

CTE - CIP Course Details Catalog

Cluster: Information Technology

CIP: 11.0801 - Web Page, Digital/Multimedia and Information Resources Design.

Status: Open Start Year: 2011 End Year:

Minimum Carnegie Units: 2.00

Group 1

Minimum Course Selection: School: 1 ACC: 0 Regional: 0

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
10004A001	Computer Concepts and Software Applications	0.50	2011	
12001A001	Business and Technology Concepts	1.00	2011	
12005A001	Keyboarding and Formatting	0.50	2011	

Group 2

Minimum Course Selection: School: 0 ACC: 1 Regional: 1

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
10201A001	Web Page and Interactive Media Development I	3.00	2011	
10201A002	Web Page and Interactive Media Development II	3.00	2011	

Group 3

Minimum Course Selection: School: 0 ACC: 0 Regional: 0

State Course ID	State Course Title	Max Carnegie Units	Start SY	End SY
22153A001	Cooperative Education	3.00	2011	

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Course Descriptions

CIP: 11.0801 - Web Page, Digital/Multimedia and Information Resources Design.

State Course ID: 10004A001 **Course Title:** **Computer Concepts and Software Applications**

Computer Concepts and Software Applications is an orientation-level course designed to develop awareness and understanding of application software and equipment used by employees to perform tasks in business, marketing and management. Students will apply problem-solving skills to hands-on, real-life situations using a variety of software applications, such as word processing, spreadsheets, database management, presentation software, and desktop publishing. Students will explore topics related to computer concepts, operating systems, telecommunications and emerging technologies. The development of employability skills, as well as transition skills, will be included in the course as well as an understanding of the ethical considerations that arise in using information processing equipment and gaining access to available databases.

State Course ID: 12001A001 **Course Title:** **Business and Technology Concepts**

This orientation-level course will provide an overview of all aspects of business marketing and management, including the concepts, functions, and skills required for meeting the challenges of operating a business in a global economy. Topics covered will include the various forms of business ownership, including entrepreneurship, as well as the basic functional areas of business (finance, management, marketing, administration and production). Students will be introduced to a wide range of careers in fields such as accounting, financial services, information technology, marketing, and management. Emphasis will be placed on using the computer while studying applications in these careers along with communication skills (thinking, listening, composing, revising, editing, and speaking), math and problem solving. Business ethics as well as other workplace skills will be taught and integrated within this course. This course is not intended to meet the consumer education requirement, but rather to provide preparation for the skill level courses that make up the Business, Marketing and Management occupations programs.

State Course ID: 12005A001 **Course Title:** **Keyboarding and Formatting**

Keyboarding and Formatting is a course designed to develop basic skills in touch keyboarding techniques for entering alphabetic, numeric, and symbol information found on computers and terminals. Students will learn to edit and format text and paragraphs, change fonts, work with headers and footers, cut and paste text, create and use tab keys, create labels, and work with multiple windows. Students will format documents such as letters, envelopes, memorandums, reports, and tables for personal, educational, and business uses. During the second half of the course, major emphasis is placed on formatting documents, improving proofreading skills, and increasing speed and accuracy.

State Course ID: 10201A001 **Course Title:** **Web Page and Interactive Media Development I**

Web Page and Interactive Media Development I is a skill-level course designed to prepare students to plan, design, create and maintain web pages and sites. Students will learn the fundamentals of web page design using HTML, HTML editors, and graphic editors as well as programming tools such as JavaScript. Students will work in a project-based environment to create a working website. Students will learn to create pages, add hyperlinks, make tables and frames, create forms, integrate images, and set styles. Students will use image-editing programs to manipulate scanned images, computer graphics, and original artwork. Instruction will include 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.

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CIP: 11.0801 - Web Page, Digital/Multimedia and Information Resources Design.

State Course ID: 10201A002 **Course Title:** Web Page and Interactive Media Development II

Web Page and Interactive Media Development II is a skill-level course for students who have completed Web Page and Interactive Media Development I. Instruction will include using multimedia authoring applications and programming tools such as JavaScript to create a web site that combines text, hyperlinks, images, video, and sound. Instruction will include using hardware and software to capture, edit, create, and compress audio and video clips as well as create animated text, graphics, and images. Other topics will include using tables to align images with text, creating newspaper-style columns, and inserting side menus and call-outs. Students will learn how to use templates, cascading style sheets and interactive elements to enhance web pages. Students will learn to create dynamic forms that include multiple-choice questions, comment boxes, and buttons. Students will learn how to connect to a database and retrieve and write data. Students are encouraged to develop a portfolio project that demonstrates their expertise in areas such as multimedia authoring, web development, audio and video editing, and advanced JavaScript applications to create interactive web pages.

State Course ID: 22153A001 **Course Title:** Cooperative Education

Cooperative Education is a capstone course designed to assist students in the development of effective skills and attitudes through practical, advanced instruction in school and on the job through cooperative education. Students are released from school for their paid cooperative education work experience and participate in 200 minutes per week of related classroom instruction. Classroom instruction focuses on providing students with job survival skills and career exploration skills related to the job and improving students' abilities to interact positively with others. For skills related to the job, refer to the skill development course sequences, the task list or related occupational skill standards of the desired occupational program. The course content includes the following broad areas of emphasis: further career education opportunities, planning for the future, job-seeking skills, personal development, human relationships, legal protection and responsibilities, economics and the job, organizations, and job termination. A qualified career and technical education coordinator is responsible for supervision. Written training agreements and individual student training plans are developed and agreed upon by the employer, student and coordinator. The coordinator, student, and employer assume compliance with federal, state, and local laws and regulations.