



Chippewa Valley Schools  
19120 Cass Avenue  
Clinton Township, MI 48038

# Utica Community Schools

---

## **CONSTRUCTION TRADES**

This co-ed course is designed to provide insight and experience in the Construction trades industry. Residential construction is integrated with commercial construction techniques and materials. Students will participate in several aspects of the construction process. Examples include: • Safety • Site layout • Concrete • Floor Framing • Rough Frame • Roofing • Siding and windows • Electrical • Plumbing • Insulation • Drywall • Painting • Finish Carpentry Benefits for College Bound Students Upon successful completion of this program, students can qualify for paid internship training as well as articulated college credit through the Macomb Community College-UCS partnership.

## **MACHINE SHOP - CAD, CAM, CNC (CTE)**

This is a co-educational course focused on the development of technical skills for students interested in a career in machining trades. Students work from blueprints, keeping industrial standards in operations, safety, and quality (tolerance). Students perform operations using CAD, CAM, and CNC computer-controlled milling and turning machines. Performance objectives are followed, notebooks are kept, and exams written. Students who successfully complete this program may qualify for articulated college credit.

## **WELDING I and II**

This course is designed to provide students with technical skills in the areas of welding and cutting. This course is intended to develop safe, competent, welders according to the accepted standards of the industry. This program teaches the basic techniques required to perform ARC and MIG welding in all positions. Gas cutting, manual and automatic, is included. Students will also develop the basic skills in blueprint reading, welding symbols and fabrication. CTE WELDING II This course is designed to enhance the technical skills that are demanded in the welding industry. Students electing this class will advance their knowledge of welding codes, blueprint reading, welding symbols, and testing of welds (both destructive and non-destructive). Students will also become familiar with machine maintenance procedures. This program will teach the advanced techniques required to perform ARC, GAS, TIG, and MIG welding in all positions. Students will be required to design and fabricate a product of their choice to gain fabrication training. Successful completion of this course may qualify the student for articulated college credit.

## **AUTOMOTIVE TECHNOLOGY**

This co-ed course builds upon the foundation laid in CTE Automotive Technology I-Brakes. This advanced course focuses primarily on the electrical systems of the automobile. Included are: safety procedures, tool usage, industry specific diagnostic and testing equipment operation, wiring systems, electronic components, and procedures to inspect, diagnose, and repair these systems professionally. Today's vehicles make use of electronics in every major sub-system including: brakes, engines, engine performance, suspension, HVAC, after-market accessories, and automatic/manual transmissions. Students are required to complete performance objectives, keep a notebook, and take exams to prepare for success in future automotive training programs. Benefits for College Bound Students Upon successful completion of this program, the students can qualify for articulated college credit. Cooperating colleges include Macomb Community College, Ohio Technical College, University of Northwest Ohio, and Universal Technical Institute.

## **ENGINEERING TECHNOLOGY I and II**

The purpose of this Career and Technical Education course is to increase students' knowledge of the different engineering disciplines. This course will be delivered over two semesters, and will introduce high school students to some of the tools and methods used by engineers in industry. The cornerstone of the course is a semester design project, which will be completed during the second semester of the course. Successful completion of this course may qualify students for articulated college credit.

**ENGINEERING TECHNOLOGY II** The purpose of this Career and Technical Education course is to increase students' knowledge in a specific Engineering discipline that was learned in Engineering and Technology 1. This course will emphasize the development of research skills, along with allowing for students to use other specific tools and methods that are a part of a specific engineering field. Engineering and Technology 2 focuses on a capstone project that is designed and developed by the student over the entire school year. Successful completers of this course may qualify for articulated college credit.

## **SMALL ENGINE REPAIR CTE**

This is a co-educational course designed to teach job entry skills in the repair of both two and four-stroke small engine equipment and recreational vehicles. The electronic electrical system is studied and compared to the magneto electrical system. Students are put in a service-type situation where they are responsible for repair jobs from beginning to end. Students are required to complete performance objectives, keep a notebook and take exams.

