









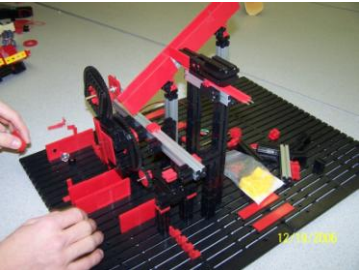


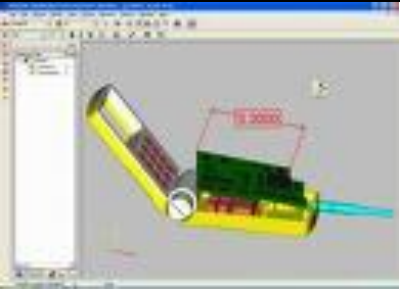

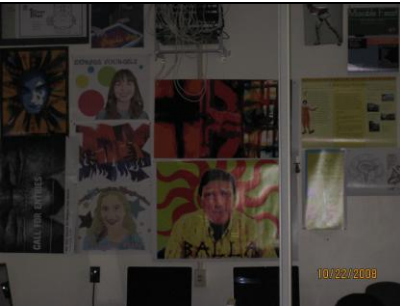
Business & Applied Technology CONDENSED Course Offerings FOR FRESHMEN

| <u>BUSINESS</u> Class Name..... | <u>AREA</u> Current Teacher..... | Picture..... | Condensed Summary & Highlights..... |
|------------------------------------|-------------------------------------|--|--|
| COMPUTER APPS I | Carol Yoder Kevin Schafer |  | <ul style="list-style-type: none"> ✚ Designed for both the student who can type using the correct finger reaches and for the student with no exposure to correct typing technique. ✚ First quarter is devoted to developing good typing skills without looking at the fingers with emphasis on speed and accuracy through interesting and colorful keyboarding software programs. Students become far more proficient using Microsoft Word. ✚ Second quarter works with learning to correctly format memos, letters and envelopes, reports for school, and tables of all types. Students continue to develop speed and accuracy using a variety of skill building software. ✚ At semester end, the student is able to produce outstanding schoolwork and has a marketable skill for future employment. |
| COMPUTER APPS II | Carol Yoder Rich Gordon |  | <ul style="list-style-type: none"> ✚ Computer Apps I is a prerequisite. ✚ Students work with Microsoft Word (word processing), Excel (spreadsheet), Access (database), PowerPoint (presentation), Publisher (desktop publishing), and Photostory software programs. ✚ Students are able to work independently and creatively to develop a usable skill in the above programs. ✚ Working knowledge of these programs will enhance their schoolwork and further their marketability for employment. |

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| <p>INTRODUCTION TO BUSINESS 1</p> | <p>Rich Gordon Suzanne McDowell Lina Wombacher</p> |  | <ul style="list-style-type: none"> ✚ Satisfies the Illinois requirement for Consumer Education ✚ Emphasis is on the consumer and how to be a better consumer. ✚ Introduces students to the concepts and skills required for success in today's business climate ✚ Provides an overview of economic decisions and systems, business organization, and business careers. ✚ Learn how to manage a checking account, buy car insurance, use a credit card ✚ Learn how to invest in the Stock Market. ✚ Use of computers in class is encouraged. |
| <p>INTRODUCTION TO BUSINESS 2</p> | <p>Rich Gordon Suzanne McDowell Lina Wombacher</p> |  | <ul style="list-style-type: none"> ✚ Emphasis is on the business. ✚ Learn how to manage and own a business. ✚ Students are exposed to the social responsibility of business and government ✚ Human resources, business culture and diversity are discussed throughout the course ✚ Business activities such as marketing, financial management, production, business operations, and risk management are investigated ✚ Students participate in several projects which emphasize critical thinking and teamwork. |
| <p>WECEP</p> | <p>Lina Wombacher</p> |  | <ul style="list-style-type: none"> ✚ Incentive: Consumer Education Credit and work credit ✚ School-to-work program for 14/15 year olds ✚ HS credit for work experience and classroom instruction ✚ Helps the student with work ethics, managing their paycheck, banking, credit, budgeting, insurance, car buying, tax return, entrepreneur, and career awareness. ✚ We Earn as We Learn! |

