WEST CALDWELL TECH

AGRICULTURAL SCIENCE

An instructional program that focuses on agriculture and related sciences and that prepares individuals to apply specific knowledge, methods, and techniques to the management and performance of agricultural operations.

<u>Plant Science</u> - A general program that focuses on the scientific principles that underlie the breeding, cultivation, and production of agricultural plants, and the production, processing, and distribution of agricultural plant products. Includes instruction in the plant sciences, crop cultivation and production, and agricultural and food products processing.

Exploratory Horticulture 2639C Horticulture I 2604 Horticulture II 2605 Horticulture III 2606

BUILDING CONSTRUCTION TECHNOLOGY

A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; blueprint reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

> Exploratory Construction Technology 2641C Construction Technology I 2610 Construction Technology II 2611 Construction Technology III 2612

COMMUNICATION/AUDIO VIDEO TECHNOLOGY & COMMUNICATIONS

An instructional program that focuses on designing, producing, exhibiting, performing, writing, and publishing multimedia content including visual and performing arts and design, journalism, and entertainment services.

<u>Graphic Communication</u> - A program that generally prepares individuals to apply technical knowledge and skills in the manufacture and distribution or transmission of graphic communications products. Includes instruction in the prepress, press, and post press phases of production operations and processes such as offset lithography, flexography, gravure, letterpress, screen printing, foil stamping, digital imaging, and other reproduction methods.

Exploratory Graphic Arts 6050 Graphic Arts I 9001 Graphic Arts II 9002 Graphic Arts III 9003

<u>Music Technology</u> - A program that focuses on the creative aspects of the blending of music and technology; and that prepares individuals to apply technical knowledge and skills to the composition, recording, synthesis, and performance of music; audio-visual production; scoring for film and multimedia; and software and multimedia development. Includes instruction in music theory, music history, composition, acoustics, recording technology, computer composition, electronic music synthesis, technology-based performance, 3D sound and spatial audio, and music business and law.

Exploratory Performing Arts Workshop 6090C Performing Arts Workshop I 6506 Performing Arts Workshop II 6507 Performing Arts Workshop III 6508

BUSINESS MANAGEMENT & ADMINISTRATION

Instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.

<u>Administrative Assistant</u> – A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

<u>Accounting Technology</u> – A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

<u>Marketing</u> – A program that generally prepares individuals to undertake and manage the process of developing consumer audiences and moving products from producers to consumers. Includes instruction in buyer behavior and dynamics, principle of marketing research, demand analysis, cost-volume and profit relationships, pricing theory, marketing campaign and strategic planning, market segments, advertising methods, sales operations and management, consumer relations, retailing, and applications to specific products and markets.

Business Essentials BUS120 Business Organization & Management BUS422 E-Commerce BUS425 Entrepreneurship BUS326 Exploratory Business Tech 6071C Introduction to Marketing BUS220 Introduction to Accounting BUS221 Introduction to Economics BUS324 Professional Communications Strategies BUS426 Sports & Entertainment Marketing BUS325

HOSPITALITY & TOURISM

Instructional programs that prepare individuals to provide professional services related to food preparation and service.

<u>Culinary Arts/Chef Training</u> – A program that prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.

Adv. Baking CUL322 Adv. Pastries CUL423 Garde Manger CUL321 Entrepreneurship For Culinary CUL228 Inter. Cuisine CUL422 Intro To Restaurant Mgmt I CUL224 Intro To Restaurant Mgmt II CUL225 Intro To Starches CUL223 Kitchen Essentials I CUL 226 Kitchen Essentials II CUL227 Seafood Prep CUL323 Inter. Food Prep CUL320 Intro To Baking CUL222 Intro To Kitchen Essentials CUL220 Intro To Basic Service CUL221 Regional Am. Cuisine CUL421 Serve Safe CUL 420

HUMAN SERVICES

Instructional programs that prepare individuals to provide professional services related to cosmetology, and service.

Cosmetology – A program that generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations.

