formats, input technologies, image editing software, audio and video formats, software recording and playback, gaming and multimedia streaming.
- develop effective communication skills necessary for college and career success.

Web and Media Design
Grades 10-12   *Semester/1 credit*
Prerequisite: Computer Applications
Students will:
- work with industry-standard publishing and web design software.
- learn HTML and basic design layout elements.
- create and design web pages.
- create professional business publications such as flyers, print advertisements, invitations, magazine covers, newsletters, business cards, brochures and websites.
- use Flash and Dreamweaver software.

Advanced Web and Media Design
Grades 10-12   *Semester/1 credit*
Prerequisite: Web and Media Design
Students will:
- use skills acquired in Web and Media Design to build web pages.
- create documents and web sites using industry-standard software such as Flash and Dreamweaver.
- explore and/or produce many types of websites, such as .com, .gov, .edu, and .org, incorporating advanced features.
- produce documents and/or websites for events.

Note: Students may enroll in a maximum of two semesters. Different projects are required each semester.