

# CAREER & TECHNICAL

## COMPUTER TECHNOLOGY (10-12) .50

Prerequisite: Word Processing Basics

The student **MUST** know how to type (25-30 wpm) before taking this class. This is an introduction to computer application software that encompasses **Microsoft Word, Excel, and Powerpoint**. An understanding of ethics and use of operating systems, internet, and e-mail is included. This class is very similar to intro computer classes at various colleges. Skills gained will be demonstrated by creating a project for a different content area.

## WORD PROCESSING BASIC (10-12) .50

This one-semester course provides skills in developing the students' keyboarding skills. This is a **beginning** class that focuses on learning the keyboard and developing speed and accuracy. The student will learn to format letters, reports, and tables using Microsoft Word. This course is essential for college and entry level employment.

## WORD PROCESSING I (10-12) .50

Prerequisite: Word Processing Basics.

This one-semester course offers students a comprehensive hands-on introduction to Microsoft Word 2000. This course is very similar to intro computer classes at various colleges. Students **MUST** know how to type (25-30 wpm). Students will learn to edit and format documents, work with tables, add graphics, merge documents, and much more. Proofreading, document compositions, and communication competencies are included. Keyboarding speed and accuracy is emphasized.

## ACCOUNTING (11-12) 1.00

This course will help the student gain entry-level skills in the workplace. Accounting is the backbone of any business. Students will develop an understanding of principles and procedures for handling cash, recording journals, posting to ledgers, preparing financial reports, and preparing payroll. Some applications of accounting principles will be learned on the computer. *COLLEGE CREDIT IS AVAILABLE.*

## ACCOUNTING II (12) 1.00

Prerequisite: Accounting I

This course will provide a more in depth study of accounting for students who have had Accounting I. The student will work with accounting programs on the personal computer and working papers to do accounts receivable, accounts payable, general ledger, payroll, inventory, and financial reports. It includes accounting functions using the spread sheet. *COLLEGE CREDIT IS AVAILABLE.*

## BUSINESS MANAGEMENT (10-12) .50

This course is designed for students interested in owning their own business, becoming an effective manager, or just learning more about business to include entry-level management in business, problem-solving, and decision making tools and activities. The course will also provide a general overview of management and an overview to planning, organizing, and motivating people.

## BUSINESS LAW (10-12) .50

This course is designed to provide students with an understanding of how our law system directly effects them. Students will learn how to apply the law to problems of the individual as a citizen, consumer, and employee. The course will be based on class discussion and student participation. Guest speakers, field trips, and other activities will provide the student with knowledge regarding the court system, legal contracts, and personal responsibility.

## MARKETING (10-12) .50

What is the world marketing to you, and how are you marketing yourself to the world? The following skill standards will prepare the student in Marketing: marketing and business fundamentals, selling, financing, product/service planning, information management, purchasing, distribution, pricing promotion, risk management, career development, economics, communications, human relations, marketing math and marketing operations. **ANY CAREER YOU CHOOSE WILL HAVE SOMETHING TO DO WITH MARKETING, BE PREPARED!!!**

## INTRODUCTION TO REAL ESTATE (10-12) .50

What is the biggest industry in St. George, REAL ESTATE, If you want to a part of this money making industry take REAL ESTATE. If you ever plan on buying a home you will need to have this knowledge to get the best deal you can and understand the laws. Students will learn about careers in the real estate field, such as appraisers, sales agents, developers, managers, and contractors. Includes exciting activities and field trips, such as the **Parade of Homes!**

## FASHION STRATEGIES (10-12) .50

Students will learn to apply the elements and principles of design. Students are color-coded to show the color palate/season that is flattering for them. Students will evaluate and learn how to choose styles that will flatter both their face shape and figure type/shape. Basic skin care, nutrition, and hair care are also taught. Past, present, and future fashions are discussed. Students will learn the parts of a garment and textiles. A personal fashion portfolio is assembled.

**CLOTHING I (10-12) .50**

This course will focus on the basics of clothing construction. A technique/sample book will be assembled, to remind students of basic sewing methods which include: seams, seam allowances, pattern layout, pattern basics, fabrics, and textiles. Basic projects will be completed to demonstrate knowledge further. Fee is required (\$ 10).