Exploratory Cosmetology 6042 Cosmetology I 6008 Cosmetology II 6009 Cosmetology III 6010

MARKETING

Instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services

<u>Special Products Marketing -</u> A program that prepares individuals to perform marketing and sales operations connected with the promotion of special products, including floristry, food, and home and office products. Includes instruction in principles of marketing research and advertising, promotional campaign organization, media relations, and applicable technical and administrative skills.

Exploratory Special Products Marketing 2670C Special Products Marketing I 2671 Special Products Marketing II 2672 Special Products Marketing III 2673

TRANSPORTATION, DISTRIBUTION & LOGISTICS

Instructional programs that prepare individuals to apply technical knowledge and skills in the adjustment, maintenance, part replacement, and repair of tools, equipment, and machines.

<u>Automotive Mechanics Technology</u> – A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Exploratory Automotive Technology 6040C Automotive Technology | 6001 Automotive Technology || 6002 Automotive Technology || 6003

NORTH 13TH STREET

ARTS, AUDIO/VISUAL TECHNOLOGY & COMMUNICTIONS

Instructional programs that focus on the creation and interpretation of works and performances that use auditory, kinesthetic, and visual phenomena to express ideas and emotions in various forms, subject to aesthetic criteria.

Technical Theatre/Theatre Design and Technology. A program that prepares individuals to apply artistic, technical and dramatic principles and techniques to the communication of dramatic information, ideas, moods, and feelings through technical theatre methods. Includes instruction in set design, lighting design, sound effects, theatre acoustics, scene painting, property management, costume design, and technical direction and production and use of computer applications to support these functions.

Exploratory Theatre Arts THE100 Introduction to Theatre Arts THE201

BUILDING CONSTRUCTION TECHNOLOGY

A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; blueprint reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

Exploratory Construction Technology 2641C Construction Technology I 2610 Construction Technology II 2611 Construction Technology III 2612

BUSINESS MANAGEMENT & ADMINISTRATION

Instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.

<u>Administrative Assistant</u> – A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

<u>Accounting Technology</u> – A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

<u>Marketing</u> – A program that generally prepares individuals to undertake and manage the process of developing consumer audiences and moving products from producers to consumers. Includes instruction in buyer behavior and dynamics, principle of marketing research, demand analysis, cost-volume and profit relationships, pricing theory, marketing campaign and strategic planning, market segments, advertising methods, sales operations and management, consumer relations, retailing, and applications to specific products and markets.

Business Essentials BUS120 Business Organization & Management BUS422 Business Communications BUS321 Business Law BUS320 Computer Applications 6091 E-Commerce BUS425 Entrepreneurship BUS326 Professional Communications Strategies BUS426 Exploratory Business Tech 6071C General Office Procedures I 8823 Introduction to Business 8802 Introduction to Economics BUS324 Introduction to Law BUS222 Introduction to Marketing BUS220 Sports & Entertainment Marketing BUS325

FINANCE

A program that generally prepares individuals to plan, manage, and analyze the financial and monetary aspects and performance of business enterprises, banking institutions, or other organizations. Includes instruction in principles of accounting, financial instruments, asset and debt management, budgeting, financial analysis.

<u>Accounting</u> - A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, professional standards and ethics, and applications specific to for-profit, public, and non-profit organizations.

Accounting I 8812 Accounting II 8813 College Accounting 8820 Finance 8821 Intermediate Accounting BUS323 Introduction to Accounting BUS221 Intermediate Finance BUS322 Personal Finance 8803

HOSPITALITY & TOURISM

Instructional programs that prepare individuals to provide professional services related to food preparation and service.

<u>Culinary Arts/Chef Training</u> – A program that prepares individuals to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes instruction in recipe and menu planning, preparing and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.

Adv. Baking CUL322 Adv. Pastries CUL423 Garde Manger CUL321 Entrepreneurship For Culinary CUL228 Inter. Cuisine CUL422 Intro To Restaurant Mgmt I CUL224 Intro To Restaurant Mgmt II CUL225 Intro To Starches CUL223 Kitchen Essentials I CUL 226 Kitchen Essentials II CUL227 Seafood Prep CUL323 Inter. Food Prep CUL320 Intro To Baking CUL222 Intro To Kitchen Essentials CUL220 Intro To Basic Service CUL221 Regional Am. Cuisine CUL421 Serve Safe CUL 420

HUMAN SERVICES

Instructional programs that prepare individuals to provide professional services related to cosmetology, and service.

