

TECHNOLOGY/ BUSINESS

"Man is still the most extraordinary computer of all." - JOHN F. KENNEDY

The goal of the Technology/Computer Science department is to provide students with the opportunity to take classes that will furnish them with the skills necessary to incorporate technology and learning across the curriculum. These skills will enable students to make authentic use of technology as a part of the overall learning process and prepare them for a productive role in society and the workplace.

FRESHMAN COMMUNICATIONS

#337 Freshman (required) .33 credit Term course

Are you afraid to speak in front of an audience? Do you spend too much time hunting and pecking when typing a paper for class? Then the Freshman Communications course will help you master both areas. It is composed of two components: public speaking and keyboarding. The public speaking portion will address the student's ability to communicate in interpersonal situations, in small groups, and with mass audiences. Not only will students examine the mechanics and development of communication and public speaking, but they will also address the anxiety that may accompany speaking in front of people by practicing ways to alleviate stress in those situations. By studying and practicing 3-5 (depending on time) types of public speaking, students will develop confidence to successfully participate in both oral and written communication with a wide variety of audiences. In keyboarding, students will use a windows-based keyboarding program to develop proficient alphabetic and numeric keyboarding skills along with proper keyboarding technique. Keyboarding skills development will be an accuracy-based program with a strong emphasis on proofreading and editing skills. Students will be knowledgeable in the proper use of punctuation, number usage, and accurately formatted documents.

MICROSOFT OFFICE 2007: INTRODUCTORY CONCEPTS AND TECHNIQUES

#388 Freshman, Sophomore, Junior, Senior .33 credit Term course

Do you want to save time by learning how to set up a research paper for your English or Social Studies classes or how to prepare a chart for a lab report? The Microsoft Office 2007 course will teach you the skills to accomplish these tasks. This course introduces students to the new generation of Microsoft Office which uses features that are specifically designed to engage students, improve retention, and prepare them for future success. A step-by-step, screen-by-screen approach encourages students to expand their understanding of the Office 2007 software through experimentation, exploration, and planning ahead. The course prepares students to become more capable software users by requiring them to use critical thinking and problem-solving skills to create real-life documents.

MICROSOFT OFFICE WORD 2007

#389 Freshman, Sophomore, Junior, Senior .33 credit Term course

Prerequisite: Microsoft Office XP or 2007: Introductory Concepts and Techniques

Do you want to go beyond the basics of MS Word and learn skills that will allow you to efficiently produce high-quality, effective, sophisticated documents? Then MS Word 2007 is the course for you. This comprehensive word processing course is designed to allow students to develop technology skills needed in all areas of their lives. The course builds on the introductory concepts and techniques learned in the Microsoft Office course. The course encourages independent study in meeting the following objectives: incorporating tables, charts, and graphics into a Word document; generating form letters, mailing labels, and envelopes; learning to work with a master document; creating indices, tables of contents, and online forms.

MICROSOFT OFFICE POWERPOINT 2007/DESKTOP PUBLISHING

#390 Freshman, Sophomore, Junior, Senior .33 credit Term course

Prerequisite: Microsoft Office XP or 2007: Introductory Concepts and Techniques

Dazzle your audience with presentations that go beyond the basics. The PowerPoint component of this course builds on the introductory concepts and techniques learned in the Microsoft Office course. In the Desktop Publishing component students will be introduced to using desktop publishing technology such Microsoft Word, Microsoft Publisher, Adobe Photoshop, and Adobe Illustrator. This course is designed to allow students to develop technology skills needed in all areas of their lives.

MICROSOFT EXCEL 2007

#391 Sophomore, Junior, Senior .33 credit Term course

Prerequisite: Microsoft Office XP or 2007: Introductory Concepts and Techniques

Do you need to organize data for a class into lists and then summarize, compare, and present your data graphically? MS Excel 2007 is a comprehensive spreadsheet course designed to allow students to develop technology skills needed in all areas of their lives. The course builds on the introductory concepts and techniques learned in the Microsoft Office course. The course encourages independent study in meeting the following objectives: performing What-If analysis, charting, and working with large worksheets; using financial functions, data tables, amortization schedules, and Hyperlinks; creating, sorting and querying a worksheet database.

