

Business/Marketing/IT/Finance

ACCOUNTING 1 (FALL)

Offered: Semester Course. Accounting is the language of business. This course will provide you with a solid foundation for future study in accounting and provide you with the career and technical skills that contribute to success in entry-level jobs such as bookkeeper, bank teller, and payroll clerk. Students are provided with an understanding of basic accounting concepts and principles. They have an opportunity to learn about the work-flow of an accounting system, the basic methods of processing business data and financial activities of a sole proprietorship, service business. Computers are integrated into the course to allow real-world experiences of the accounting cycle.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: None

COREQUISITES: If you take the ACCOUNTING 1 (FALL), you must also take ACCOUNTING 2 (SPRING).

FEES: None

ACCOUNTING 2 (SPRING)

Offered: Semester Course. Students expand their skills by understanding the work-flow for a retail partnership. Computers are integrated into the course to allow real-world experiences of the accounting cycle. Students learn the necessary background for future study in accounting and are also provided with career and technical skills that contribute to success in entry-level jobs such as bookkeeper, office manager, and business owner.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: Accounting 1

COREQUISITES: If you take the ACCOUNTING 2 (SPRING), you must also take ACCOUNTING 1 (FALL).

FEES: None

AP COMPUTER SCIENCE (FALL)

Offered: Semester Course. This course follows the Advanced Placement curriculum issued by the College Board. AP Computer Science emphasizes object-oriented programming methodology with an emphasis on problem solving and algorithm development and is meant to be the equivalent of a

first-semester course in computer science. This course utilizes Java and C++ to develop and run a variety of programs. It also includes the study of data structures and abstraction.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: None

COREQUISITES: If you take the AP COMPUTER SCIENCE (FALL), you must also take AP COMPUTER SCIENCE (SPRING).

FEES: \$15.00

AP COMPUTER SCIENCE (SPRING)

Offered: Semester Course. This course follows the Advanced Placement curriculum issued by the College Board. AP Computer Science emphasizes object-oriented programming methodology with an emphasis on problem solving and algorithm development and is meant to be the equivalent of a first-semester course in computer science. This course utilizes Java and C++ to develop and run a variety of programs. It also includes the study of data structures and abstraction.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: None

COREQUISITES: If you take the AP COMPUTER SCIENCE (SPRING), you must also take AP COMPUTER SCIENCE (FALL).

FEES: \$15.00

COMPUTER APPS 1 (FALL)

(Word and PowerPoint Essentials) Offered: Semester Course. The goal of this course is to encourage college and career bound students to become digital-savvy beyond texting and instant messaging. Students will learn to touch-type using an online keyboarding program. Using Word, they will format, edit text; insert and edit graphics; work with tabs, bullets, columns, page breaks, headers/footers, and tables; and insert citations, manage sources and create bibliographies. Using presentation software, students will expand their knowledge in the areas of verbal and written communication, fundamentals of layout and design, and effective use of graphics as practiced in the workplace.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: None

COREQUISITES: If you take COMPUTER APPS 1 (FALL), you must also take COMPUTER APPS 2 (SPRING).

FEES: None

COMPUTER APPS 2 (SPRING)

(Excel and Access Essentials) Offered: Semester Course. Beginning-level course that covers Excel and Access, and is designed for students to acquire the skills necessary for entry-level employment or use during college. In Excel, students will be able to plan, create, edit, and format spreadsheets and charts; enter and edit simple and complex formulas; insert and edit function formulas; build and use logical functions, such as SUMIF, IF, AND, PMT and consolidating data; and understand relative and absolute cell references. In Access, students will be able to create relational databases, tables, primary keys; enter and edit data; use the Query Wizard and Query Design to manipulate data (sort, find, filter, apply AND/OR criteria); create and modify forms, including adding fields, controls, calculations, and images; and create and format reports, including layout, controls and mailing labels.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: Computer Apps 1.

COREQUISITES: If you take the COMPUTER APPS 2 (SPRING), you must also take COMPUTER APPS 1 (FALL).

