

COMPUTER TECHNOLOGY & INFORMATION SYSTEMS

1. INTEGRATED COMPUTER TECHNOLOGY

Prerequisite: Keyboarding and Business Technology Essentials.

- a. This nine-week course provides students with project-based applications of concepts learned in Business Technology Essentials.
- b. A major emphasis is placed on guiding students through real-world experiences to ease the school-to-career transition.
- c. Applications included in this course include Word Processing, Spreadsheets, Database, Presentations, Internet Research, Information Technology (IT).

2. INTERACTIVE MULTIMEDIA DESIGN

Prerequisite: Keyboarding and Business Technology Essentials.

- a. This nine-week course is designed to provide students with skills involving presentations, desktop publishing, web publishing, and digital graphics.
- b. Students use various hardware peripherals as well as the Internet for integrating skills to create a variety of publications.
- c. Upon successful completion of this course, students are able to pursue further study in the area of professional interactive multimedia design.

3. GRAPHIC DESIGN

Prerequisite: Interactive Multimedia Design

- a. This nine-week course is designed to provide students with experiences and instruction in digital graphic design.
- b. Topics of study include logo design, advertising design, illustrations, computer drawings, software exploration, package design, typography, and digital photography.

4. WEB DESIGN

Prerequisite: Interactive Multimedia Design

- a. This nine-week course is designed to provide students with experiences and instruction in the creation of designs, web pages, web sites, and animations to be used on the Internet.
- b. Topics of study include Internet development, computer production, design elements and principles, technology and procedures utilized in the field of web design.

5. ADMINISTRATIVE PRINCIPLES

Prerequisite: One Business/Marketing Course

- a. This nine-week course allows students to participate in administrative problem-solving activities for the workplace and to develop

conflict-management and interpersonal skills.

- b. Continual reinforcement of these skills enables students to make a successful transition from formal schooling into the work environment.

5. PERSONAL & BUSINESS FINANCE

- a. This nine-week course is designed to provide students with opportunities to develop skills for solving real-world problems.
- b. The curriculum focuses on areas of study that address personal financial planning, financial services, budgeting, investments, insurance protection, credit management, consumer purchases, and consumer rights and responsibilities.
- c. Another integral component of the curriculum is the application of decision-making skills that enables students to become more responsible consumers, producers, or business entrepreneurs.
- d. Instructional strategies may include the use of projects, cooperative learning, simulations, real world experiences, guest speakers, Internet access to businesses, and computer/technology applications.

7. COORDINATED STUDIES/WORK-BASED EXPERIENCE

Prerequisite: Completion of the first year-and-a-half of the course of study.

This semester course is divided into two parts.

a. *Coordinated Studies*

- ◆ Coordinated Studies provides students with the opportunity to evaluate and develop a career plan and prepare/update a career/employment portfolio.
- ◆ Students build on prior knowledge, strengths, interests, and needs that enhance preparation for future employment and continuing education/training.

b. *On-the-Job Training (OJT)*

- ◆ OJT integrates classroom instruction and learning with productive, supervised work-based experiences in fields related to students' career objectives.
- ◆ Students are partnered with employers four days a week to provide students with valuable work-based experiences.
- ◆ One day a week students return to the classroom to participate in job-related activities and group discussions.