## **DESIGN & ENGINEERING ADVANCED CTE - CAD**

This CTE course is available to those students who have reached a skill level and/or interest in a design/engineering career. Class work involves machine detailing, jigs and fixtures, specification writing, precision gauge reading and dimensioning, mechanical

mechanisms, and metal stamp design. Advanced computer-aided design (CAD) skills are taught using the Autodesk Design Academy software suite. Students use CAD software to incorporate solid and surface techniques in producing finished assembly and detail prints. Students may be required to compile a notebook, develop a portfolio of their work, produce project history folders, and complete CAD drawing assignments. This course also helps develop teamwork, communication, project managing and problem solving skills that are vital in a design/engineering environment. Successful completion of this course may qualify the student for articulated college credit.

## **ARCHITECTURE CTE - CAD**

This is a 2-hour block course designed for students who are interested in architecture as a career. Conventional, pre-cut, panelized and unitized construction techniques and their application to the residential, multi-family, commercial, industrial and public works aspects of architecture design are taught. Students learn new construction products, architectural media, landscape architecture, structural calculations, structural detailing, civil engineering, and the interpretation of local building codes and ordinances. Course requirements include: a completed design notebook, completed written reports and study guides, examinations and drawings, and/or problem-solving assignments. Advanced computer drawing techniques are taught. Students use the Autodesk Design Academy software suite to complete their drawings. Successful completion of this course may qualify the student for articulated college credit.

## **MECHATRONICS**

This Career & Technical Education course is designed to be an introduction for male and female students who are interested in exploring the field of automated technologies. Various disciplines explored include: robotics, sensor technology, AC and DC electronics, pneumatics, programmable logic control, and computer logic. Students will receive hands on training using state-of-the-industry trainers coupled with computer-based curriculum. The class contains numerous projects that integrate these various disciplines. Successful completion of this program may qualify student for articulated college credit.

## **COMPUTER NETWORKING AND REPAIR**

In this course, students begin by learning to identify, install, configure, upgrade, trouble-shoot and repair computers and peripherals. The curriculum covers a broad range of topics, such as basic PC systems servicing techniques, controlling boot processes, using multi-meters, managing/modifying directories, creating and executing .BAT, .COM, and .EXE files, mapping memory and utilizing the Microsoft diagnostic (MSD) utility. The course then transitions to the designing, building, and maintaining computer networks. The curriculum covers a broad range of topics, from basic networking skills such as pulling cable to more complex concepts. Students will gain hands on experience with installation, configuration, and troubleshooting basic networking hardware, protocols and services. Much of the content for this course is delivered in an on-line format. This course prepares students to take the following CompTia certification exams: • A+ Essential • A+ IT Technician • Network+

## **DESIGN & ENGINEERING I and II – CAD**

This is a co-educational course designed to teach basic knowledge and develop specific skills in the drafting field. Print reading, line control, lettering, sketching and manipulation of drawing tools and technical terminology are practiced. Geometrical construction, orthographic projections, sectioning, dimensioning techniques and computer-aided design are taught. The Autodesk Design Academy software is used in this high school design course. DESIGN & ENGINEERING II – CAD This is a course that covers machine production drawings, project design, technical illustration, auxiliary views, and cast parts along with stamped metal design and related skills. During the year, occupations related to design and engineering are investigated and discussed. Students may be required to compile a notebook and complete assigned project drawings. Students are required to use computer-aided design software from the Autodesk Design Academy suite to develop their drawings.

