

East Detroit Public Schools

ACCOUNTING I and II

Accounting I is a one-year course that covers the accounting cycle beginning with the opening entry in a journal, posting to the ledger, preparation of a trial balance, worksheet, and financial reports/statements for a business. Basic computerized accounting will also be covered throughout the course. A practical project/simulation using actual business forms to reinforce concepts of the accounting cycle and procedures is also used. Basic math skills are necessary. ACCOUNTING II This course begins with a review of the accounting cycle. The remainder of the course teaches advanced accounting techniques and the application of these techniques to management decisions. An introduction to basic computerized accounting procedures is covered. Practical computerized projects, using actual business forms, are used to reinforce concepts of the accounting cycle and procedures. Business students may qualify for college credit at Baker College under the EDHS-Baker College Articulation Agreement.

BUSINESS LAW

Students will have an opportunity to learn about the legal environment in which they live and about the laws that govern human conduct in our society. Topics covered during the semester are: criminal law, tort law, juvenile law, consumer law, contract law, and laws for various business firms. In addition, students will study how our legal system developed and how jury trials are conducted in both civil and criminal cases. Business law students may qualify for college credit under an articulation agreement established with the college.

PERSONAL FINANCE

This course provides a student with a basic understanding of personal finance. Areas that will be included in this class are: determining needs and wants, setting goals, decision making, basic pay and benefits to consider when choosing a career, income tax, budgeting, banking services, credit, transportation, housing, insurance and food purchasing.

INTRODUCTION TO BUSINESS COMPUTERS

Introduction to Business Computers provides an introductory experience in using computers in the business world. Students will be introduced to creating, editing, and printing documents using a word processing program, analyzing numerical data using a spreadsheet program, organizing and sorting information (construct queries) using a database program, incorporating graphics into created documents, and creating multi-media presentations. Students will demonstrate an understanding of basic computer formatting and layout within each program. Proficiency or operational functions on

the computer will also be stressed. Business students may qualify for college credit at Baker College under the East Detroit High School Baker College Articulation Agreement.

ADVANCED BUSINESS COMPUTERS/MEDIA COMPUTERS

Advanced Business Computers teaches skills in photo editing, video editing, and web page design in conjunction with advanced techniques in word processing, database construction, spreadsheet applications, graphic programs, and presentation software. This project-based course provides an in-depth experience in the use of computers to solve business problems. Simulated projects with the use of peripherals (scanners, digital cameras, etc.) will be completed integrating these programs. Business students may qualify for college credit at Baker College under the East Detroit High School Baker College Articulation Agreement.

MEDIA & PUBLICATIONS GRAPHICS

Students explore the principles and elements of graphic design and desktop publishing. Students learn how to create good designs through effective use of layout elements and page composition. Completed projects demonstrate creativity with colors, graphics, layers, text, frames, white space, etc. Publications include CD and magazine covers, newsletters, and brochures. Students will learn one of the industry's leading software design programs.

WEB DESIGN and ADVANCED WEB DESIGN

Students will perform the different tasks that are required to work in a web design environment. Web pages and multipage sites will be designed and developed using basic HTML. Students will learn how to embed video and music and will be exposed to JavaScript in order to add effects to their web pages. Students will work with photo editing software in order to edit their photos and create their own buttons and logos. Students will also learn efficient on-line searching techniques and discuss ethical and legal issues relating to the World Wide Web. **ADVANCED WEB DESIGN** This course begins with a review of how to build websites using HTML. Using current industry software, students will work on creating and managing professional websites. They will create, edit, and animate their own web graphics, movies, etc. They will also work with Cascading Style Sheets, JavaScript, and more. Students will have the opportunity to create websites for local businesses and organizations. After taking the Advanced Web class, students will leave with an impressive portfolio that will increase their future marketability.

BUSINESS EXTERNSHIP

This course provides the opportunity for senior students to gain a paid "on-the-job" work experience in the business career area of their choice. An Individual Educational Training Plan and Training Agreement are developed for each student-trainee detailing his/her specific learning activities. This course may be taken for one or two hours. This program adheres to all federal and state labor laws.

MARKETING I and II

MARKETING I Marketing I is an introduction to marketing concepts such as buying, selling, distribution, advertising, display, inventory control, and organization of a store. The laboratory hour includes organizing advertising campaigns, visual merchandising, and all operations necessary to run the East Detroit High School Shamrock Shoppe.

MARKETING II This class gives a basic understanding of how marketing relates to our total economy. The student learns how to apply marketing principles to real-life situations. Employer and employee relationships are studied along with skills required for employment and job success. Entrepreneurial and management skills will be explored while being exposed to work in the Shamrock Shoppe. Each student will become a member of DECA, an association of marketing students (www.deca.org or www.mideca.org). Students may have the opportunity to compete with students from other schools in competitive events. Marketing II students may qualify for college credit under an articulation agreement established with the college.

