

**Parkview High School
Career & Technical Education Department
Course Offerings**

**BUSINESS, MARKETING, FAMILY AND CONSUMER SCIENCE, TECHNOLOGY, and
TEACHING AS A PROFESSION**

<u>TITLE</u>	<u>GRADE</u>	<u>PREREQUISITE</u>
<u>Yearlong</u>		
Accounting I	11-12	None
Business Procedures Internship	11-12	Business Procedures class, Computer Applications A and approval by Ms. T. Thomas
Computer Applications I	9-12	None
Examining the Teaching Profession (formerly known as Careers in Education)	10-12	Approval by Ms. T. Thomas
Teaching as an Profession Internship	12	Examining the Teaching Profession & Approval by Ms. T. Thomas
Financial Literacy A/B	9-12	None
Legal Environment of Business A/B (formerly known as Business Law)	11-12	None
Business Communication & Presentation (formerly known as Multimedia and Communication Technology)	10-12	Computer Applications A
Web Development and Design	9-12	Computer Applications A
Marketing Principles/Promotion	10-12	Approval by Ms. Davis
Fashion Marketing	10-12	Approval by Ms. Davis
Marketing Lab	11-12	Approval by Ms. Davis
WBL Internship (one period)	11-12	Approval by Ms. Davis or Ms. T. Thomas
WBL Internship (two periods)	11-12	Approval by Ms. Davis or Ms. T. Thomas
WBL Internship (three periods)	11-12	Approval by Ms. Davis or Ms. T. Thomas
Foods, Nutrition, & Wellness (Foods I)	9-12	None
Nutrition Through the Life Cycle (Foods II)	10-12	Foods I
Intro to Engineering Drawing & Design	9-12	None
Architectural Drawing & Design	10-12	Intro to Engineering Drawing & Design
Foundations of Electronics	10-12	Intro to Eng Draw & Design / Mr. Cotton Approval
Engineering Concepts & Drawings	10-12	Intro to Eng Draw & Design / Mr. Cotton Approval
<u>Yearlong Combinations</u>		
Computer App. A/Business Procedures	10-12	None
Computer App. A/Web Design	9-12	None
<u>Semester</u>		
Business Procedures Class	10-11	Computer Applications A
Computer Applications A	9-12	None
Business Essentials A (formerly known as business management)	10-12	None
Legal Environment of Business A	11-12	None
International Business	10-12	None