## **DESIGN & ENGINEERING III and IV – CAD**

This course is designed for students who are interested in a design/engineering career but are unable to take advantage of the Advanced CTE 2-hour block. Advanced computer-aided design (CAD) skills are taught using the Autodesk Design Academy software suite. Students use CAD software to incorporate solid and surface techniques in creating their drawings. Students may be required to compile a notebook, develop a portfolio of their work, produce project history folders, and complete CAD drawing assignments. Successful completion of this course may qualify the student for articulated college credit. DESIGN & ENGINEERING IV – CAD 1.0 credit This course is designed for students who are interested in a design/engineering career but are unable to take advantage of the Advanced CTE 2-hour block. Advanced computer-aided design (CAD) skills are taught using the Autodesk Design Academy software suite. Students use CAD software to incorporate solid and surface techniques in creating their drawings. Students may be required to compile a notebook, develop a portfolio of their work, produce project history folders, and complete CAD drawing assignments. This course also helps students develop teamwork, communication, project managing and problem solving skills that are vital in a design/engineering environment. Successful completion of this course may qualify the student for articulated college credit.

## **ARCHITECTURE I and II – CAD**

This course is for the student who likes to draw, create individual designs and is interested in the basic fundamentals of architectural design. Students learn to draw a plot plan, floor plan, foundation plan, elevations, sections and kitchen details. Architecture I include the study of residential designs, conventional and modular construction techniques, estimating labor and materials, and occupational information related to architectural design. Both tabletop and computer drawing techniques are taught. Students use the computer-aided design (CAD) software from the Autodesk Design Academy suite to complete their drawings. ARCHITECTURE II – CAD This course further develops the student's occupational competency in architecture. Conventional, pre-cut, panelized and unitized construction techniques and their applications to the residential, multi-family, commercial, industrial and public works

aspects of architecture design are taught. Both tabletop and intermediate computer drawing techniques are taught. Students use the Autodesk Design Academy suite to complete the majority of their drawings.

## **ARCHITECTURE III – CAD**

This course is designed for students who are interested in architecture as a career but are unable to take advantage of the 2-hour CTE Architecture -CAD block. Conventional, pre-cut, panelized and unitized construction techniques and their applications to the residential, multifamily, commercial, industrial and public works aspects of architecture design are taught. Advanced computer drawing techniques are taught. Students use the Autodesk Design Academy software suite to complete their drawings. Successful completion of this course may qualify the student for articulated college credit.

## **LAW ENFORCEMENT**

This course introduces students to a career in law enforcement. A wide range of topics associated with law enforcement and public safety will be covered. Topics will include the application process and requirements to become a police officer. In addition, students will acquire the necessary skills and behaviors associated with all law enforcement and public safety activities, such as monitoring, enforcement, apprehension, conflict resolution, and "due process". Curriculum, laws and police procedures will be updated through partnership with local

## **WOODWORKING**

This co-ed course is designed to safely teach basic skills in the use of woodworking/ construction trades materials, tools and processes with multiple skill levels. Hand tools, portable power tools, and industrial woodworking machines will be used to develop and create prototypes.

## **FURNITURE AND CABINET CONSTRUCTION**

This co-ed course is designed to safely teach the applications of wood technology, such as millwork and furniture construction. It focuses on the final aspects of building such as constructing kitchen cabinets, counters, and built-in units. Included is the study of joinery, frames, doors, drawers, finishes, and installations. Floor plans, blueprints, and exterior house design will also be examined as resources. Students will be exposed to career opportunities in the construction and woodworking trades.

## **ADVANCED WOODWORKING**

This co-ed course is designed for students interested in the woodworking field. Students design their own projects and/or explore other related areas of wood fabrication. Students can design, cost account, and construct prototypes in such areas as residential construction, cabinet-making, furniture making, pattern making, millwork, or plastic laminates. Study guide, projects and exams will be used to evaluate progress.

## **AUTO II**

This co-ed course is designed for students who wish to continue studying automotive technology, but do not elect the two credit CTE Auto course. The objectives of this class are similar to CTE Auto, but laboratory application of classroom theory is limited. This course does not qualify a student for the School-to-Work program or for articulated college credit.