MARKETING I/SHAMROCK SHOPPE

Marketing I/Shamrock Shoppe is a two-hour block class – one hour of theory and one hour of laboratory study. Introduction to marketing applications are covered in many areas of marketing such as buying, selling, distributing, advertising, display, inventory control, and organization of a store. The laboratory hour includes organizing advertising campaigns, visual merchandising, and all operations necessary to run the East Detroit High School Shamrock Shoppe.

MARKETING EXTERNSHIP

This course provides the opportunity for senior students to gain a paid “on-the-job” work experience in Marketing. An Individual Educational Training Plan and Training Agreement are developed for each student-trainee detailing his/her specific learning activities. This course may be taken for one or two hours. This program adheres to all federal and state labor laws. Marketing II students may qualify for college credit under an articulation agreement established with the college.

INTERPERSONAL RELATIONSHIPS

This course examines the family through the life cycle. Topics include human development theories, relationships, family dynamics, and challenges facing families today.

CHILD DEVELOPMENT I and II

Child Development is a course designed for males and females to develop parenting skills. Students learn the “Do’s” and “Don’ts” of health habits to promote a normal, happy child along with determining the costs of parenthood. **CHILD DEVELOPMENT II** Child Development II is for students interested in childcare and/or teaching as a career. Students will plan and direct play activities for pre-school children in a classroom

laboratory. Different types of childcare centers and the importance of quality care will be emphasized.

TEACHER CADET

Students will be trained in the art of teaching and the skills needed to be a teacher. Students will have direct contact with other students in preschool, elementary, middle or high school classrooms and work with cooperating mentor teachers. They will plan and supervise student activities and develop skills necessary for the teaching profession while working toward a Child Development Associate Credential. At the completion of the course, students may receive articulation credit with local colleges

EXPLORING FOOD

Exploring Food places emphasis on food preparation through actual cooking experience. Planning nutritious meals, wise shopping, and efficient use of time and resources will be considered.

FOOD AND FITNESS

Food and Fitness focuses on the concept of “You are what you eat” as it relates to their fitness levels. Students maximize energy and performance levels by selecting nutritious foods, understanding fad diets, preparing energizing snacks and meals, and exercising for lifetime fitness.

INTERIOR DESIGN

Interior Design is structured to provide basic knowledge in creating tasteful and practical surroundings in which to live. Areas that will be explored include design elements, color schemes, room layouts, furniture styles, accessories, and housing designs.

INTRO TO MEDICAL CAREERS I

High school students who are interested in a health or medical career are encouraged to take Intro to Medical Careers. This course will explore the history of medical careers and careers in the health and medical careers. It will also introduce the student to basic medical skills and medical terminology that will be taught in Medical Careers I and II. The purpose of this course is to allow the student to explore the medical field before entering into the Medical Careers Academy.

MEDICAL CAREERS I and II

High school students interested in a health or medical career are encouraged to take Medical Careers I. This course explores a variety of medical careers and presents activities for self-awareness to pursue a job in the medical field. Students study medical terminology, basic anatomy and physiology of the human body, and major diseases related to specific body systems. The students will also learn basic entry-level skills of a

healthcare worker such as: temperature, pulse, and respiration; blood pressures, patient care, range of motion, CPR and First Aid. Medical Careers will prepare students for employment in various healthcare service areas and guides students toward assorted college/career pathways. Students may qualify for college credit under an articulation agreement established with Macomb Community College. MEDICAL CAREERS II The advanced class of the Medical Careers is a continuation of Medical Careers I. This class is designed to further equip students with basic entry-level skills of a healthcare worker such as verbal or written communication skills; assessment of patients/client needs, decision-making skills, legal and ethical issues, employability skills, teamwork, infection control and safety, and cultural diversity. The course also introduces students to emergency, dental, and medical assisting skills, along with physical therapy assisting, nursing assisting and laboratory skills. Re-certification for CPR and First Aid is also offered. Students must be enrolled in this class to be eligible for the externship portion of the program. Students may qualify for college credit under an articulation agreement established with Baker College and Macomb Community College.

MEDICAL CAREERS EXTERNSHIP

Successful completion of Medical Careers I, parental consent and instructor approval. (Some job placements require a physical examination and TB test) Externship is the accredited part of the high school curriculum where students receive supervised, paid work experience while attending the related class at the high school. Medical Careers Externship students are given release time from school to receive on-the-job training in area hospitals, nursing homes, doctors' offices, dentists' offices and extended care facilities. Occupations available vary from year to year depending on student interest and community resources. Placement opportunities may include Medical Office Assistant, Dental Assistant, Dietary Aide, Nurse Assistant, Housekeeping Aide, Physical Therapy Aide, Pharmacy Aide, Laboratory Aide, and Veterinary Aide. (Please Note: Medical Careers Externs must enroll in Medical Careers II. It is the student's responsibility to find an externship placement). This program adheres to all federal and state labor laws.