Cosmetology – A program that generally prepares individuals to cut, trim, and style scalp, facial, and body hair; apply cosmetic preparations; perform manicures and pedicures; massage the head and extremities; and prepare for practice as licensed cosmetologists in specialized or full-service salons. Includes instruction in hair cutting and styling, manicuring, pedicuring, facial treatments, shampooing, chemical applications, esthetics, shop management, sanitation and safety, customer service, and applicable professional and labor laws and regulations.

Exploratory Cosmetology 6042 Cosmetology I 6008 Cosmetology II 6009 Cosmetology III 6010

INFORMATION TECHNOLOGY

Instructional programs that focus on the computer and information sciences and prepare individuals for various occupations in information technology and computer operations fields.

Web Design/ Multimedia Management - A program that prepares individuals to develop and maintain web servers and the hosted web pages at one or a group of web sites, and to function as designated webmasters. Includes instruction in computer systems and networks, server installation and maintenance, web page design and editing, information resources management, web policy and procedures, Internet applications of information systems security, user interfacing and usability research, and relevant management and communications skills.

Advanced CSS/JAVA Script WEB401	Introduction to Web Development WEB201
Exploratory Web Design/Development WEB101	PHP Database WEB402
Introduction to Multi Media Applications WEB 302	Web Design – Fundamentals 6106
Intermediate Multimedia design WEB305	Webmaster WEB403
Intermediate Web Development WEB304	Website Administration WEB303
Introduction to Scripting WEB301	

Computer Technology/Computer Systems- A program that prepares individuals to apply programming and systems
analysis principles to the selection, implementation, and troubleshooting of customized computer and software
installations across the life cycle. Includes instruction in computer hardware and software; compilation,
composition, execution, and operating systems; low- and high-level languages and language programming;
programming and debugging techniques; installation and maintenance testing and documentation; process and
data flow analysis; user needs analysis and documentation; cost-benefit analysis; and specification design.
Computer Technology Foundations 6106XExploratory Information Technology CIS101
Home Electronics – Foundations 6106YComputer Repair III 8007Home Electronics I 6109BExploratory Information Systems 6098Home Electronics II 6110

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY

- Instructional programs that focus on the principles and procedures for providing homeland security, police, fire, and other safety services and managing penal institutions.

Law Enforcement Services - A program that prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control and public relations, witness interviewing, evidence collection and management, basic crime prevention methods, weapon and equipment operation and maintenance, report preparation and other routine law enforcement responsibilities.

Advanced Law Enforcement Procedures LPS423 Criminology LPS420 Exploratory Law & Public Safety 6062 Forensics I – Foundations 6107Y GIS I – Foundations 6107Z GIS II 6088 GIS III 6089 GIS in Law Enforcement LPS322 GIS – Economic Development LPS425 GIS - Homeland Security LPS424 GIS – Remote Sensing LPS325 Intermediate Forensics LPS324 Introduction to Law Enforcement LPS323

Introduction to Corrections LPS422 Introduction to GIS LPS220 Police Role in the Community LPS321 Introduction to Criminal Law LPS222 Introduction to Trials/Court LPS223 Introduction to Criminal Justice LPS320 Introduction to Forensics LPS221

NEWARK TECH

BUSINESS MANAGEMENT & ADMINISTRATION

Instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.

<u>Administrative Assistant</u> – A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

<u>Accounting Technology</u> – A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

Marketing – A program that generally prepares individuals to undertake and manage the process of developing consumer audiences and moving products from producers to consumers. Includes instruction in buyer behavior and dynamics, principle of marketing research, demand analysis, cost-volume and profit relationships, pricing theory, marketing campaign and strategic planning, market segments, advertising methods, sales operations and management, consumer relations, retailing, and applications to specific products and markets.

