

# CAREER & TECHNICAL EDUCATION



## *Course Description*



# CTEs

- Principles of Health Science
- Accounting I
- Accounting II
- Principles of Business, Marketing, and Finance
- Legal Environment of Business
- Human Resources Principles



- Introduction to Business & Technology
- Principles of Information Technology
- Information Technology Application
- Computer Applications
- Business Applications

# PRINCIPLES OF HEALTH SCIENCE

*Principles of Health Science provides knowledge and skills students need for careers in health care. Students explore the services, structure, and professions of the health care system and get guidance on choosing a specific career path in health services, including career paths in emergency medicine, nutrition, and alternative medicine.*

*Students focus on day-to-day skills and expectations for health professionals, which include promoting wellness, maintaining a safe environment, creating medical records, and practicing good communication, collaboration, and leadership. In addition, students will expand their understanding of health and safety systems, how to address emergency situations, and deal with infection control issues. Students will also explore topics in medical science, terminology, procedures, and regulations – including an overview of physiology and medical measurements.*

*Using real-life scenarios and application-driven activities, students learn the responsibilities and challenges of being health care professionals and deepen their knowledge of various career options. In addition to building their understanding of technical concepts and skills, students evaluate the qualifications required for specific careers and develop personal career plans to pursue work in the health care industry and extend their knowledge of oral and written communication in health science.*

*Principles of Health Science is a full-year Career and Technical Education course for programs of study in health sciences. This course is built to state and national standards.*



# ACCOUNTING I

*Accounting I examines how to make decisions about planning, organizing, and allocating resources using accounting procedures. Throughout the course, students focus on double-entry accounting; methods and principles of recording business transactions; the preparation of various documents used in recording revenues, expenses, assets, and liabilities; and the preparation of financial statements.*

*This course allows students to explore careers in accounting while learning skills applicable to any professional setting. Students will engage in project-based activities such as analyzing financial statements; implementing the accounts payable and accounts receivable process; and determining payroll expenses and taxes. Active learning ensures that students continually focus on the technical and interpersonal skills necessary to prepare them for workplace. In addition, students will evaluate the roles and qualifications required for specific accounting careers so they can identify opportunities of interest to them.*

*Accounting I is a full-year intermediate Career and Technical Education course applicable to programs of study in the Finance or Business Management and Administration career clusters. This course is built to state and national CTE standards. Students who successfully complete the course will be prepared to pursue certifications such as Associate in Regulation and Compliance, Certified Management Accountant, or Certified Quality Auditor.*



# ACCOUNTING II

Accounting II builds on the foundation acquired in Accounting I, allowing students to extend their skills and knowledge in the subject. The course focuses on various managerial, financial, and operational accounting activities that require the formulation, interpretation, and communication of financial information for use in management decision making. Students will use equations, graphical representations, accounting tools, spreadsheet software, and accounting systems in real-world situations to maintain, monitor, control, and plan the use of financial resources.

This course allows students to explore careers in accounting while learning financial skills applicable to any professional setting. Students engage in project-based activities such as analyzing financial statements, implementing the accounts payable and accounts receivable process, and determining payroll expenses and taxes. Active learning ensures that students continually focus on the technical and interpersonal skills necessary to prepare them for workplace. In addition, students evaluate the roles and qualifications required for specific accounting careers, so they can identify opportunities that interest them.

Accounting II is a full-year advanced Career and Technical Education course applicable to programs of study in the Finance or Business Management and Administration career clusters. This course is built to state and national CTE standards. Students who successfully complete the course will be prepared to pursue certifications such as Associate in Regulation and Compliance, Certified Management Accountant, or Certified Quality Auditor.



# PRINCIPLES OF BUSINESS, MARKETING, AND FINANCE

*Principles of Business, Marketing, and Finance provides the knowledge and skills students need for careers in business and marketing. Students begin exploring roles and functions that business and marketing play in a global society, develop an understanding of the market place, as well as understanding product placement and promotion.*

*Students analyze the impact of government, legal systems, and organized labor on business; develop an understanding of business communications and management; and explore legal, ethical, and financial issues in business and marketing. Furthermore, students delve into basic economic concepts including personal finance, economic systems, cost-profit relationships, and economic indicators and trends.*

*Using hands-on activities, students reinforce, apply and transfer academic knowledge and skills to a variety of interesting and relevant real-world inspired scenarios. This course focuses on developing knowledge and skills around marketing, pricing, distribution and management, while also focusing on economics and interpersonal skills. This course also addresses exploring career options in business and marketing as well as securing and keeping a job.*

*Principles of Business, Marketing, and Finance is a full-year Career and Technical course for programs of study in Business Administration and Management. This course is built to state and national standards.*



# LEGAL ENVIRONMENT OF BUSINESS

*Legal Environment of Business examines the role of the law on all aspects of business ownership and management. Throughout the course, students focus on legal ethics, court procedures, torts, contracts, consumer law, property law, employment law, environmental law, and international law. Students also explore the impact of laws, regulations, and judicial decisions on society at large.*

*This course allows students to explore careers in business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will prepare legal documents, create a compliance plan, and research consumer protection issues. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities of interest to them.*