## **SMALL ENGINE REPAIR I**

This is a comprehensive course for both male and female students to learn how to repair small internal combustion engines. The student is taught the use of basic hand tools, engine maintenance (both two and four-cycle), valve grinding, burnishing, theory of compression, carburetion, and magneto electrical system. Engine tear-down, rebuilding, and trouble-shooting are done using industrial manuals as guides.

## **DRAFTING I**

This is a co-educational course designed to teach basic knowledge and develop specific skills in the drafting field. Print reading, line control, lettering, sketching and manipulation of drawing tools and technical terminology are practiced. Geometrical construction, orthographic projections, sectioning, dimensioning techniques and computer-aided design are taught.

## **INTRODUCTION TO ELECTRICITY AND ELECTRONICS**

This course is designed to be an introduction for male and female students who are interested in exploring the fields of electricity and electronics. The theory of electron flow, sources of electricity, Ohm's Law and Power Law as applied to various types of circuits, magnetism, motors, generators, component operation in DC and AC circuits, and residential house wiring are studied. Demonstration, discussion, project construction, and student experimentation are used to ensure understanding of electrical principles by the students. Emphasis is placed upon the use of meters and other test equipment, soldering, and safety when working with electrical circuits. Students will be taught to assemble various circuits using wiring diagrams, to test the circuit for proper operation, to measure various electrical quantities present in the circuit, and to explain the obtained results. Career-related information and terminology are also taught.

## **ADVANCED ELECTRONICS**

This course is designed to give male and female students an introduction to the principles of electronics and electronic circuits. Alternating current, regulated power supplies, power amplifiers, oscillators, radio waves and their detection, and AM, FM, and Stereo radio receivers are studied. Special semiconductor devices, microwave theory, ultrasonic, opto-electronics, and various types of transducers are also taught. The theory and circuit construction will provide students with an insight into the

procedures and techniques used in industry. Time is also provided for students to complete projects and repair work of their choice.

## **ENGINEERING/ MANUFACTURING AND INDUSTRIAL TECHNOLOGY (EMIT) INTERNSHIP**

This course offers students the opportunity to spend a portion of their school day working at an E.M.I.T. related training site in the community. This employment experience is related to the career goals of the student and is supervised by a school-to-work coordinator. The student will develop workplace skills and leadership traits in their chosen area of specialty. Evaluation of job performance and assessment of coursework is the responsibility of the STW Coordinator with input from the training site supervisor. This program adheres to all federal and state labor laws.

## **MACHINE SHOP I and II - CAD, CAM, CNC**

This course is designed to introduce simple fundamentals and skills of machine tool operation in a hands-on, project-based environment. Precision measurements, working properties of metals and the principles of science and mathematics are applied to machine shop practices. Students will learn to operate basic power machines found in industry (i.e. vertical mills, horizontal mills, grinders, and lathes). They will also perform operations on CAD, CAM, and CNC computer-controlled milling and turning machines. Foundry, as well as arc and acetylene welding, will be included. MACHINE SHOP II - CAD, CAM, CNC This co-educational course is designed for students who wish to continue in the machine shop program, but who do not elect the CTE Machine program. The course objectives are similar to the CTE Machine Shop course except for depth and time on task. However, the instruction will focus on the development of the technical, entry level job skills.

## **AUTO I**

This co-ed course integrates classroom theory and laboratory applications in order to develop in students the highly technical skills sought after in the automotive service and repair field. Students will gain competency in safety concepts, equipment operation, tool usage, and precision measurement. While this course is designed to train students in all phases of automotive maintenance and repair, special emphasis is given to the principles and theory of both disc and drum brake systems, including fundamentals and diagnosis of anti-lock brake systems (ABS). This is done through a series of brake related tasks: demonstrations, observations, labs, and performance based evaluations. Students are required to complete performance objectives, keep a notebook, and take exams to prepare for success in future automotive training programs.