FEES: None

COMPUTER NETWORKING 1 (FALL)

Offered: Semester Course. Computer Networking 1 is a skill-level course designed to provide students with the skills needed to setup, configure, test, troubleshoot, maintain, and administer a data network using various network operating systems such as Novell, Windows, and Linux. Instruction will include network planning decisions, such as choosing an appropriate network configuration, determining the performance level requirements considering the differences among operating systems, and recommending network interface cards and cabling. Students will also learn how to setup and manage file systems and resources, and network topologies, protocols, and system utilities to efficiently run software applications on a network. Students will learn to use basic operating system commands, install and configure networks, set up user accounts and rights, and establish user security and permissions.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: None

COREQUISITES: If you take the COMPUTER NETWORKING 1 (FALL), you must also take COMPUTER NETWORKING 2 (SPRING).

FEES: None

COMPUTER NETWORKING 2 (SPRING)

Offered: Semester Course. Computer Networking 2 is a skill-level course designed to provide students with the skills needed to setup, configure, test, troubleshoot, maintain, and administer a data network using various network operating systems such as Novell, Windows, and Linux. Instruction will include network planning decisions, such as choosing an appropriate network configuration, determining the performance level requirements considering the differences among operating systems, and recommending network interface cards and cabling. Students will also learn how to setup and manage file systems and resources, and network topologies, protocols, and system utilities to efficiently run software applications on a network. Students will learn to use basic operating system commands, install and configure networks, set up user accounts and rights, and establish user security and permissions.

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CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: Computer Networking 1

COREQUISITES: If you take the COMPUTER NETWORKING 2 (SPRING), you must also take COMPUTER NETWORKING 1 (FALL).

FEES: None

COMPUTER PROGRAMING/GAMING (FALL)

Offered: Semester Course. (1st Semester Only) Students will learn programming logic to develop applications and programs including **gaming**. Visual Basic Language is an object oriented language. Students will develop knowledge in designing, writing, testing, and running programs on the pc and smart phones.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: None

COREQUISITES: None

FEES: None

COMPUTER PROGRAMING/GAMING (SPRING)

Offered: Semester Course. (2nd Semester Only) Students will learn programming logic to develop applications and programs including **gaming**. Visual Basic Language is an object oriented language. Students will develop knowledge in designing, writing, testing, and running programs on the pc and smart phones.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12
PREREQUISITE: None
COREQUISITES: None
FEES: None

ENTREPRENEURSHIP (FALL)

Offered: Semester Course (1st Semester Only)

Students learn the skills needed to effectively organize, develop, create and manage their own business. Emphasis is placed on: characteristics, marketing, economics, managing resources, and finances. Additional skills developed include: creativity, initiative, problem solving, flexibility and adaptability. Students will develop written components of a business plan, work in cooperative learning teams and individually, research current business news, make oral presentations, and role-play business situations. This course will allow students to communicate effectively in the workplace, learn to work independently to plan, construct, and problem-solve a variety of business situations, and use technology to create professional documents.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12
PREREQUISITE: None
COREQUISITES: None
FEES: None

ENTREPRENEURSHIP (SPRING)

Offered: Semester Course (2nd Semester Only)

Students learn the skills needed to effectively organize, develop, create and manage their own business. Emphasis is placed on: characteristics, marketing, economics, managing resources, and finances. Additional skills developed include: creativity, initiative, problem solving, flexibility and adaptability. Students will develop written components of a business plan, work in cooperative learning teams and individually, research current business news, make oral presentations, and role-play business situations. This course will allow students to communicate effectively in the workplace, learn to work independently to plan, construct, and problem-solve a variety of business situations, and use technology to create professional documents.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12
PREREQUISITE: None
COREQUISITES: None
FEES: None

MARKETING (FALL)

Offered: Semester Course (1st Semester Only) Students will be exposed to Marketing through four main areas–Product, Price, Place, and Promotion. The four areas will be covered through a variety of ways–case studies, real-world experience, and applied marketing activities. Students will also come to recognize the potential job opportunities available in marketing as they gain an understanding of how products reach the consumer through the aid of marketing.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: None

