

**Course Title:** Introduction to Business

**Text:** Introduction to Business: Our Business and Economic World

**Workbook:** Introduction of Business: Student Activity Guide 1 & 2

**Course Description:** This is an overview of all aspect of business to include: development, growth, expansion, marketing, workforce diversity, finances, marketing, sales, humand resources, and entrepreneurship. Each student will be involved in a group project which involved the design, creation and setup of a business. This project will also include a design of a marketing project for the project business.

**Prerequisite Courses:** None

**Course Length:** 1 Year

**Grade Level:** 9 - 12

**State Goals and Objectives:**

State Goal 15: Unerstand economic systems, with a emphasis on the United States.

State Goal 15. A Understand how different economic systems operate in the exchange, production, distribution and consumption of good and services

		Objective
15.A.4.a	Explain how national economies vary in the extent that government and private markets help allocate goods, services and resources.	Student will be able to identify and explain in writing and verbally how governments and private markets allocate goods, services and resources
15.A.5a.	Explain the impact of various determinants of economic growths (e.g., investments in human/physical capital, research, and development, technological changes) on the economy.	Students will demonstrate understanding of this standard through providing a oral and written reports which will be given to the class.

State Goal # 15. B. Understand that scarcity necessitates choices by consumers.

15.B.4a	Explain the costs and benefits of making consumer purchases through differing means (e.g., credit, cash).	Students will demonstrate understanding though completion of written assignments and demonstrate understanding through obtaining an 88% on testing materials.
---------	---	---

15.B.5c	Analyze elasticity as it applies to supply and demand and consumer decisions.	Student will be able to complete 2 written assignments and hold an oral discussion regarding supply and demand.
---------	---	---

State Goal # 15. C. Understand that scarcity necessitates choices by producers.

15. C. 5b.	Explain how changes in non-price determinants of supply (e.g. number of producers) affect producer decisions.	Student will be able to research and provide written documentation and oral report regarding supply and demand as it is working in "real world" situations in today's society.
------------	---	--

State Goal # 15. D. Understand trade as an exchange of goods and services.

15.D.4a	Explain the meaning of importance of "balance of trade" and how trade surpluses and deficits between nations are determined.	Students will be research foreign countries as selected, will study the economics of said country and prepare a written and oral report regarding the findings.
---------	--	---

15.D.5a	Explain how transactions costs affect decisions to produce and consume.	Students will demonstrate understanding through testing and completion of worksheets on the topic. Successful learning will be demonstrated through obtaining 85% on testing materials and written assignments.
---------	---	---

15. D. 5c	Explain how technology has affected trade in the area of transportation, communication, finance and manufacturing.	Student will demonstrate through the use of technology the affects of communications, transportations, financing and manufacturing on business. PowerPoint presentation and written test will measure success of objective being met.
-----------	--	---

**Course Title:** Personal & Business Law

**Text:** Understanding Business and Personal Law

**Workbook:** Understanding Business and Personal Law Student Activity Guide 1

**Course Description:** This course is designed to utilize the basic constitutional and legal concepts discussed in the first semester of Introduction to Law. This course will explore topics such as marriage, divorce, personal liability, making of a will, product liability and contractual agreements.

**Prerequisite Courses:** Introduction to Business  
Introduction to Law

**Course Length:** 1 Semester

**Grade Level:** 10 - 12

**State Goals and Objectives:**

State Goal # 14- A Understanding political systems, with an emphasis on the United States

14.A.4 Analyze how local, state and national governments serve the purposes for which they were created

Student demonstration of understanding will come in the following forms: written assignments, internet research, library research and reporting in written and oral formats. Class discussions will also demonstrate understanding of this objective.

State Goal # 16: Understand events, trends, individuals and movement shaping the history of Illinois, the United States and other nations.

16. A.5a. Analyze historical and contemporary developments using methods historical inquiry (pose questions, collect and analyze data, make and support inferences with evidence, report findings).

Student demonstration of understanding of this objective will be the formation of a debate posed to discuss contemporary developments and historical questions regarding constitutionality of "real world" current issues involving legal questions. A written and oral report will be presented and will demonstrate understanding of this objective.

16.C.5b. Analyze the relationship between an issue in United States economic history and the related aspects of political, social and environmental history.

Student will demonstrate understanding of this objective through written and oral communications on tests, class discussions and written assignments.

**Course Title:** Introduction to Law

**Text:** Understanding Business and Personal Law

**Workbook:** Understanding Business and Personal Law Student Activity Guide 1

**Course Description:** This course is designed to introduce the constitution and amendments as related to individual rights and privileges as a citizen of the United States. Much of the course is spent building and gaining an understanding of the law as it might relate to individual lives.

**Prerequisite Courses:** Successful Completion of Introduction of Business

**Course Length:** 1 Semester

**Grade Level:** 10 - 12

**State Goals and Objectives:**

State Goal # 14- A Understanding political systems, with an emphasis on the United States

14.A.4 Analyze how local, state and national governments serve the purposes for which they were created

Students will complete written assignments regarding the state, local and national governments and will complete testing materials as assigned. Successful completion will an average score of 85% on all assignments.