MICROSOFT ACCESS 2007

#392 Sophomore, Junior, Senior .33 credit Term course

Prerequisite: Microsoft Office XP or 2007: Introductory Concepts and Techniques

Do you need to store and search mountains of information? Do you want to summarize and group your data in a format that makes sense to you? MS Access 2007 is comprehensive database course designed to allow students to develop technology skills needed in all areas of their lives. The course builds on the introductory concepts and techniques learned in the Microsoft Office course. The course encourages independent study in meeting the following objectives: maintaining a database using the design and update features of Access; using reports, forms, and combo boxes; enhancing forms with OLE fields, hyperlinks, and subforms; creating an application system using macros, wizards, and creating a report using Design View.

COMPUTER PROGRAMMING

#353 Sophomore, Junior, Senior .33 credit Term course

Prerequisite: Algebra I

The number of available technology-related jobs, in particular those related to computer programming, continues to be on the rise. This course introduces computer programming using a structured language. It integrates techniques of algorithm design and development, procedural and data abstraction, style, testing, and debugging. Topics will also include data types, subroutines, documentation, and coding techniques. No experience with a computer is assumed.

PROGRAMMING IN VISUAL C++

#354 Sophomore, Junior, Senior .33 credit Term course

Prerequisite: Algebra I

The number of available technology-related jobs, in particular those related to computer programming, continues to be on the rise. This course covers the basic concepts and methods of object-oriented/event-driven programming and acquaints students with the three-step process of building Windows applications using Visual C++. No experience with a computer is assumed.

PUBLICATION GRAPHICS AND PHOTOGRAPHY

#622 Sophomore, Junior, Senior .33 credit Term course

This introductory class will cover the basics of creating graphic designs for publications. Students will be introduced to the design programs on the Macintosh computer and photographing for publications. This class is recommended for students interested in working on school publications such as yearbook and Chrystalis.

DESIGN ONLINE

#386

Sophomore, Junior, Senior

.33 credit

Term course

Prerequisite: Microsoft Office XP or 2007: Introductory Concepts and Techniques

Get ready to explore the world of graphic design. This course will teach students the skills necessary to master design concepts on both the technical and artistic levels. In this course, you will learn the most important aspects of Adobe InDesign CS2, Adobe Illustrator CS2, and Adobe Photoshop CS2. You will first learn how to get started with InDesign, including how to work with text and set up a document, how to work with frames, and how to work with colors. Then, you will learn how to get started with Photoshop, including how to work with layers, make selections, incorporate color techniques, and place type in an image.. Finally, you will learn how to get started with Illustrator, including how to create text and gradients, draw and compose an illustration, transform and distort objects, and how to work with layers.

ELECTIVE BUSINESS COURSES

THESE ARE NOT MATH COURSES AND DO NOT COUNT TOWARDS THE MATHEMATICS GRADUATION REQUIREMENT

PRINCIPLES OF ACCOUNTING

#309

Junior, Senior

1.00 credit

Yearlong

Do you have aspirations of some day owning or working for a business? If so, do you want to help that business be successful? Of course you do, because a successful business translates into more money for all involved with that business, including you. Principles of Accounting is an introductory course that will help you understand the role that financial information plays in making decisions to help businesses become successful and you don't have to become an accountant. Topics include the accounting cycle, with emphasis put on analyzing, summarizing, reporting and interpreting financial information as it applies to service and merchandising businesses operated as sole proprietorships and partnerships. You will learn to prepare financial statements, which are the tools of good decision making in business. Technology will be used to demonstrate current accounting procedures along with simulations and worksheets to provide needed hands on experience that will enhance the learning process.

PERSONAL FINANCES

#313

Junior, Senior

.33 credit

Term course

Did you know that 48% of college students have bounced checks, only 2 out of 5 college students balance their checkbook monthly, 67% of college students have credit cards with 71% of those carrying a balance? Why are these statistics important? On average high school graduates may earn more than \$1 million dollars during their adult life. Personal Finance is designed to prepare high school students to make wise financial decisions in personal situations. The course helps students realize that they are already making financial decisions and shows them how their decisions affect their future. Course topics include personal financial planning, personal taxes, money management, consumer credit, insurance and risk management, investments, and retirement planning.