



PREPARE FOR YOUR FUTURE REGISTER FOR A BUSINESS CLASS

SHEPARD HIGH SCHOOL BUSINESS EDUCATION

CONTACT YOUR COUNSELOR OR A BUSINESS EDUCATION
TEACHER FOR MORE INFORMATION

Mrs. Adams	Room 213 Pamela.Adams@chsd218.org	Accounting, Computer Concepts, Keyboarding
Mr. Cosgrove	Room 206 William.Cosgrove@chsd218.org	Introduction to Business, Business Law, ICE (Work Program)
Mrs. Spellman	Room 209 Jennifer.Spellman@chsd218.org	Computer Concepts, Computer Applications, Marketing, Entrepreneurship

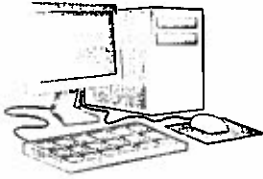
BUSINESS EDUCATION Four-Year Plan of Study

	Freshman	Sophomore	Junior	Senior
Marketing/ Entrepreneurship	Intro To Business 511 Keyboarding & Document Processing 515 *Computer Concepts 516	**Computer Applications - Information Processing 539	Marketing 538 Entrepreneurship 533	Distributive Education 691 Interrelated Coop Education 683
Accounting	Intro to Business 511 Keyboarding & Document Processing 515 *Computer Concepts 516	**Computer Applications - Information Processing 539 **Computer Applications – Data Processing 535	*Accounting 514	Entrepreneurship 533 Marketing 538 Office Education 695 Distributive Education 691 Interrelated Coop Education 683
Administrative Assistant	Intro To Business 511 Keyboarding & Document Processing 515 *Computer Concepts 516	**Computer Applications - Information Processing 539 **Computer Applications – Data Processing 535	*Accounting 514	Office Education 695 Distributive Education 691 Interrelated Coop Education 683
Information Technology	Keyboarding & Document Processing 515 *Computer Concepts 516 Electricity 439 (See Technology and Engineering)	**Computer Applications - Information Processing 539 *Computer Servicing I 443 (See Technology and Engineering)	**Computer Applications – Data Processing 535 *Computer Servicing II 453 (See Technology and Engineering)	*Computer Networking 442 Interrelated Coop Education 683
Website Design and Computer Programming	Keyboarding & Document Processing 515 *Computer Concepts 516	**Computer Applications - Information Processing 539 Website Design and Coding 441	**Computer Applications – Data Processing 535 Web Programming and App Development 536	AP Computer Science A 366 (See Math) Interrelated Coop Education 683

*Course requires online college enrollment to be eligible for dual credit.

**Students must earn CTE Dual Credit in Computer Concepts 516 (IMS 115 Microsoft Office I) to be eligible for CTE Dual Credit in Computer Applications-Information Processing 539 or Computer Applications-Data Processing 535.

Student eligibility and CTE Dual Credit courses subject to change based on articulation agreements with the colleges.



BUSINESS COURSES

EXPLORE THE BUSINESS AND COMPUTER WORLD WITH ANY OF THE FOLLOWING BUSINESS CLASSES

511S--Introduction to Business	
515S--Keyboarding	
516S--Computer Concepts	<ul style="list-style-type: none"> • Dual Credit at MVCC • Microsoft Office Certification
539S--Computer Applications-- Information Processing	<ul style="list-style-type: none"> • Dual Credit at MVCC • Microsoft Office Certification
535S--Computer Applications--Data Processing	<ul style="list-style-type: none"> • Dual Credit at MVCC • Microsoft Office Certification
441F--Website Design and Coding	
536S--Web Programming and App Development	
514F--Accounting	<ul style="list-style-type: none"> • Dual Credit at MVCC
533S--Entrepreneurship	
538S--Marketing	
Independent Study	<ul style="list-style-type: none"> • Microsoft Office Certification
New -- 512S -- Business Law	

WORK PROGRAM

TAKE CLASSES PERIODS 1-5

RELEASED FROM SCHOOL TO WORK IN THE AFTERNOON

EARN TWO CREDITS FOR ONE CLASS & EARN MONEY

SENIORS ONLY



683--ICE

Students learn resume, interview, and job application skills to obtain employment in various fields. Jobs range from fast food and retail, to office work and more professional settings.