State Goal # 14 D. Understand the roles and influences of individuals and interest groups in the political systems of Illinois, the United States and other nations.

14 D. 5. Interpret a variety of public policies and issues from perspectives of different individuals and groups.

Students will prepare written assignments regarding public policies and issues as assigned by instructor. Successful completion will be measured through obtaining 85% on written assignments and testing materials.

State Goal # 16: Understand events, trends, individuals and movement shaping the history of Illinois, the United States and other nations.

16. A.5a. Analyze historical and contemporary developments using methods historical inquiry (pose questions, collect and analyze data, make and support inferences with evidence, report findings).

Student demonstration of understanding of this objective will be the formation of a debate posed to discuss contemporary developments and historical questions regarding constitutionality of "real world" current issues involving legal questions. A written and oral report will be presented and will demonstrate understanding of this objective.

16.C.5b. Analyze the relationship between an issue in United States economic history and the related aspects of political, social and environmental history

Student will demonstrate understanding of this objective through written and oral communications on tests, class discussions and written assignments.

**Course Title:** Domestic Marketing

**Text:** Marketing Essentials (2nd ED) Glencoe McGraw-Hill Publishing

**Course Description:** Gain a basic understanding of sales, marketing, the 4-P's of marketing, marketing strategies and the study of populations and it related to sales and consumer markets.

**Prerequisite Courses:**

**Course Length:** 1 Semester

Introduction to Business

or Senior Status with Instructor Approval

**Grade Level:** 10 - 12

**State Goals and Objectives:**

State Goal # 5: Us the language arts to acquire, ases and communicate information.

A: Locate, organize, and us information from various sources to answer questions, solve problems, and communicate ideas.

5.A.5.a Develop a research plan using multiple forms of data.

Working with marketing data from the text book and research documents student will be able to create a written spreadsheet which illustrates the marketing potential for a product in a given demographic of society.

5.A.5.b Research, design and present a project to an academic, business or school community audience on a topic selected from among contemporary issues.

Student achievement will be measured though the development of a written and oral report that identifies and presents contemporary issues in the local school or business.

C: Apply acquired information concepts and ideas to communicate in a variety of formats.

5.C.5a. Using contemporary technology, create a research presentation or prepare a documentary related to academic, technological or occupational topics and present the findings in oral or multimedia formats.

Using the word packages of excell, work, and powerpoint students will prepare a oral presentation which applies to an academic topic as it relates to marketing and present the report to fellow classmates and instructor

State Goal # 15: Understand economic systems, with an emphasis on the United States.

C: Understand that scarcity necessitates choices by producers.

15.C.5c Explain how government intervention with market prices can cause shortages or surpluses of a good or service (e.g., minimum wage policies, rent freezes, farm subsidies).

Demonstration of this goal will be illustrated in written assignments and worksheet on the topic of good and services. A test completion score of 85% will indicate learning objective having been met.

**Course Title:** International Marketing

**Text:** Marketing Essentials (2nd Ed.) Glencoe McGraw-Hill Publishing

**Course Description:** Explore the world of international marketing. Learn how global markets have begun to have an impact on business and opportunities to compete in the globally. Student will discover other cultures, study business practices of other countries and research domestic companies as they enter the global market place.

**Prerequisite Courses:**

**Course Length:** 1 Semester

Introduction to Business

or Upper classman with instructor permission

**Grade Level:** 10 - 12

**State Goals and Objectives:**

State Goals # 14. E. Understand United States foreign policy as it relates to other nations and international issues.

14. E.4.	Analyze historical trends of United States foreign (e.g., emergence as a world leader-military, industrial, financial).	Students will demonstrate in writing an oral reporting individual understanding of world powers and historical trends in foreign leaderships.
14.F.5.	Interpret how changing geographical, economic, technological and social forces affect United States political ideas and traditions (e.g., freedom, equality and justice, individual rights).	Student will be able to demonstrate in written assignments and test documents their understanding of the United States and political ideas as the relate to international trade and marketing.

**Course Title:** Accounting I

**Text:** Accounting: Principles and Concepts, Glencoe

**Course Description:** This course teaches the concepts and principles of basic account. Student will work with general journal, cash receipts, general ledgers, subsidiary ledgers, and banking documentation. At the end of the year, each student will complete a booklet which represents and gathers all of the concepts for the entire year of learning.

**Prerequisite Courses:** None

**Course Length:** 1 Year

**Grade Level:** 9 - 12

**State Goals and Objectives:**

State Goal # 5: Use the language arts to acquire, assess and communicate information.

A: Locate, organize, and use information from various

5.A.5.a Develop a research plan using multiple forms of data.

Students will demonstrate understanding through the course through movement through chapters. Written assignments, tests and inclass board assignments will demonstrate understanding of materials. Successful completion will be measured through obtaining at least a 77% on all written assignments.