**CLOTHING II (10-12) .50**

Prerequisite: Clothing & Textiles I or sport sewing. This course provides additional advanced sewing techniques. Advanced projects will be completed. Quilting blocks and quilting techniques are taught. Fee is required (\$10).

**SPORTS SEWING (10-12) .50**

The course emphasis is on outdoor clothing such as a duffel bags, shorts, sweats/pajama pants, sweatshirts, vests, and jackets. Students will learn basic techniques such as seams, seam allowances, casings, elastic use, surging, double needles, zippers, buttons, and button holes, ect. Students will also learn to select the right fabric blend for each project. This course is especially valuable to BOYS and girls, who wish to construct basic outdoor clothing. Fee is required (\$10).

**FOOD & NUTRITION I (10-12) .50**

This course will teach the principles of nutrition in depth. Students will learn the following basics: the food guide pyramid, the individual food groups, the basic nutrients, and the dietary guidelines for Americans. Students will prepare healthy dishes in the laboratory, while learning how to select and prepare healthy food. They will set goals related to eating right and exercise. Students will also participate in recreational physical fitness activities to emphasize total body health. YOU ARE WHAT YOU EAT! EAT HEALTHY, BE HEALTHY! Fee is required (\$ 15) .

**FOOD & NUTRITION II (10-12) .50**

This course is designed to teach about the importance of food across the life cycle. Students will participate in hands-on laboratory experiences to learn the basics of food preparation. The recipe basics that are taught include: muffins, cakes, cookies, main dishes, meats, soups, salads, sauces, gravies, puddings, pies, pastries, and breads. Students will learn the following concepts: small and large equipment, measuring accurately and equivalents, cooking terms, food safety, kitchen safety, basic nutrition, smart consumerism, food evaluation, table setting, and proper etiquette. Fee is required (\$10).

**FOOD SERVICE/CUL. ARTS/CATERING (12) 1.00**

Prerequisite: Food and Nutrition II( Foods for Life) Students will prepare gourmet and cultural foods from around the world. They will learn the art of seasoning foods through the use of herbs and spices. They will learn the art of garnishing food and evaluating food. The students will cater one formal event each month to practice meal management, and both aesthetic and palate appeal. A full-year course. A Utah State Food handler's Permit is obtained. Fee is required (\$30).

**ADULT ROLES & RESPONSIBILITY (11-12) .50**

"This class rocks!" Is a typical response when asked about this class. Students learn coping and healthy strategies in the following areas: self-esteem and goals,; decision-making and consequences; stress, time, money, and resource management; communication; dating and engagement; marriage and parenting. Students learn mostly about themselves, and set goals that they want for their future adult life. Healthy lifestyles and healthy decision making skills are learned.

**CHILD DEVELOPMENT (11-12) .50**

This course is designed to help students work with and care for children. Emphasis will be placed on the physical, cognitive, and emotional growth and development or children from conception to adolescence. There will be hands-on experiences in working with preschool age children.

**INTERIOR DESIGN (11-12) .50**

This course gives students the basic tools for creating and decorating interior spaces. The following topics that are addressed include: the elements of design (\*color schemes and \*line arrangements), the principles of design to create harmony, textiles and weaves, furniture arrangement, interior and exterior lighting, windows, and window coverings, wall coverings, and floor coverings. Students will create an Interior Design portfolio with examples of the concepts taught. The final project is to design one room of a home using as presentation board. Fee required (\$5)

**ADVANCED INTERIOR DESIGN (11-12) .50**

Prerequisite: Interior Design This course is an in-depth study of accessories; wall, floor, and window coverings; window styles; textiles, weaves, prints, dyes, and finishes; furniture construction; furniture history, and furniture styles; and architectural history and styles. Several home tours are scheduled to teach students how to evaluate architectural styles and also how to evaluate floor plans and the functional ability of living spaces. Students will also learn how to restore and preserve furniture. Students will create an Advanced Interior Design Portfolio of their work/learning. Fee is required \$10