## **ENGINEERING TECHNOLOGY I – CSI 11 GRADE 1.0credit**

The purpose of this Center for Science and Industry course is to increase students' knowledge of the different engineering disciplines. This course will be delivered over two semesters, and will introduce high school students to some of the tools and methods used by engineers in industry. The cornerstone of the course is a semester

design project, which will be completed during the second semester of the course. Successful completion of this course may qualify students for articulated college credit.

## **ENGINEERING TECHNOLOGY II – CSI 12 GRADE 1.0credit**

The purpose of this Center for Science and Industry course is to increase students' knowledge of the different engineering discipline that was learned in Engineering Technology I. This course will emphasize the development of research skills, along with allowing for students to use other specific tools and methods that are a part of a specific engineering field. Engineering Technology II focuses on a capstone project that is designed and developed by the students over the entire school year. Successful completers of this course may qualify for articulated college credit.

## **MECHATRONICS I and II– CSI**

This Center for Science and Industry course is designed for male and female students who have committed to exploring the field of Automated Technologies. The various disciplines explored include: robotics, sensor technology, AC and DC electronics, pneumatics, programmable logic control, and computer logic. Students will receive hands on training using state-of-the-art trainers coupled with computer-based curriculum. The class contains numerous projects that integrate these various disciplines. Successful completers of this course may qualify for articulated college credit. MECHATRONICS II – CSI This Center for Science and Industry course is designed as a capstone for the automated technologies curriculum learned in Mechatronics I. The students will integrate the technologies of robotics, sensor technology, AC and DC electronics, pneumatics, programmable logic control, and computer logic to more advanced, real world projects. Successful completers of this course may qualify for articulated college credit.

## **MULTIMEDIA PRODUCTION I and II – CSI**

Multimedia Production I is a course for Center for Science and Industry students who wish to pursue a career in new media or to enhance their technological skills in areas such as film production, graphic design, computer illustration, and multi-media. The skills learned in this class can also be the foundation for those who are interested in gaming design, fashion design, interior design, or animation programs in college. Units of study include elements and principles of design, digital photography, digital imagery manipulation, text design, digital print layout, computer illustration, film production, video graphics, visual effects, and DVD authoring for portfolio compilation. Students will use industry level software including Final Draft, Cinema4D, plus Adobe products such as Premier, Photoshop, Illustrator, InDesign, and After Effects. Researching a career of interest will include contacting and interviewing a professional from industry. Students will also gain experience by competing in a variety of print and video competitions. Participation in SkillsUSA allows student to compete in their skill area as well as learn and practice leadership skills and techniques. Successful completers of this course may qualify for articulated college credit. MULTIMEDIA PRODUCTION II – CSI Multimedia Production II is a capstone course for Center for Science and Industry students, enhancing the skills learned in Multimedia Production I. These students will



specialize in one of the new media areas such as: film production, radio/television production, graphic design, computer illustration, multimedia, gaming design, or animation. Students will then focus on completing projects for entrance into student competitions and to develop their portfolio. Students will continue to sharpen their skills using industry level software including Final Draft, Cinema4D, plus Adobe products such as Premier, Photoshop, Illustrator, InDesign, and After Effects. Career exploration and preparation for post-secondary training will also be a focus of this course. Participation in SkillsUSA will allow students to compete in their skill area as well as learn and practice leadership skills and techniques. Successful completers of this course may qualify for articulated college credit.

## **HEALTH SCIENCES INTERNSHIP**

**PREREQUISITE:** Medical and Health Science Careers, Nursing Assistant, or Medical and Dental Assisting; along with teacher recommendation and approval of School to Work Coordinator. This course offers students the opportunity to spend a portion of their school day working at a healthcare-related training site in the community. This employment experience is related to the career goals of the student and is supervised by a school-to-work coordinator. The student will develop workplace skills and leadership traits in their chosen healthcare field, i.e. hospital, medical office, dental office, veterinary clinic, nursing home, or physical therapy facility. Evaluation of job performance and assessment of coursework is the responsibility of the STW Coordinator with input from the training site supervisor. This program adheres to all federal and state labor laws.