State Goal # 15. D. Understand trade as an exchange of goods and services.

15.D.5a Explain how transactions costs affect decisions to produce and consume.

Students will demonstrate understanding through testing and completion of worksheets and assignments on the topic. Successful learning will be demonstrated through obtaining 85% on testing materials and written assignments.

**Course Title:** Management and Supervision

**Text:** "Who Moved My Cheese" by Spencer Johnson  
"Fish" by Stephen C. Lundin  
"Colin Powell's Book on Leadership" by  
"The One Minute Manager" by

**Course Description:** This is an overview of all aspect of business to include: development, growth, expansion, marketing, work force diversity, finances, and entrepreneurship.

**Prerequisite Courses:** None

**Course Length:** 1 Year

**Grade Level:** 11 - 12

**State Goals and Objectives:**

**State Goal # 2:** Read and understand literature representative of various societies, eras, and ideas.

A. Understand how literary elements and techniquest are used to convey meaning.

2.A.5a Compare and evaluate oral, written or viewed works from various eras and traditions and analyze complex literary devices e.g., structures, images, forms, forshadowing, flashbacks, stream of consciousness.

Student demonstration of understanding will be the completion of reading and analyzing 5 books regarding leadership and management. Written and oral reports and essay tests will be the measure of success for this objective.

2.B. 5b. Apply knowledge gained from literature as a meaning of understanding contemporary and historical economic social and political issues and perspectives.

After reading literature on topics, students will reseach information regarding the literature and present findings in written and oral format before other students.

**State Goal # 5:** Use the language art to acquire, assess and communicate information.

5.C.4c Prepare for and participate in formal debates.

Students will demonstrate successful learning through conducting an oral debate to classmates regarding topic selected by instructor. Written documentation regarding the topic will be prepared and submitted for grading.

**Course Title:** Resource Management

**Text:** "Skills for Consumer Success" by Mary Donnelly

**Course Description:** This course is designed to fulfill the Illinois state requirement for consumer sciences. The course will cover banking, credit, insurance, job processes, interviewing, resume package creation, budgeting, investments, and consumer protections.

**Prerequisite Courses:** None

**Course Length:** 1 Semester

**Grade Level:** 12

**State Goals and Objectives:**

**State Goal # 3:** Compose well-organized and coherent writing for specific purposes and audiences.

C: Communicate ideas in writing to accomplish of purposes.

3.c.5b Write for real or potentially real situations in academic, professional and civic contexts (e.g., applications, job applications, business letters, resume, petitions).

Student will study and prepare a job application and create a personal cover letter, resume and reference sheet which is "employer ready" for use.

**State Goal # 5:** Use the language arts to acquire, assess and communicate.

A: Locate, organize, and use information from various sources to answer questions, solve problems and communicate ideas.

3.A.5b Write for real or potentially real situations in academic, professional and civic contexts (e.g., applications, job applications, business letters, resume, petitions) school community audience on a topic selected from among contemporary issues.

Students will prepare and organize a "60 Second Introduction" for interview process which will be presented in a mock interview process with other students and the instructor. Hand shake, body language and positioning and clothing selections will be a part of success full completion of this objective

C: Apply acquired information, concepts and ideas to communicate in a variety of formats.

3.C. 5a

Using contemporary technology, create a research presentation or prepare a documentary related to academic, technical or occupational topics and present the findings in oral or multimedia format.

Students will use overhead projector or powerpoint to present current issues regarding employment and occupational issues to the class in the form of an oral report. Music or clipart should be incorporated into the presentation. The preparation of handouts for fellow classmates are recommended.

**State Goal # 6:** demonstrate and apply a knowledge and sense of numbers, including numeration and operations (addition, subtraction, multiplication, division), patterns ratios and proportions.

B. Investigate, represent and solve problems using number facts, operations (addition, subtraction, multiplication, division) and their properties, algorithms and relationships.

6. B.4 Select and use appropriate arithmetic operations in practical situations including calculations wages after taxes, developing a budget and balancing a checkbook.

Students will be able to perform basic mathematical calculations in order to estimate payroll tax deductions from employment as well as be able to maintain a checkbook and create a personal budget. Each portion of this objective will have a written exercise which will be completed with at least 85% accuracy.

D: Solve problems using comparison of quantities, ratios, proportions and percents.

6.D.4. Solve problems involving loans, mortgages and other practical applications involving geometric patterns of growth.

Student will be able to calculate simple and compound interest on loans and demonstrate this ability on written assignments and testing materials. The pattern of growth in loan interest and investments will also be demonstrated in a written format.

**Course Title:** Introduction to Business

**Text:** Introduction to Business: Our Business and Economic World

Introduction of Business: Student Activity Guide 1 & 2

**Course Description:** This is an overview of all aspect of business to include: development, growth, expansion, marketing,work diversity, finances, and entrepreneurship.

**Prerequisite Courses:** None

**Course Length:** 1 Year

**Grade Level:** 9 - 12

**State Goals and Objectives:**