*Legal Environment of Business is a full-year intermediate or capstone Career and Technical Education course applicable to programs of study in the Business, Management and Administration career cluster. This course is built to state and national standards. Students who successfully complete the course will be prepared to pursue certifications such as Accredited Legal Professional, Certified Administrative Manager, or Certified Associate in Project Management®.*



# HUMAN RESOURCES PRINCIPLES

*Human Resources Principles examines the main functions of human resources management, including planning, recruitment, selection, training, development, compensation, and evaluation. In so doing, the course provides students with the tools to hire, manage, and fire employees. Students will also explore the unique role of human resources in the larger organization.*

*This course allows students to explore careers in business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create a recruiting plan, develop a strategy to promote a positive organizational culture, and analyze the impact of globalization on the human resources. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities of interest to them.*

*Human Resources Principles is a full-year intermediate or capstone Career and Technical Education course applicable to programs of study in the Business, Management and Administration career cluster. This course is built to state and national standards. Students who successfully complete the course will be prepared to pursue certifications such as Associate Professional in Human Resources™, Certified Administrative Manager, or Certified Associate in Project Management (CAPM)®.*



# INTRODUCTION TO BUSINESS & TECHNOLOGY

*Introduction to Business and Technology provides the foundational knowledge and skills students need for careers in business and technology. Throughout the course, students gain a knowledge of business principles and communication skills, an understanding of the impact of financial and marketing decisions, and proficiency in the technologies required by business. Students will also learn the essentials of working in a business environment, managing a business, and owning a business.*

*This course allows students to explore careers in business and information technology while learning skills applicable to any professional setting. Through a variety of hands-on activities, students will engage with word processing, presentation, and spreadsheet software and explore operating systems, networking, and the Internet. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities of interest to them.*

*Introduction to Business and Technology is a full-year introductory Career and Technical Education course applicable to programs of study in the Business, Management and Administration and Information Technology career clusters, as well as other career clusters. This course is built to state and national standards. Students who successfully complete the course will be prepared to pursue certifications such as Microsoft® Office Specialist certifications in Microsoft Word, Microsoft Excel and Microsoft Access, as well as IC3 certification.*



# PRINCIPLES OF INFORMATION TECHNOLOGY

*Principles of Information Technology prepares students to succeed in the workplace. Students begin by establishing an awareness of the roles essential to an organization's success, and then work to develop an understanding of professional communications and leadership skills. In doing so, students gain proficiency with word processing, email, and presentation management software. Students will also be able to demonstrate digital literacy through basic study of computer hardware, operating systems, networking, the Internet, web publishing, spreadsheets and database software.*

*This course allows students to explore careers in information technology and business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create, analyze, and critique reports, letters, project plans, presentations, and other professional communications. Students will learn what to expect in the field of Information Technology and begin exploring career options in the field. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.*



# PRINCIPLES OF INFORMATION TECHNOLOGY *cont....*

*Principles of Information Technology is a full-year introductory Career and Technical Education course applicable to programs of study in business, management, and administration; information technology; and other career clusters. This course is built to state and national standards. Students who successfully complete the course will be prepared to pursue the Microsoft® Office Specialist certifications in Microsoft Word, Microsoft Excel and Microsoft Access\*, as well as IC3 certification.*

*\*Microsoft is a registered trademark of Microsoft Corporation in the United States and/or other countries.*



# INFORMATION TECHNOLOGY APPLICATIONS

*Information Technology Applications prepares students to work in the field of Information Technology. Students will be able to demonstrate digital literacy through basic study of computer hardware, operating systems, networking, the Internet, web publishing, spreadsheets and database software. Through a series of hand-on activities, students will learn what to expect in the field of Information Technology and begin exploring career options in the field.*

*Information Technology Applications is an introductory level Career and Technical Education course applicable to programs of study in information technology as well as other career clusters. This course is built to state and national standards. Students who successfully complete the course will be prepared to pursue the Microsoft® Office Specialist certifications in Microsoft Word, Microsoft Excel and Microsoft Access, as well as IC3 certification.*



# COMPUTER APPLICATIONS

*Computer Applications provides an introduction to software applications that prepares students to succeed in the workplace and beyond. Students will develop an understanding of professional communications and leadership skills while gaining proficiency with word processing, email, and presentation management software. Students will also be able to demonstrate digital literacy through basic study web publishing and design, spreadsheets and database software.*

*This course allows students to explore careers in the fields of business and information technology while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create, analyze, and critique reports, letters, project plans, presentations, and other professional communications. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.*

*Computer Applications is an introductory level Career and Technical Education course applicable to programs of study in Business Management and Administration, Information Technology, and other career clusters. This course is built to state and national standards.*



# BUSINESS APPLICATIONS

*Business Applications prepares students to succeed in the workplace. Students begin by establishing an awareness of the roles essential to an organization's success, and then work to develop an understanding of professional communications and leadership skills. In doing so, students gain proficiency with word processing, email, and presentation management software.*

*This course allows students to explore careers in business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create, analyze, and critique reports, letters, project plans, presentations, and other professional communications. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities that are of interest to them.*

*Business Applications is an introductory level Career and Technical Education course applicable to programs of study in business, management, and administration; information technology; and other career clusters. This course is built to state and national standards. Students who successfully complete the course can go on to obtain the Microsoft® Office Specialist: Microsoft® Office Word certification.\**

*\*Microsoft is a registered trademark of Microsoft Corporation in the United States and/or other countries.*