| <u>FAMILY &</u> Class Name..... | <u>CONSUMER</u> Current Teacher..... | <u>SCIENCE AREA</u> Picture..... | Condensed Summary & Highlights..... |
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| INTRODUCTION TO FAMILY & CONSUMER SCIENCE | Annmarie Steffen |  | <ul style="list-style-type: none"> + Take it as a semester or whole year. + 1st quarter - Family Living + 2nd - Foods (we cook about once a week) + 3rd - Child Development + 4th - Sewing |
| FASHION | Annmarie Steffen |  | <ul style="list-style-type: none"> + Make a quilt + Design a store + Make outfit for the store + Written reports on designers + Recycled project + Community sewing project. |
| PARENTING | Shawn Hoeft |  | <ul style="list-style-type: none"> + No Prerequisite. + Class covers various aspects of being a parent and caring for children such as discipline, pregnancy, safety, providing a stimulating environment for learning, and the functions of the family structure. + Students interested in a career in teaching, coaching, child care, nursing, social work should enroll in this course. |
| FOODS & FOODS & NUTRITION | Lynn Turnis |  | <ul style="list-style-type: none"> + This is a two semester course. Both semesters DO NOT have to be taken the same year. However, the first semester MUST BE taken before the second semester.* + <u>First Semester Topics:</u> Measurement and equipment, Food Safety, Basic Nutrition Facts, Microwave Cookery, Principles of Baking, Cookies, and Breads. <u>Second Semester Topics:</u> Food Guide Pyramid and a unit on each food group-- Meats, Eggs, Fruits and Vegetables, Dairy, Pasta and Cereals, Regional American Foods |

| INDUSTRIAL Class Name..... | TECHNOLOGY Current Teacher..... | AREA Picture..... | Condensed Summary & Highlights..... |
|--------------------------------------|---|--|---|
| ENERGY AND POWER | Ben Ambler & Lonny Miller | Solar Cars...  | <ul style="list-style-type: none"> ✚ Hands-on activities: solar powered car, mousetrap powered car, paper gliders, compressed air powered car are some of the projects. ✚ Learn about: sources of energy, alternative energy, how energy is used, careers in energy ✚ No prerequisite: helps if student has some experience with Word, Excel, and PowerPoint and likes to work with your hands. Most of the lessons are in Moodle. |
| PRINCIPLES OF ENGINEERING | Ben Ambler | A marble sorter...  | <ul style="list-style-type: none"> ✚ Is the student interested in how things work, enjoys math and science, likes design and problem solving? ✚ Prerequisite: Algebra I or higher or currently enrolled in Algebra I ✚ Overview of basic engineering fields. ✚ Introduction to engineering statics and dynamics. Team Project oriented. Projects are designed to assist in understanding concepts. ✚ Anyone considering engineering or engineering technology in college should take this class. |

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| <p>INTRODUCTION TO ENGINEERING AND DESIGN</p> | <p>Mark Anderson</p> |  | <ul style="list-style-type: none"> + You will work in teams to find engineering solutions + You will work in teams to create projects + You will get to use professional 3D software + You will investigate how things work + You will leave with skills you can use in more engineering courses |
| <p>BASIC MATERIALS TECH</p> | <p>Lonny Miller</p> |  | <ul style="list-style-type: none"> + No prerequisite. + A lot of hands-on experience. + Explore career areas in Drafting, Metalworking, Graphic Arts, Construction, Electricity & Computers, and Small Engines & Automotive. |
| <p>GRAPHIC COMMUNICATIONS</p> | <p>Ken Cowdery</p> |  | <ul style="list-style-type: none"> + Students will develop skills designing a wide variety of forms, ads, newspapers, newsletters, and logos. + Additional activities will include using the internet for research and graphic presentations. |