COREQUISITES: None

FEES: None

MARKETING (SPRING)

Offered: Semester Course (2nd Semester Only) Students will be exposed to Marketing through four main areas–Product, Price, Place, and Promotion. The four areas will be covered through a variety of ways–case studies, real-world experience, and applied marketing activities. Students will also come to recognize the potential job opportunities available in marketing as they gain an understanding of how products reach the consumer through the aid of marketing.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: None

COREQUISITES: None

FEES: None

TECH SERVICE INTERNSHIP 1 (TSI) (FALL) (This course may be repeated for credit)

Offered: Semester Course. Tech Service Internship 1 (TSI) is a skill-level course designed to provide students with the skills needed to gain entry into a career in computer repair and networking/administrative support. This course provides knowledge and skills in the area of computer hardware, software, design and networking. Students will optimize the computer environment, and troubleshoot various problems.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 9-12

PREREQUISITE: None

COREQUISITES: None

FEES: None

TECH SERVICE INTERNSHIP 2 (TSI) (SPRING) (This course may be repeated for credit)

Offered: Semester Course. Tech Service Internship 2 (TSI) is a skill-level course designed to provide students with the skills needed to gain entry into a career in computer repair and networking/administrative support. This course provides knowledge and skills in the area of computer hardware, software, design and networking. Students will optimize the computer environment, and troubleshoot various problems.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 9-12

PREREQUISITE: None

COREQUISITES: None

FEES: None

WEB PAGE DESIGN 1 (FALL)

Offered Semester Course. Web Page Design 1 is an entry skill-level course designed to prepare students to plan, design, create and maintain web pages and sites. Students will learn the essentials of web page design using HTML coding and text editors. Students will work in a project-based environment to create working websites. Students will learn to create pages, add hyperlinks, make tables and frames, create forms, integrate images, and set styles. Students will use image-creating graphical headers, interactive menus and buttons, and visually appealing backgrounds. Students will use hardware and software to capture, edit, create, and compress audio and video clips.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: None

COREQUISITES: If you take the WEB PAGE DESIGN 1 (FALL), you must also take WEB PAGE DESIGN 2 (SPRING).

FEES: None

WEB PAGE DESIGN 2 (SPRING)

Offered Semester Course. Web Page Design 2 is an entry skill-level course designed to prepare students to plan, design, create and maintain web pages and sites. Students will learn the essentials of web page design using HTML coding and text editors. Students will work in a project-based environment to create working websites. Students will learn to create

pages, add hyperlinks, make tables and frames, create forms, integrate images, and set styles. Students will use image-creating graphical headers, interactive menus and buttons, and visually appealing backgrounds. Students will use hardware and software to capture, edit, create, and compress audio and video clips.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 10-12

PREREQUISITE: Web Page Design 1.

COREQUISITES: If you take the WEB PAGE DESIGN 2 (SPRING), you must also take WEB PAGE DESIGN 1 (FALL).

FEES: None

WEB PAGE DESIGN 3 (FALL)

Offered Semester Course. After learning html coding, students use Dreamweaver, which is a computer software for designing and maintaining web sites. The students will learn multi-media skills to combine Flash and Dreamweaver to make engaging and integrated web sites.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 11-12

PREREQUISITE: Web Page Design 1 and 2.

COREQUISITES: If you take the WEB PAGE DESIGN 3 (FALL), you must also take WEB PAGE DESIGN 4 (SPRING).

FEES: None

WEB PAGE DESIGN 4 (SPRING)

Offered Semester Course. After learning html coding, students use Dreamweaver, which is a computer software for designing and maintaining web sites. The students will learn multi-media skills to combine Flash and Dreamweaver to make engaging and integrated web sites.

DUAL CREDIT: MORTON COLLEGE CREDIT MAY APPLY.

CREDIT: 0.5 **TYPE:** Regular **GRADE:** 11-12

PREREQUISITE: Web Page Design 1, 2 and 3.

COREQUISITES: If you take the WEB PAGE DESIGN 4 (SPRING), you must also take WEB PAGE DESIGN 3 (FALL).

FEES: None