## **MEDICAL AND HEALTH SCIENCE CAREERS**

This course of study is designed to introduce students to careers in the medical and healthcare fields. Students will have the opportunity to learn the anatomy and physiology of the body systems as it relates to health, wellness, diagnosis and treatment of diseases and the human life cycle. Students will explore the four service areas of healthcare: informational technology, diagnostic, therapeutic and environmental services. This course will provide students with basic skills in first aid, CPR and medical terminology. The class includes medical career research, clinical labs, project work, and professional guest speakers. Students will have the option to enhance their experience by participating in job shadowing, or other work-based learning opportunities. Credit may be granted in science or medical & health sciences.

## **MEDICAL AND DENTAL ASSISTING**

This course is designed to provide the student with comprehensive administrative and clinical skills in the medical or dental office setting. The course covers knowledge, skills, attitudes, and principles necessary to prepare students to become successful, multi-skilled medical assistants, health unit coordinators and dental assistants. The textbook, labs, practice software and computerized test bank cover the administrative, clinical and general areas identified as necessary for entry level employment. This course includes computers in the medical office, clinical skills and procedures, administration of medication, phlebotomy, diagnostic lab procedures, minor surgery and general health

and wellness of the patient. Students apply their knowledge of advanced skills and techniques through analysis and problem solving of patient case studies. Students will have the option to enhance their experience by participating in job shadowing, or other work-based learning opportunities.

## **NURSING ASSISTANT**

Nursing Assistant is a co-educational class designed to prepare students to perform basic nursing skills and services to hospital, nursing home, and home care patients. The text book and lab practice incorporate the use of medical terminology, and mathematical connections to the medical field. Students who complete required curriculum and maintain a 75% average will be prepared to seek clinical experience in preparation for the state Nurse Assistant certification exam. This class is for students pursuing medical care professions. Students will have the option to enhance their experience by participating in job shadowing, or other work-based learning opportunities

## **HUMAN SERVICES INTERNSHIP**

This course offers students the opportunity to spend a portion of their school day working at a training site in the community. This employment experience is related to the career goals of the student and is supervised by the school-to-work coordinator. The student will develop workplace skills and leadership traits in their chosen area of specialty. Evaluation of job performance and assessment of coursework is the responsibility of the STW Coordinator with input from the training site supervisor. This program adheres to all federal and state labor laws.

## **CONSUMER EDUCATION**

Consumer Education students learn how to buy a car, maintain a checking account, prepare a budget, shop for insurance, understand tax forms, use credit wisely, work toward financial goals, select housing, analyze legal documents, and make wise buying decisions.

## **LIFE SKILLS 9**

The Life Skills department recognizes the importance of promoting the growth of the total individual: physical, intellectual, emotional and social. It provides instruction that will enable students to improve the quality and stability of their lives in an ever-changing society. Life Skills, a career and technical education course, explores a variety of areas such as nutrition and foods, and parenting and child development

## **CONTEMPORARY LIVING**

Contemporary Living provides students with skills to help them understand and improve family and peer relationships. Course units include: improving interpersonal skills, dating and love relationships, marriage preparation, coordinating career employment with family life, household finance, family life cycles, goal planning and evaluation.

Students experience the "Life in the Real World" simulation project. Students learn skills needed to cope with life situations such as preparing for college life, renting one's first apartment, and time management skills.

## **CAREER CONNECTION**

Career Connection focuses on improving one's self-concept, communication skills, decision making, conflict resolution, working as a team member, managing stress, planning personal goals, career exploration, and employability skills that lead to job success. It is recommended that this course be taken before Contemporary Living.

