



Chippewa Valley Schools  
19120 Cass Avenue  
Clinton Township, MI 48038

# Lake Shore Public Schools

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## **Accounting I and II**

Course content will include accounting careers, starting a proprietorship, analyzing the accounting cycle, analyzing business transactions, journaling transactions, posting to ledgers, preparing financial statements, personal taxes, adjusting and closing entries, payroll accounting, checking and credit accounting, performing daily accounting procedures. This course is designed for students interested in working in business or owning a business. Accounting II Course content will include payroll records, inventory systems, depreciation, computerized accounting practices, revenues and expenses, posting to ledgers, preparing financial statements, personal income taxes, budget planning, and accounting careers. Students will expand on and enhance the fundamentals learned in Accounting I. Articulation agreement aligned with Baker College and Davenport University (see the instructor or your counselor for potential college credit information).

## **Advanced Web Design**

Advanced Web Design will include a more extensive exploration in this discipline. Students will have the opportunity to create web presence for community businesses or participate in a fall technology contest where money is awarded. In addition to using HTML, students will explore CSS and become a proficient user of Adobe Photoshop Elements. Advanced Web Design can be taken for repeat credit with each level building off the previous course.

## **Business Law**

Course content will include criminal law, civil law, business law, court systems, torts, laws for families, laws for minors, laws for consumers, crimes, and appellate courts. A major emphasis of this course is to educate students to resolve conflict and to avoid the necessity of the judicial court system.

## **Career & Technology Foundation**

This course will count as an online experience. Students will build a foundation for employment in the global marketplace. Using computers, the focus will be to build employability skills-problem solving, critical thinking, decision-making, and computer

literacy. Students will also work at developing a positive work ethic and personal management techniques. After exploring several career pathways, students will design a four-year education plan (with the assistance of the high school counseling staff) that maximizes their future goals and guides them in choosing their 10th, 11th, 12th grade courses. Study skills, test taking strategies, and report/letter writing will also be developed in this class. Students will begin to build a resume and portfolio of their high school accomplishments.

## **Computer Technology I and II**

Microsoft Word – Microsoft Excel – Microsoft Access – Microsoft Powerpoint Articulation agreement aligned with Davenport University (see the instructor or your counselor for potential college credit information). Computer Technology II Course Content will include: Continued work with advanced concepts of Excel, Access, Word, Power Point, and Publisher. Students will generate charts and reports for projects relevant to real life business situations. Students will extend their knowledge of working with data, information, facts, symbols, figures and statistics with multiple applications of Excel and Access. Students will learn the importance of skill building for all career areas by creating letters, memos, and reports that integrate the various Microsoft programs into a single source document. Students will also learn the details to create outstanding brochures, business forms, and newsletters. Articulation agreement with Baker College is pending for the updated course.

## **Financial Management**

This course will help students develop necessary skills to succeed beyond high school. They will study personal money management (budgeting, saving, investing, utilizing credit, purchasing an automobile, filing and understanding taxes, obtaining housing, financial aid and managing risk. Students will create a resume and cover letter and hone interviewing skills. All students will either (1) create a Career Portfolio and take an exit interview or (2) complete a senior project. During this course, students may job shadow or experience an externship, co-op or online component

## **Introduction to Business Technology**

Exploration of Microsoft Office Concepts Office communication skills Office Procedures Letter/Memos/Reports Workplace ethic Students planning to take Business Management Technology I and II are encouraged to enroll in this class.

## **Introduction to Marketing**

Course content will include: Marketing Functions, Careers in Marketing, Market Segmentation, Economics, Business Ownership, International Trade, Management Structures, Selling, Promotional Mix, Pricing Strategies, Product Placement, Product Features and Benefits, Students will also learn concepts of business ethics/social responsibility, basic accounting principles, and basic store operations.

## **Introduction to Web Design**

Web Design is a hands-on, project-oriented class intended for self-directed students. Students will develop real-world technology skills while engaging in problem solving and higher-level thinking. In this course, students will gain an understanding of web design concepts and techniques that are essential to planning, creating, testing, publishing, and maintaining web sites. Students will learn and apply the essentials of web site layout, graphics, color, and multimedia, while demonstrating the maintenance and continuous improvement to a Web presentation. Topics will include citations, E-commerce, research, creating your own web page, evaluating web pages, Netiquette, creating, resizing and editing graphics, HTML basics and multimedia creations.

## **Personal Finance**

Course content will include: Financial aspects of career planning, money management strategies, consumer topics, banking, retirement planning, household financial management, investing fundamentals, stocks/bonds/mutual funds, real estate taxes, and home, auto, and life insurance management.

