

Business and Computer Technology

Business

Accounting I—Computerized

10TH, 11TH, 12TH GRADE **1 YEAR, 1 CREDIT**
 This course provides students with the basic principles necessary for planning, controlling, analyzing, and interpreting financial records as they relate to business. Instruction integrates both manual and computerized accounting systems. Students learn concepts necessary for success in college accounting as well as entry-level work related skills.

Accounting II—Computerized

11TH, 12TH GRADE **1 YEAR, 1 CREDIT**
PREREQUISITE: **COMPUTERIZED ACCOUNTING I**
 Students enrolled in Accounting II gain further entry-level skills in the accounting profession and/or develop a foundation for college study. Partnership as well as departmental, corporate and cost accounting systems are components of the course. Emphasis is given to the computerized/automated functions of accounting.

Management

11TH, 12TH GRADE **1 YEAR, 1 CREDIT**
PREREQUISITE: **ACCOUNTING I OR CONCURRENTLY ENROLLED**
 Management is a course that assists the student in understanding basic management functions. Students study the management process, decision making, environmental factors, basic ethics, and social responsibility. Planning, organizing, leading, and controlling are emphasized as well as basic concepts of staffing, leadership, communications, entrepreneurship, and international management.

Principles of Banking

11TH, 12TH GRADE **1 YEAR, 1 CREDIT**
 Principles of Banking is designed to help students become more productive citizens by learning how the payment, credit, and deposit functions of banks operate.

Computer Technology

Computer Applications I

10TH, 11TH, 12TH GRADE **1 SEMESTER, ½ CREDIT**
PREREQUISITE: **KEYBOARDING**
 Computer Applications I is a semester course designed to provide students with the fundamental computer skills necessary to do well in high school and in virtually all jobs today. In the area of word processing, students will learn the fundamental skills necessary to create and edit the most widely used documents and use the most commonly used features of a word processor, such as bullets, numbered lists, borders; shading,; and fonts. The fundamentals in use of scanners, graphics and WordArt are applied to documents. Internet searching skills and citing Internet sources are stressed. In the area of spreadsheets, students will be expected to create and edit simple spreadsheets using basic formulas and functions, and create a simple graph or chart. Microsoft Publisher is introduced.

Computer Applications II

10TH, 11TH, 12TH GRADE **1 SEMESTER, ½ CREDIT**
PREREQUISITE: **KEYBOARDING AND CA I**
 Computer Applications II is a semester course designed to provide students with the intermediate computer skills necessary to do well in high school and in virtually all jobs today. Students will learn techniques that will allow them to create fairly complex word processing and spreadsheet documents. They will continue to learn Internet research skills. They will create a web-page in Word. In addition, students will continue to develop their PowerPoint skills.

Computer Applications III

10TH, 11TH, 12TH GRADE **1 SEMESTER, ½ CREDIT**
PREREQUISITE: **KEYBOARDING, CA I, AND CA II**
 Computer Applications III is a semester course designed to provide students with the computer skills necessary to do well in college and skills needed in most jobs today. Students will learn techniques that will allow them to create simple to intermediate desktop publishing documents; create, access and edit databases; use email efficiently and ethically; create advanced electronic presentations; and create web pages using web-page design software. They will continue to improve their Internet research skills.

Desktop Publishing I

10TH, 11TH, 12TH GRADE **1 SEMESTER, ½ CREDIT**
PRE OR CO REQUISITE: **CA II**
 Desktop Publishing I is a one semester course designed to meet the needs of the creative computer student. In Desktop Publishing I, students will use InDesign and Microsoft Publisher to create, edit, and print professional looking documents that include text and graphics. Students will participate in extensive hands-on experiences using appropriate design principles; page layout, design, editing and final productions are emphasized. Students will learn the vocabulary used in publishing as well as create several publications such as flyers, brochures, business cards, letterheads, pamphlets, forms, newsletters, and calendars.

Desktop Publishing II

10TH, 11TH, 12TH GRADE **1 SEMESTER, ½ CREDIT**
PREREQUISITE: **DTP I**
 Desktop Publishing II is a one semester course. In Desktop Publishing II, students will use InDesign, Microsoft Publisher, and PowerPoint to create publications, and presentations. Students will be expected to apply skills they have been taught in DTP I to create graphical images and apply images and text in several formats. Students will expand on their creations from DTP I in addition to creating at least two personalized projects.

Multimedia Applications I

11TH, 12TH GRADE

1 SEMESTER, ½ CREDIT

PREREQUISITES:

COMPUTER APPLICATIONS I & II

In Multimedia Applications I, students will study the fundamentals (graphics, audio, text, animation and video) of multimedia production and multimedia applications in business. Students will learn about the nature and scope of multimedia in today's world, data compression, and editing photos as well as using presentation software. Students will participate in such hands-on activities as creating radio commercials, creating web pages, ripping music and burning CD's, creating photo stories, editing videos, building applications with authoring tools, and imple-

menting multimedia in presentations. A multimedia development project, or media portfolio, is required as a major project.

Multimedia Applications II

11TH, 12TH GRADE

1 SEMESTER, ½ CREDIT

PREREQUISITES:

MULTIMEDIA I

Multimedia Applications II is a continuation of Multimedia Applications I. Students work exclusively on project-oriented curriculum. Projects include morphing assignments, webpage projects, video editing and video production. The Senior Slide Show is created in this class.

Vocational Programs of Study/Career Majors

Marion High School students may elect to study a wide variety of vocational courses which are governed by the Arkansas Department of WorkForce Education. A total of eight elective credits are needed to meet the 24 credit graduation requirement.

A student can be a completer earning a gold seal on their diploma. A program of study emphasizes a career major, by (1) successfully completing three units of credit in a program of study area by passing the required courses, and (2) graduating from Marion High School. These programs of study are sequential and could prepare the student for immediate employment upon graduation.

Program of Study	Pathway	Career Focus Electives
Business / Marketing Technology Business, Management, & Administration	Finance	Computer Applications I, II Computerized Accounting I Computerized Accounting II
Business / Marketing Technology Business, Management, & Administration	Management	Computer Applications I, II Computerized Accounting I Business Management
Business / Marketing Technology Information Management	Desktop Publishing	Computer Applications I, II Desktop Publishing I, II Elective
Business / Marketing Technology Information Management	Multimedia	Computer Applications I, II Multimedia I, II Elective
Skilled and Technical Science Architecture & Construction	Construction Technology	Construction Technology Fundamentals Construction Technology I Construction Technology II
Skilled and Technical Science Health Science	Health Science Technology	Introduction to Medical Professions Medical Professionals I - Human Anatomy and Physiology - Medical Procedures - Medical Terminology
Family and Consumer Science Human Services	Family & Consumer Sciences Education	Family & Consumer Science <i>2 credits from the following:</i> Nutrition and Wellness (semester) Foods and Nutrition (semester) Clothing Management (semester) Personal and Family Finance (semester) Parenting (semester) Child Development (semester) Family Dynamics
Family and Consumer Science Education & Training	Education & Training	Child Development (semester) Orientation to Teaching Parenting (semester) Family & Consumer Science