Business Essentials BUS120 Business Organization & Management BUS422 Business Communications BUS321 Business Law BUS320 Computer Applications 6091 E-Commerce BUS425 Economics BUS427 Entrepreneurship BUS326 General Office Procedures I 8821 General Office Procedures II 8823 Introduction to Business 8802 Professional Communications Strategies BUS426 Sports & Entertainment Marketing BUS325 Introduction to Medical Billing BUS 228 Introduction to Office Procedures BUS224 Legal Office Procedures I 8818 Legal Office Procedures II 8822 Medical Office Procedures 8828A Medical Office Technology 8828A Microsoft Office I 8801B Microsoft Office II 8811 Microsoft Office Essentials BUS227 Introduction to Marketing BUS220 Introduction to Economics BUS324 Introduction to Law BUS222

ARTS, AUDIO/VISIUAL TECHNOLOGY & COMMUNICATIONS

<u>Music Technology</u> - A program that focuses on the creative aspects of the blending of music and technology; and that prepares individuals to apply technical knowledge and skills to the composition, recording, synthesis, and performance of music; audio-visual production; scoring for film and multimedia; and software and multimedia development. Includes instruction in music theory, music history, composition, acoustics, recording technology, computer composition, electronic music synthesis, technology-based performance, 3D sound and spatial audio, and music business and law

Exploratory Music Production 2655 Music Production I 6521A Music Production II 6522 Music Production III 6523

FINANCE

A program that generally prepares individuals to plan, manage, and analyze the financial and monetary aspects and performance of business enterprises, banking institutions, or other organizations. Includes instruction in principles of accounting, financial instruments, asset and debt management, budgeting, financial analysis.

<u>Accounting</u> - A program that prepares individuals to practice the profession of accounting and to perform related business functions. Includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, professional standards and ethics, and applications specific to for-profit, public, and non-profit organizations.

Accounting I 8812	Intermediate Accounting BUS323

Accounting II 8813 College Accounting 8820 Finance 8821 Introduction to Accounting BUS221 Intermediate Finance BUS322 Personal Finance 8803

HEALTH SCIENCE

Instructional programs that prepare individuals to practice as licensed professionals and assistants in the health care professions and related clinical sciences and administrative and support services.

Exploratory Health Academy 6073 Introduction to Health Careers HCA220

Dental Assistant - A program that prepares individuals to provide patient care, take dental radiographs (x-ray photographs), prepare patients and equipment for dental procedures, and discharge office administrative functions under the supervision of dentists and dental hygienists. Includes instruction in medical record-keeping, general office duties, reception and patient intake, scheduling, equipment maintenance and sterilization, basic radiography, pre- and post-operative patient care and instruction, chairside assisting, taking tooth and mouth impressions, and supervised practice.

Dental Assistant – Foundations 6133 Dental Assistant I 7601 Dental Assistant II 7605

<u>Nursing Assistant</u> (CAN) & Patient Care - A program that prepares individuals to provide routine care and support services for homebound disabled, recovering, or elderly people. Includes instruction in basic nutrition, home sanitation, infection control, first aid, taking vital signs, personal hygiene, interpersonal communication skills, supervised home

management, emergency recognition and referral, geriatric care, and legal and ethical responsibilities.

Introduction to Medical Assisting HCA221	
Nursing Assistant – Foundations 6132	

Nursing Assistant I 7606 Nursing Assistant II 7607

MANUFACTURING

Instructional programs that prepare individuals to apply technical knowledge and skills to create products using techniques of precision craftsmanship or technical illustration.

<u>Cabinet Making</u> - A program that prepares individuals to apply technical knowledge and skills to set up, operate and repair industrial woodworking machinery, and to use such machinery to design and fabricate wooden components and complete articles.