## **FOOD AND NUTRITION**

This course provides students with an understanding of safety and sanitation, basic cooking techniques, food presentation, meal-time etiquette, and the exploration of food related careers. Through demonstration, lab experience, taste testing and evaluation, students will become familiar with healthy food choices, principles of nutrition, and weight control techniques.

## **PARENTING**

In this co-educational course, students will become familiar with the social, physical and intellectual stages of child development. Through interaction with preschoolers, students will learn the importance of play, nutritional needs of children, and positive discipline techniques. Topics will include: teen pregnancy issues, decision making, prenatal development, care and nurturing of children, evaluating substitute child care, developmental toys and books, and child related careers.

## **FUTURE EDUCATORS**

CTE Future Educators is a year long, co-educational, college level course for high school juniors and seniors. This two credit course is designed to provide students with an in-depth look at the teaching profession. Students study the growth and development of the learner, as well as the historical, social, political, philosophical, cultural, legal and economic forces that shape the United States public school system. In addition, students complete a yearlong field experience in public school classrooms. Students will develop leadership, public speaking and communication skills. The curriculum has been aligned with the Macomb Community College Early Childhood Program and Oakland University's Introduction to Education course for elementary teachers. Students have the opportunity to earn up to 8 college credits upon successful completion of the course. Students may also earn community service hours, training certificates, and letters of recommendation, scholarship and job opportunities.

## **FINANCE**

This course is designed to give students the business financial management and investing skills they will need after high school. Students will explore financial career

decisions, fundamentals of investing, personal financial protection, and financial management for business, and types of business ownership financial planning. Students will use technology to assist their learning about stocks, bonds, and mutual funds. They will develop an investment portfolio and financial plans. Students will complete hands-on simulations on financial topics using Quicken, Microsoft Excel and the Internet.

## **BUSINESS, MANAGEMENT, MARKETING AND TECHNOLOGY INTERNSHIP**

This course offers students the opportunity to spend a portion of their school day working at a training site in the community. This employment experience is related to the career goals of the student and is supervised by the school-to-work coordinator. The student will develop workplace skills and leadership traits in their chosen area of specialty. Evaluation of job performance and assessment of coursework is the responsibility of the STW Coordinator with input from the training site supervisor. This program adheres to all federal and state labor laws.

## **BUSINESS SERVICES & TECHNOLOGY**

The Business Services and Technology course will focus on building the necessary computer and human relation skills that will prepare students for the world of work. This course will utilize office equipment, computers, and software programs such as MS Office 2003. This course is designed to teach students in a project-based environment while helping them develop skills in problem solving, teamwork, decision making, business etiquette and ethics, human relations, written and verbal communications, employability skills, diversity, document formatting, machine transcription, mail procedures, record keeping, electronic filing, and other office equipment use.

## **ACCOUNTING I**

Accounting I is a one-year course which covers the accounting cycle beginning with the opening entry in the journal, posting to the ledger, preparing a trial balance, a worksheet, and financial reports or statements of a business. A practical project using actual business forms to reinforce concepts of the accounting cycle and procedures is also used. Business students may qualify for college credit at Baker College under the UCS-Baker College articulation agreement or Macomb Community College under the UCS-MCC articulation agreement.

## **ACCOUNTING II (Computerized Accounting)**

Accounting II is a course designed for students who intend to pursue a career in business. The 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 UCS-Baker

College Articulation Agreement or Macomb Community College under the UCS-MCC articulation agreement.

## **MARKETING I and II**

All occupations are related to marketing. The marketing class includes many “hands-on” activities in the exploration of the following marketing functions: Selling Economics Communication Skills Promotion Functions and Foundations Career Portfolios Marketing helps prepare one for immediate entry into the world of work. Marketing is a basis for further education beyond high school. DECA, Association of Marketing students is offered as an extra curricular activity. Marketing students may qualify for college credit at Baker College under the UCS-Baker College Articulation Agreement. **MARKETING II** Marketing II is an upper level marketing course that will prepare you for the collegiate level: Product Service Management Marketing Research Promotion Advertising Marketing Functions and Foundations Professional Career Skills After studying these topics, the students will choose a business that interests them and take the necessary steps of preparing a business plan. Students will also explore different career opportunities and college programs available in the business field through the use of guest speakers. Management students may qualify for college credit at Baker College under the UCS-Baker College Articulation Agreement.