INTRO TO CULINARY ARTS/ FOODSERVICE

High school students interested in a foodservice or hospitality career are required to take Introduction to Culinary Arts prior to enrolling in Culinary Arts/Foodservice I. This course explores the safety and sanitation practices that are used in food service establishments. Students learn basic culinary terminology, practice knife handling techniques, and various cooking methods with instructor labs.

CULINARY ARTS/ FOODSERVICE I and II

ProStart® is a foodservice program written by the National Restaurant Association (NRA). This course provides students with the training to operate a student-run catering business that entails the running of sales, food demonstrations and displays for the students, staff, and parents of the district. Training in safety, kitchen sanitation, and quantity measuring are some of the components of the study of foodservice. Students will have the opportunity to become nationally certified by the National Environmental

Health Association (NEHA) in foodservice safety and sanitation, a certification required by restaurant managers and mandatory in Michigan. In addition, the course explores the concepts of successful customer relations, preventing accidents and injury, commercial equipment, nutrition, breakfast foods, sandwiches, salads and garnishes, fruits and vegetables, basic business math, and controlling foodservice costs. **CULINARY ARTS/ FOODSERVICE II** The second year of ProStart® provides students with further training in the restaurant industry by learning the ins/outs of ordering and receiving, the travel and lodging industry, a history of foodservice, potatoes and grains, the art of service, desserts and specialized baked goods, marketing and menu writing, inventory control; meat, poultry, and seafood; standard accounting practices; stocks, soups and sauces; the retail industry; and communicating with customers. Students may have the opportunity to work under a mentor at one of the local participating restaurants. Students will gain valuable industry experience to start them in the direction of restaurant management and many other careers in the industry.

CULINARY ARTS/ FOODSERVICE EXTERNSHIP

Externship is an accredited part of the high school curriculum. Students receive supervised, paid work experience. Foodservice Externship students are given release time from school to receive on-the-job training in area restaurants or other hospitality facilities. Occupations available vary from year to year depending on the student's abilities, interests, and experience. Placement opportunities may include kitchen helper, cook's helper, pantry goods maker, baker's helper, pastry helper, cook, cashier, and waiter/waitress.

INTRO TO PUBLIC SAFETY CAREERS

This course will explore the three main areas of careers in Public Safety. The students will receive an overview of Law Enforcement, Firefighting, and Emergency Medical Technician. Students will learn the basic methods and practices used in each of the three career areas. Classroom instruction will be augmented by the use of guest speakers from the career areas. Walking field trips to the Fire Station and Police Station will enhance the experience for the students.

LAW ENFORCEMENT I and II

This course will help prepare students to perform the duties of police and public security officers, criminal investigator, federal marshal, police detective, evidence technician, and other careers in this area. Students will learn basic skills such as patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, equipment operations and maintenance, report preparation, and other routine law enforcement responsibilities. Through field trips and internships, students will have an opportunity to witness how actual law enforcement professionals perform these duties. **LAW ENFORCEMENT II** Law Enforcement II will build on the skills and information learned in Law Enforcement I. In this second year, students will move from the theory and basic skill level and apply the knowledge learned during advanced instruction and practical application. Throughout the course, an emphasis will be placed on developing

and utilizing leadership skills in the students. The course will include a job shadowing experience with a law enforcement professional. The course will include field trips to enhance the learning experience.

MEDIA COMPUTERS

This course will use the same curriculum as the current course titled Advanced Business Computers. This is a 10-week course that all students must take if they choose the Digital Media pathway. Students will receive exposure to video editing, photo editing, web design, etc. The course will give the students some background knowledge for either pathway and will spark their interest for learning more about each area.

TELEVISION PRODUCTION I and II

This course provides students with the fundamentals of television production. The goal is to teach students video techniques. Topics covered include technology, lighting, camera operation, audio recording and editing, video recording and editing. Students will gain hands-on experience in the EDHS's television studio. TELEVISION PRODUCTION II This course builds on the technical skills learned in Radio & Television Production I. Students will utilize skills by producing programs for school and community.

TELEVISION PRODUCTION EXTERNSHIP

Externship is the accredited part of the high school curriculum where students receive supervised, paid work experience while attending the related class at the high school. Radio & Television Production externship students are given release time from school to receive on-the-job training in area Radio & Television Production businesses and are supervised by the school-to-work coordinator. This program adheres to all federal and state labor laws.