Exploratory Cabinetmaking/Manufacturing MFT200 Cabinetmaking/Manufacturing I 6012A Cabinetmaking/Manufacturing II 6013 Cabinetmaking/Manufacturing III 6014

<u>Welding</u> - A program that prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Includes instruction in arc welding, resistance welding, brazing and soldering, cutting, high-energy beam welding and cutting, solid state welding, ferrous and non-ferrous materials, oxidation-reduction reactions, welding metallurgy, welding processes and heat treating, structural design, safety, and applicable codes and standards.

Welding I – Foundations 6033A Welding II 6034 Welding III 6035

SCIENCE, TECHNOLOGY, ENGINEERING & MATHMATICS (STEM)

Instructional programs that prepare individuals to apply mathematical and scientific principles to the solution of practical problems.

<u>Pre-Engineering</u> - A program that generally prepares individuals to apply basic engineering principles and technical skills in support of engineers engaged in a wide variety of projects. Includes instruction in various engineering support functions for research, production, and operations, and applications to specific engineering specialties.

Engineering Foundations 6108 Exploratory Mechatronics PRE102 Home Entertainment Systems PRE301 Introduction to Robotics PRE201 Exploratory Robotics PRE100 Fiber Optics PRE300 Intermediate Robotics PRE 203 Introduction to Telecommunications PRE202

TRANSPORTATION, DISTRIBUTION & LOGISTICS

Instructional programs that prepare individuals to apply technical knowledge and skills in the adjustment, maintenance, part replacement, and repair of tools, equipment, and machines.

<u>Automotive Mechanics Technology</u> – A program that prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air condition systems.

Exploratory Automotive Technology 6040C Automotive Technology | 6001 Automotive Technology || 6002 Automotive Technology ||| 6003

BLOOMFIELD TECH

ARCHITECTURE & CONSTRUCTION

Instructional programs that prepare individuals to apply technical knowledge and skills in the building, inspecting, and maintaining of structures and related properties.

<u>Architectural Drafting/CAD</u> - A program that prepares individuals to apply technical knowledge and skills to develop working drawings and electronic simulations for architectural and related construction projects. Includes instruction in

basic construction and structural design, architectural rendering, architectural-aided drafting (CAD), layout and designs, architectural blueprint interpretation, building materials, and basic structural wiring diagramming.

Architectural Drafting/Design II 8503 Architectural Drafting/Design III 8504 Drafting Foundations 6121

<u>Carpentry</u> - A program that prepares individuals to apply technical knowledge and skills to lay out, cut, fabricate, erect, install, and repair wooden structures and fixtures, using hand and power tools. Includes instruction in technical mathematics, framing, construction materials and selection, job estimating, blueprint reading, foundations and roughing-in, finish carpentry techniques, and applicable codes and standards.

Exploratory Carpentry 6045 Carpentry I Foundations 6012A Carpentry II 6013 Carpentry III 6014

<u>Electrician</u> - A program that prepares individuals to apply technical knowledge and skills to install, operate, maintain, and repair electric apparatus and systems such as residential, commercial, and industrial electric-power wiring; and DC and AC motors, controls, and electrical distribution panels. Includes instruction in the principles of electronics and electrical systems, wiring, power transmission, safety, industrial and household appliances, job estimation, electrical testing and inspection, and applicable codes and standards.

Exploratory Electrician 6045 Electrical Construction/Maintenance I 6018A Electrical Construction/Maintenance II 6019 Electrical Construction/Maintenance III 6020

<u>Heating, Ventilation, Air Conditioning (HVAC)</u>- A program that prepares individuals to apply technical knowledge and skills to repair, install, service and maintain the operating condition of heating, air conditioning, and refrigeration systems. Includes instruction in diagnostic techniques, the use of testing equipment and the principles of mechanics, electricity, and electronics as they relate to the repair of heating, air conditioning and refrigeration systems.

Exploratory HVAC 6046 HVAC I 6021A HVAC II 6022 HVAC III 6023

<u>Plumbing</u> - A program that prepares individuals to practice as licensed plumbers by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for steam, natural gas, oil, hot water, heating, cooling, drainage, lubricating, sprinkling, and industrial processing systems in home and business environments. Includes instruction in source determination, water distribution, waster removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, welding and soldering, plumbing inspection, and applicable codes and standards.

