

# CAREER AND TECHNOLOGY

## PROFESSIONAL COMMUNICATIONS

Grades 9-12, 0.5 Credit, #7350

Communication careers in the global economy require individuals to be creative and have a strong background in computer and technology applications, a strong and solid academic foundations and a proficiency in professional oral and written communications. In this course, students develop and expand the ability to write, read, edit, speak, listen, apply software application, manipulate computer graphics and conduct Internet research.



## PRINCIPALS OF TECHNOLOGY

Grades 9-10, 0.5 Credit, #7309

Students develop computer literacy skills to adapt to emerging technologies used in the global marketplace. Students implement personal and interpersonal skills to prepare for a rapidly evolving workplace environment. Students enhance reading, writing, computing, communication, and reasoning skills and apply them to the information technology environment.

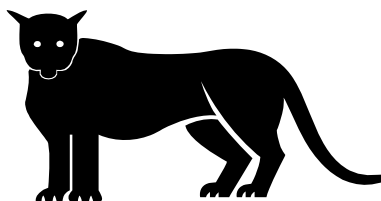
## DIGITAL AND INTERACTIVE MEDIA

Grades 10-12, 0.5 Credit, #4017 (Prerequisite: Principles of Technology)

Through the study of digital and interactive media and its application in information technology, students will analyze and assess current and emerging technologies, while designing and creating multimedia projects that address customer needs and resolve a problem. The knowledge and skills acquired and practiced will enable students to successfully perform and interact in a technology-driven society.

2011-2012

## COURSE OFFERINGS



@HILLCREST  
HIGH  
SCHOOL

## BUSINESS INFORMATION

### MANAGEMENT I

Grades 9-10, 1 Credit, #7154

Develops technology skills with applications to personal or business situations focusing on Microsoft Office 2007 word processing, spreadsheets, databases, telecommunications, desktop publishing, presentation management, interpersonal skills to strengthen performance in the workplace and in society.

## BUSINESS INFORMATION

### MANAGEMENT II

Grades 9-10, 1 Credit, #7154

(Prerequisite: BIM I)

### **Microsoft Certified Applications Specialist Certification in Microsoft Office 2007**

Advanced applications in Microsoft Office 2007 with advanced technical skills to address business problems through emerging technologies, create complex word processing documents, develop sophisticated spreadsheets using charts and graphs, and create electronic presentations.



# CAREER AND TECHNOLOGY



## BUSINESS CAREER PREPARATION I (CO-OP)

Grades 11-12

#7228- 2 Credits, must be able to work at least 10 hours per week;

#7229- 3 Credits, must be able to work at least 15 hours per week.

Co-Op (early release) time courses #5232, #7233, #7234, #7235.

- **Must be at least 16 years of age**
- **Must have dependable transportation to and from work**
- **Must have a Social Security Card**
- **Must have a good school attendance**

These courses provide opportunities for students to participate in a learning experience that combines classroom instruction with **paid business and industry employment experiences** and supports strong partnerships among school, business and community stakeholders. The goal is to prepare students with a variety of skills for a fast changing workplace. Students are taught **employability skills**, with **job specific skills** applicable to training station, **job interview techniques**, **financial and budget activities**, **human relations and portfolio development**. Effectively prepares students for college and career success.