## **RETAIL STORE OPERATION**

This co-educational course is designed to give the student training in basic store operations through actual work experience in the student-operated store. Areas of study include display and merchandising, operating a cash register, inventory control, proper sales procedures, stocking and buying goods. Students are enrolled based on a written application, a personal interview, and the store director's approval. The student must also enroll in Marketing I, Marketing II, or Entrepreneurship. Business students may qualify for college credit at Baker College under the UCS-Baker College Articulation Agreement.

## **ENTREPRENEURSHIP**

This program presents entrepreneurship as a career path by providing students with the information and skills they need to start a small business. Students will also benefit in the appreciation for the realities of business ownership and understanding their role as consumers. Students will learn the nature and risks of entrepreneurship and what it takes to be a successful entrepreneur. They will create a business plan, set personal goals, and understand the communication skills necessary to operate a business. Students will have the opportunity to compete in a DECA event using the business plan they created. Students will have the opportunity to take School Store Operations for the hands on school based enterprise experience.

## **MS OFFICE (MCAS)**

MS Office (Microsoft Office User Specialist) is a full-year, project-based course that provides in-depth experience in the use of computers using Microsoft Office 2007.

This course utilizes and integrates word processing, spreadsheet, database and presentation applications. This course is designed to prepare students for Microsoft Certified Application Specialist Certification (MCAS Certification). Students will have the opportunity to test on each application (Word, Excel, Access, and PowerPoint) in order to achieve certification. This certification qualifies for articulated college credit with many colleges and universities nationwide.

## **WEB SITE DEVELOPMENT I (VPAA) (OLE) (SMR)**

This is a hands-on, project-oriented class. Students will have the opportunity to explore the use of web pages, create their own web pages using a variety of tools, prepare a web page for a client, and earn industry-recognized CIW Site Development Associate certification. Students will develop real world technological skills while engaging in problem solving and higher-level thinking. Business students may qualify for college credit at Baker College under the UCS-Baker College articulation agreement or Macomb Community College under the UCS-MCC articulation agreement. Programs used: HTML, Dreamweaver, Fireworks. CIW Certification: Site Development Associate Articulated College Credit: Baker College, Macomb Community College

## **WEB SITE DEVELOPMENT II (VPAA) (OLE) (SMR)**

This project-based course will provide a comprehensive look at the business side of web page design, while preparing students for industry-recognized CIW Internet Business Associate and CIW Site Design Specialist certifications. Students will utilize the technical skills acquired in Web Page Development I to improve their high school web page, as well as many other sites. Additional advanced topics in Dreamweaver, Flash, Fireworks and Photoshop will be explored. Emphasis will be placed on meeting customer needs, assessing end-user needs, effective design techniques, search engine strategies, and e-commerce strategies. In addition to working on the school web page, students will work in web design teams to develop web pages for school stakeholders and/or community businesses. Business students may qualify for college credit at Baker College under the UCS-Baker College articulation agreement or Macomb Community College under the UCS-MCC articulation agreement. CIW Industry Certifications: Internet Business Associate and Site Design Specialist Articulated College Credit: Baker College, Macomb Community College

## **COMPUTER NETWORKING AND REPAIR I**

This program teaches students to design, build and maintain computer networks. The curriculum covers a broad range of topics, from basic networking skills such as pulling cable to more complex concepts. The first semester students focus on OSI model, industry standards, network topologies, networking components and network design. Second semester students learn about router configurations, and routed and routing protocols. The majority of this course is delivered using online curriculum content