Exploratory Plumbing 6048 Plumbing I Foundations 6027A

programs by cluster by schools with courses.docx

Plumbing II 6028 Plumbing III 6029

ARTS, AUDIO/VISUAL TECHNOLOGY & COMMUNICATIONS

<u>Commercial & Advertising Art</u> - A program in the applied visual arts that prepares individuals to use artistic techniques to effectively communicate ideas and information to business and consumer audiences via illustrations and other forms of digital or printed media. Includes instruction in concept design, layout, paste-up, and techniques such as engraving, etching, silkscreen, lithography, offset, drawing and cartooning, painting, collage, and computer graphics.

Advertising & Design II 9014 Advertising & Design III 9015 Communication Illustration 9004A Commercial Art II 9005 Exploratory Multimedia 6051 Exploratory Advertising Design 6072 Multimedia I 6516A Multimedia II 6517 Multimedia III 6518

Printing Management - A program that prepares individuals to apply technical and managerial knowledge and skills to the processes and procedures of managing printing operations from initial design through finished product distribution. Includes instruction in the principles of graphic communications design and production; quality control; printing operations management; computerization; printing plant management; business finance and marketing; logistics and distribution; personnel supervision and leadership; and professional standards in the graphic communications industry.

Exploratory Graphic Arts 6050 Graphic Arts & Printing 1 9001A Graphic Arts II 9002 Graphic Arts III 9003

Radio & TV Broadcasting Technology - A program that focuses on the theories, methods, and techniques used to plan, produce, and distribute audio and video programs and messages, and that prepares individuals to function as staff, producers, directors, and managers of radio and television shows and media organizations. Includes instruction in media aesthetics; planning, scheduling, and production; writing and editing; performing and directing; personnel and facilities management; marketing and distribution; media regulations, law, and policy; and principles of broadcast technology.

Exploratory TV & Video Production 6036

TV & Video Production I 6037A

TV & Video Production II 6038

TV & Video Production III 6039

BUSINESS MANAGEMENT & ADMINISTRATION

Instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.

<u>Administrative Assistant</u> – A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.

<u>Accounting Technology</u> – A program that prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Includes instruction in posting transactions to accounts, record-keeping systems, accounting software operation, and general accounting principles and practices.

<u>Marketing</u> – A program that generally prepares individuals to undertake and manage the process of developing consumer audiences and moving products from producers to consumers. Includes instruction in buyer behavior and dynamics, principle of marketing research, demand analysis, cost-volume and profit relationships, pricing theory, marketing campaign and strategic planning, market segments, advertising methods, sales operations and management, consumer relations, retailing, and applications to specific products and markets.

Business Essentials BUS120 Business Organization & Management BUS422 Business Communications BUS321 Business Law BUS320 Computer Applications 6091 E-Commerce BUS425 Economics BUS427 Entrepreneurship BUS326 General Office Procedures I 8821 General Office Procedures I 8823 Introduction to Business 8802 Professional Communications Strategies BUS426 Sports & Entertainment Marketing BUS325 Introduction to Medical Billing BUS 228 Introduction to Office Procedures BUS224 Legal Office Procedures I 8818 Legal Office Procedures II 8822 Medical Office Procedures 8828A Medical Office Technology 8828A Microsoft Office I 8801B Microsoft Office II 8811 Microsoft Office Essentials BUS227 Introduction to Marketing BUS220 Introduction to Economics BUS324 Introduction to Law BUS222

SCIENCE, TECHNOLOGY, ENGINEERING & MATHMATICS (STEM)

Instructional programs that prepare individuals to apply mathematical and scientific principles to the solution of practical problems.

<u>Green Academy</u> - A program that focuses on the concept of sustainability from an interdisciplinary perspective. Includes instruction in sustainable development, environmental policies, ethics, ecology, landscape architecture, city and regional planning, economics, natural resources, sociology,

Exploratory Sustainable Energy 6063 Sustainable Energy | 6114 Sustainable Energy || 6115 Sustainable Energy ||| 6116