## **Architecture I and II- Design Studio I and II**

Topics/Elements: Floor plans, elevations, section drawings, roof plans, site plans, 3D model construction, landscaping plans, and drawing revision. Design Studio (Architecture) is designed for someone pursuing a career in architectural design, civil engineering, structural engineering and landscape design. Students will learn how to create presentation drawings and construct 3D models through various projects, including the winter village and haunted house project. Students will be introduced to landscape design, commercial architecture and Architectural AutoCAD software. Architecture II - Design Studio II Topics/Elements: Advanced floor plans, elevations, HVAC planning, electrical plans, site plans, section drawings, details, door and window schedules, and presentation drawings. Students in all areas will have the opportunity to compete in local and/or national competitions and team building projects. Students will continue to develop their skills creating hand-drawn presentation drawings and constructing 3D houses out of balsa wood. Each student will take part in the winter village, haunted house and miniature house projects. This course will help prepare students for careers in the architectural design, civil engineering, structural engineering and landscape design fields.

## **Building Renovation**

The “Grand Daddy” of renovation classes. This is an ‘on-site’ as well as ‘off-site’ class. The students in this class learn the basics of many renovation skills in the classroom, and then apply those skills at an “off-site’ home. Students will gain real-world application involving the renovation of a St. Clair Shores neighborhood home that will be offered to the public for sale by the district. Classroom work includes: hand and power tool safety, how to handle and read a tape measure, learning about and/or using over 50 hand and power tools. Practical hands-on work could include: demolition, electrical, plumbing, drywall, painting and finishing, windows, doors, siding, brick pavers, flooring,

finish carpentry and more. Learn how a house is put together and how to take it apart to repair/replace something, with the opportunity to practice. Whether you are going into construction or not, these skills will be useful for the rest of your life. A fun, safe and independent class setting is provided. This class is a two hour block for the entire year. Limited class size.

## **Dental Careers I**

Course content will include: Dental terminology, dental anatomy, mixing dental materials, mounting dental radiographs, medical terminology, identifying, set-up and passing of instruments, charting oral conditions and interpreting charted information, sterilization of instruments and the utilization of universal precautions. This course prepares students for employment as a Dental Assistant. This course is also recommended for students who may be pursuing a career as a dental hygienist, dental lab tech, or dentist. Course is approved for college credits with Baker College, Ferris State University and Macomb Community College.

## **Dental Careers II – Grade: 12 Course Number: 714A/B/C 3 Terms: 1.5 credits**

Course content will include dental laboratory skills, working with stone, wax, and mouth guard materials, First Aid/CPR, and dental specialties. This course may not be offered every year. Mentoring Dental Careers I students is a requirement of this class; students will assist with chair side skills such as passing instruments, instrument set-up, mounting x-rays and sterilization of instruments. Student must be flexible in being able to work independently when required as well as being a team leader when working with Dental Careers I students. Course is approved for college credits with Baker College, Ferris State University and Macomb Community College.

## **Girls Introduction to Building Renovation**

A new, one hour, one term hands-on class geared toward “the girls”. Ladies! Get the skills to repair, replace or maintain many items in one’s house. Change a light fixture, an electrical switch or outlet, even a garbage disposal. Learn to paint, repair a hole in drywall and change a faucet. Handle and read a tape measure like a pro. You will have the chance learn about and use over 30 hand and power tools. So many odd jobs will need to be done when you own a home, get those skills now in a fun and safe environment.

## **Interior Design I and II- Design Studio I and II**

Floor plans, elevations, roof plans, 3D model construction, elements of design, faux finishing, furniture and home styles, furniture refinishing, furniture design, portfolio building and wallpaper hanging. Design Studio (Interior Design) is designed for someone pursuing a career in interior design, office and party planning. Students will learn how to create professional presentation sketches and drawings and construct 3D models through various projects, including the winter village project, furniture refinishing and 3D interior room models. Students will be introduced to Architectural

AutoCAD software and EZ-Home Decorator. Interior Design II - Design Studio II 3D model construction, client consulting, cost estimating, presentation layouts, portfolio building, presentation skills and hands-on design experience. Students in all areas will have the opportunity to compete in local and/or national competitions and team building projects. Students will redesign and create presentation boards complete with color, fabric swatches, sketches and rendering for a client's room. After presenting, they will create the room in reality. Students will also take part in the miniature house group project and the haunted house. This class will help prepare students for careers in the interior design field.

## **Introduction to Architectural Design**

Course content will include freehand sketching, lettering techniques, technical drawing, blue-print reading, basic floor plans, elevation drawings, basic room layout, and history of home styles, architectural standards, and architectural careers. Students will learn many architectural skills through various projects including a 3-D home model. Students will develop skills on the drafting board and on AutoCAD. Intro to architectural design not only prepares students for the drafting field but also teaches real life skills such as job searching, resume and portfolio building. This class is strongly recommended for students interested in pursuing a career in architectural design, interior design, or civil engineering or taking Design Studio I & II.

## **Introduction to Building Renovation**

This is a one hour, one Term, hands-on Introduction class covering the many areas of construction and renovation. Beginning with hand and power tool safety and how to handle and read a tape measure. Then you will learn about and use over 30 hand and power tools. Practical hands-on work could include: electrical, hammering practice and rough framing, plumbing, drywall installation and repair, painting and finishing, project building, finish carpentry and more. Learn how your house is put together and how to take it apart to repair or replace something. Whether you are going into construction or not, these skills will be useful for the rest of your life. Get those skills now and have fun at the same time.