COURSE DESCRIPTIONS

- ACCOUNTING I** - This is a yearlong course that prepares students for entry-level employment and college-level accounting. Proper procedures for maintaining the financial records of various types of business will be emphasized. Related personal topics such as budgeting college finances, applying for scholarships, and exploring many accounting career paths are a part of the course. Accounting is required in all college level business majors!
- BUSINESS PROCEDURES/INTERNSHIP**- Two semester course for administrative interns and peer leaders. Students have the opportunity to demonstrate administrative skills while working in an office at Parkview High School.
- COMPUTER APPLICATIONS I (A & B)** – One or two semester course. Computer Applications provides the student with an introduction to commonly used software applications. Microsoft Office 2003 helps prepare students to be productive in both the classroom and the workplace. Upon completion of the course, students will be able to produce and format various documents including Excel spreadsheets, Access databases, PowerPoint presentations, and business documents. Students also learn about the importance of work ethics and proper internet usage. This course gives the student an overview of possible areas of concentration in a computer field in the future.
- EXAMINING THE TEACHING PROFESSION**- Two semester course. This course is designed for students who are interested in pursuing a career in education. Students learn about teaching and other career opportunities in education through school visits, guest speakers, internships with other teachers, field trips, and units of study.
- TEACHING AS A PROFESSION INTERNSHIP**-Students who are interested in becoming a teacher and have taken the Examining the Teaching Profession class, will have the opportunity to work in a classroom environment as an internship for one year. Interns will have the opportunity to teach lessons, work with students individually, in groups, and as a whole class as well as other teacher tasks.
- FINANCIAL LITERACY (A/B)** –Using project-based instruction, students are introduced to the foundations of finance and the role finance, credit, savings, investments, and estate planning play in business. Various technological tools will be used to assist in modeling financial decisions. Business partnerships with financial service institutions, guest speakers, field trips, and work-based learning activities can be incorporated in this course. Students are also introduced to different careers choices and job trends. Students complete a job analysis, listing the positive and negative features of potential career choices.
- LEGAL ENVIRONMENT OF BUSINESS** –One or two semester course. This class will help the student understand rights and obligations under the law and includes the topics of ethics, family, criminal, tort, contract, landlord and tenant, insurance, and estate planning law.
- BUSINESS PROCEDURES** -One semester course. This course is a prerequisite for students wanting to be an office intern or peer leader. Students learn the faculty, and the policies and procedures of Parkview through instruction and weekly shadowing in offices. Employability skills that can be used in any career are also taught. Good attendance and behavior are a must.
- BUSINESS COMMUNICATION and PRESENTATION**-This course will give you the opportunity to learn techniques for creating and editing video with the use of text, graphics, video and audio created and edited by you. You will be working in teams to create video projects through the entire project development process (design, production, and distribution).
- WEB PAGE DEVELOPMENT & DESIGN**- Web Page Design will include an overview of the basic principles of Web page design. Students will utilize the planning process to create Web pages. HTML and Javascript programming techniques will be taught in preparation for use of Microsoft FrontPage. Students will use Microsoft FrontPage, Macromedia Dreamweaver, Fireworks, and Flash to create and maintain Web sites.
- MARKETING PRINCIPLES/PROMOTIONS** -Introduces the marketing concept, the marketing mix, channels of distribution, current marketing trends, and selling as a profession. Provides an overview of the total Marketing program and provides employment opportunities in marketing.
- FASHION MARKETING**-Year-long course. This course describes the environment in which fashion thrives, introduces the basic elements of fashion and presents methods of promotion, selling and coordination.
- MARKETING LAB**-Experience in retail applications by operating the marketing lab, The Jungle Exchange. Responsibilities include sales, customer service, inventory, display, promotion, maintenance and delivery.
- WORK BASED LEARNING (WBL)**-Students apply their technical and career based skills while training part-time in a related job. They must work at least 10 hours a week for 1 period release, 15 hours a week for 2 period release, and 20 hours per week for 3 period release.
- FOODS, NUTRITION, and WELLNESS (FOODS I)**-Food, Nutrition, and Wellness is an essential course in understanding nutritional needs and food choices for optimal health of individuals across the lifespan. The student will learn how nutrition choices relate to personal wellness. This course leads to the advanced nutritional pathway. The student will develop a knowledge base and the skills necessary to select among alternatives in the marketplace, with an emphasis on nutrient content, the development of chronic diseases, and food safety.
- NUTRITION THROUGH THE LIFE CYCLE (FOODS II)**- Food and Nutrition through the Lifespan is an advanced course in food and nutrition that addresses the variation in nutritional needs at specific stages of the human life cycle: lactation, infancy, childhood, adolescence, and adulthood including old age. The most common nutritional concerns, their relationship to food choices and health status and strategies to enhance well-being at each stage of the lifecycle are emphasized.
- INTRO TO ENGINEERING DRAWING & DESIGN**- This is a yearlong foundation course that serves as an introduction to the drafting and design field and is a prerequisite to all other courses in the Engineering and Technology Education Program. Emphasis is placed on manual techniques, fundamentals of Computer-Aided Drafting (CAD), and various types of drawings used for Industry.
- ARCHITECTURAL DRAWING AND DESIGN**-This is a yearlong course that introduces students to the basic terminology, concepts, and principles of architectural design. It presents some basic instruction using traditional methods but places an emphasis on Computer-Aided Drafting (CAD) techniques. This course is intended to develop the necessary technical skills to communicate architectural ideas in an understandable, efficient, and accurate manner.
- FOUNDATIONS OF ELECTRONICS**-This yearlong course is designed for beginning students who are interested in devices that are used in electricity and electronics. Individual and class projects promote critical thinking, problem solving, and abstract reasoning. A variety of methods such as class discussions, demonstrations, and class activities are used to teach the basic components of electronics, their characteristics, and their theory of operation.
- ENGINEERING CONCEPTS & DRAWINGS**- This yearlong course is designed to further the development of student knowledge and skills in engineering drawings. Students learn to illustrate more complex objects using the Computer-Aided Drafting (CAD) system and develop skills in a variety of drawings such as dimensioning, pictorials, sections, and auxiliary views. Projects include designing, building, and testing structural problems such as towers, bridges, and VEX Robotic systems.

SEMESTER COURSES

- BUSINESS PROCEDURES CLASS**- One semester course. This course is a prerequisite for students wanting to be an office intern. Students learn the faculty, and the policies and procedures of Parkview through instruction and weekly shadowing in offices. Employability skills that can be used in any career are also taught. Good attendance and behavior are a must.
- COMPUTER APPLICATIONS I (A)** – One or two semester course. Computer Applications provides the student with an introduction to commonly used software applications. Microsoft Office 2003 helps prepare students to be productive in both the classroom and the workplace.
- BUSINESS ESSENTIALS** - One semester course. This program is designed to provide basic information on how businesses are organized and managed. Students form management teams and make decisions to solve problems that occur in business.
- LEGAL ENVIRONMENT OF BUSINESS A**–One or two semester course. This class will help the student understand rights and obligations under the law and includes the topics of ethics, family, criminal, tort, contract, landlord and tenant, insurance, and estate planning law.
- INTERNATIONAL BUSINESS**- One semester course. Designed for students interested in learning what it takes to compete in a global business environment. Topics include business/foreign protocol, foreign cultures and how they influence business transactions, foreign travel, exporting, and international banking and finance. Also includes guest speakers, fieldtrips, job shadowing opportunities.