Fairplay
McDonalds

Burger King
Delta Sonic

Jewel
Restaurant Depot

Certifications in CTE

The following CHSD 218 Business Education courses offer industry certification.



PowerPoint 2016



- 516S – Computer Concepts
 - *PowerPoint Certification*

Word 2016



- 539S – Computer Apps – Information Processing
 - *Word Certification*

Excel 2016



- 535S – Computer Apps – Data Processing
 - *Excel & Access Certification*

Access



CHSD 218 CTE DUAL CREDIT PROGRAM

CHSD 218 Career & Technical Education Programs (CTE), in partnership with the Moraine Area Career System (MACS), Moraine Valley Community College (MVCC) and South Suburban College (SSC), offer CTE high school students an improved way to earn college credit while still in high school.

Approved CTE courses are offered to CHSD 218 high school students as dual credit courses. Dual credit enables students to enroll for college equivalent courses while concurrently enrolled in their high school CTE courses. An online application is required for enrollment. Students will receive both high school credit and college credit if they successfully complete these courses with a grade of B or better.

By participating in the CTE Dual Credit Program, high school students can take advantage of these fantastic benefits:

- Reducing college costs by saving money on tuition and textbooks
- Getting a head start on a career program by earning college credit in high school
- Applying course credits and grades to both high school and college transcripts at the same time
- Accelerating academic progress with challenging college-level coursework
- Eliminating the need to travel to a college campus to receive college credits
- Explore exciting career pathways
- Acquiring cutting-edge technical expertise and workplace skills

For more information, please visit Moraine Valley Community College website:
www.morainevalley.edu/Academics/EarlyCollege

**Student eligibility and CTE Dual Credit courses subject to change
based on articulation agreements with the colleges**

Below is a list of eligible CTE Dual Credit courses for CHSD 218:

2017/2018 CTE Dual Credit Courses Moraine Valley Community College

BUSINESS EDUCATION

218 Course		MVCC Course/Credits	
442F	Computer Networking and Internet Devices	LAN121 LAN122	Network Essentials (3) Network Services (4)
443S	Computer Servicing I	LAN111	IT Essentials-A* (3)
453S	Computer Servicing II	LAN112 LAN101	Managing IT-A* (3) Orientation to IT Professions (1)
514F	Accounting/Bookkeeping	OSA249	QuickBooks for Office Professionals (3)
516S	Computer Concepts	IMS115	Microsoft Office I (3)
535S	Computer Applications-Data Processing	OSA122	Microsoft Excel (3)
539S	Computer Applications-Information Processing	OSA145	Microsoft Word (3)

Turn over for additional courses

FAMILY & CONSUMER SCIENCES

218 Course		MVCC Course/Credits	
6715	Advanced Foods & Nutrition	RTM100	Food Service Sanitation (2)

TECHNOLOGY & ENGINEERING EDUCATION

218 Course		MVCC Course/Credits	
433F	Automotive Technology I	AUT 112	Introductory Automotive Technology (4)
424F	Automotive Technology II	AUT121	Automotive Brake Systems (4)
440F	Electricity/Electronics	ELT101	Electricity and Electronics (3)
442F	Computer Networking and Internet Devices	LAN121 LAN122	Network Essentials (3) Network Services (4)
443S	Computer Servicing I	LAN 111	IT Essentials (3)
448F	Drafting/CAD II-Architectural/Mechanical Engineering Drafting/Design	MDT101 MDT103	Introduction to Drafting (3) Orientation to MDT Careers (1)
449F	Drafting/CAD III-Engineering Drafting & Principles of Design	MDT145 MDT160	Intro to Computer Aided Drafting (3) Intro to 3D Modeling (3)
453S	Computer Servicing II	LAN112 LAN101	Managing IT (3) Orientation to IT Professions (1)

South Suburban College

TECHNOLOGY & ENGINEERING EDUCATION

218 Course		SSC Course/Credits	
445F	Broadcast News	COM201	Television Production (3)