## **Introduction to Drafting/CAD Design**

Course content will include freehand sketching, lettering techniques, basic technical drawing, blue-print reading, geometric construction, dimensioning, basic orthographic projection, computer aided drafting/design (CAD). Students will develop skills on the drafting board and on AutoCAD. Introduction to Engineering Design not only prepares students for the drafting field but also teaches them life skills such as job searching, resume and portfolio building. This class is strongly recommended for students interested in pursuing a career in the design and engineering fields or taking Design Studio I & II.

## **Marketing and Sales**

Course content will include marketing functions, careers in marketing, customer service, inventory control, visual merchandising and display, market segmentation, economics, business ownership, international trade, management structures, selling, promotional mix, distribution, advertising, packaging and labeling, market research, business financing, pricing strategies, product placement, product features and benefits, business ethics/social responsibility, creating a business plan, basic accounting principles, and advanced store operations. This course gives the student advanced training in marketing and sales through a hands-on experience operating the LSHS School Store. Articulation agreement aligned with Baker College (see instructor or your counselor for college credit information).

## **Mechanical Engineering - Design Studio I**

Multi-views, auxiliary views, section-views, isometric drawings, micrometer and caliper reading, 3D solid modeling with CATIA. Design Studio (Mechanical Engineering) is designed for someone pursuing a career in mechanical engineering, CNC programming, CAD Design and vehicle design. Students will create presentation drawings and master the skills through various projects, including the roller coaster project, Hovercraft and RC car building.

## **Mechanical Engineering**

Automotive history, body design styles, mechanics, descriptive geometry, body design layouts, presentation skills, presentation drawings, automotive marketing and finance, CNC programming and CAD/CAM. Students in all areas will have the opportunity to compete in local and/or national competitions and team building projects. Students study the three areas of the vehicle design industry; design, engineering and art studio work. Students will learn how an automobile/engine works through various projects including 3D engine model and the Build Your Dream Vehicle competition. Students will continue to use CATIA and prepare for careers in the automotive design fields. This program also has integrated the opportunity to attend ATAP 2310 CNC Mill G&M Programming & CNC Machining at Macomb Community College during class time (where students have an opportunity to earn up to 2 college credits).

## **Medical Careers I and II**

Course content will include career exploration, recording and reading vital signs/assessments, cardio and respiratory systems, CPR and First Aid, employability skills/professional standards, medical terminology and abbreviations, universal precautions and infection control, musculo-skeletal systems, and patient transport and ambulation. This course is designed for goal oriented students who plan on further education after high school and who will be pursuing a career as a physician assistant, physical therapist, occupational therapist, nurse, dentist, veterinary medicine, emergency medicine, and/or other medically-related fields. Topics specific to various medical careers will be learned. Educational and licensure requirements for medical careers will be addressed through various venues. Articulation agreement aligned with Ferris

State University and Baker College (see instructor or your counselor for college credit information). Medical Careers II Course content will include career exploration, recording and reading vital signs/assessments, cardio and respiratory systems, CPR and First Aid, employability skills/professional standards, medical terminology and abbreviations, universal precautions and infection control, musculo-skeletal systems, and patient transport and ambulation. This course is designed for goal oriented students who plan on further education after high school and who will be pursuing a career as a physician assistant, physical therapist, occupational therapist, nurse, dentist, veterinary medicine, emergency medicine, and/or other medically-related fields. Topics specific to various medical careers will be learned. Educational and licensure requirements for medical careers will be addressed through various venues. This course offers an on-site externship in a hospital setting. Student MUST commit to this portion of the program in order to participate. Articulation agreement aligned with Ferris State University and Baker College (see instructor or your counselor for college credit information).

## **Introduction to Television Broadcasting**

Course content will include equipment/technical skills, staff positions/chain of command, production duties and responsibilities, teamwork skills, vocabulary/technical talk. Students will gain an overview of a functioning television production system, the major pieces of television equipment, and the operation and function of production personnel.

## **Television Broadcasting I and II**

Course content will include script writing, story boarding, edit shot list, styles of video, pre-production, production, post production phases, camera operations, editing techniques, studio productions, special effects, and graphic designs. Students will study and develop techniques and disciplines of television production, as well as improve communication skills. Students will have the opportunity to produce videos for the school and community. The focus will be on performance, script writing and technical skills as they relate to news broadcasting. Students will investigate research, write and report news stories. Television Broadcasting II Course content will include script writing, story boarding, edit shot list, styles of video, pre-production, production, post production phases, camera operations, editing techniques, studio productions, special effects, and graphic designs. This course is a continuation of Television Broadcasting I. Students will gain an advanced overview of a functioning television production system, the major pieces of television equipment, and the operation and function of production personnel.