

BUSINESS ELECTIVES -- VOCATIONAL

Note: Students completing a Business Education Program are eligible for a **Gold Seal Vocational Scholarship** for four years of college.

COMPUTING FOR COLLEGE AND CAREERS

Course #: 8209020

Grade Offered: 9, 10, 11, & 12

Course Length: One year

Prerequisite: None

This course is designed to provide a basic overview of current business and information systems and trends and to introduce students to the basics and foundations required for today's business environments. Emphasis is placed on developing proficiency with touch keyboarding and fundamental computer applications, so that they may be used as communication tools for enhancing personal and work place proficiency in an information-based society. This also includes proficiency with computers using databases, spreadsheets, presentation applications, and the integration of these programs using software that meets industry standards.

DIGITAL DESIGN I

Course #: 8209510

Grade Offered: 10, 11, & 12

Course Length: One Year

Prerequisite: BST I (See Mrs. Rossin for Application)

This course is designed to develop basic entry-level skills required for careers in the digital publishing industry. The content includes computer skills, digital publishing concepts and operations, layout and design activities, and digital imaging. Content includes training in various software packages (CorelDraw, PageMaker, and PhotoShop).

DIGITAL DESIGN II

Course #: 8209520

Grade Offered: 10, 11, & 12

Course Length: One Year

Prerequisite: Digital Design I

This course continues the development of basic entry-level skills required for careers in the digital publishing industry. The content includes computer skills; digital publishing operations; layout, design, and measurement activities; decision-making activities; and digital imaging.

TECHNOLOGY STUDIES I

Course #: 8600510

Grade Offered: 10, 11, & 12

Course Length: One Year

Prerequisite: None

The Purpose of this program is to expand the student's basic understanding of computer applications and the effects of computers on our lives. This program focuses on transferable skills and stresses understanding and demonstration of the technological tools, machines, instruments, materials, processes and systems in business and industry.

TECHNOLOGY STUDIES II

Course #: 8600610

Grade Offered: 10, 11, & 12

Course Length: One Year

Prerequisite: Tech Studies I

This course provides the training for Network Administration. This is a self-paced program using the CISCO Networking Academy Curriculum. This course will teach the skills required for advanced professional certifications in Computer Networking.

TECHNOLOGY STUDIES III

Course #: 8601710

Grade Offered: 10, 11, & 12

Course Length: One Year

Prerequisite: Tech Studies II

This program provides students with an advanced understanding of the knowledge, human relations, and technological skills found today in technical professions.

COMMUNICATIONS TECHNOLOGY I

Course #: 8601010

Grade Offered: 9, 10, 11, & 12

Course Length: One Year

Prerequisite: None

This course provides students with an introduction to the knowledge, human relations and technical skills of communications technology

COMMUNICATIONS TECHNOLOGY II

Course #: 8601020

Grade Offered: 10, 11, & 12

Course Length: One Year

Prerequisite: Communications Technology I

This course provides students with an intermediate understanding of the knowledge, human relations, and technical skills of communications technology.

COMMUNICATIONS TECHNOLOGY III

Course #: 8601030

Grade Offered: 11, & 12

Course Length: One Year

Prerequisite: Communications Technology I & II

This course provides students with an advanced knowledge of the human relations and technical skills of printing, graphic, digital, and electronic communications technology.