**** Carroll County Area Technology Center Master Schedule 2015-2016

**Administrative Support/ Informatics—Kevin Hoover, Instructor**

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| Period | Fall Sem-Q1, Q2 | | Spring Sem-Q3, Q4 | Informatics is for students who have an inquiring mind and are interested in the design of information systems to solve problems.  ***Career Pathway:***  **Informatics— CIP Code: 11.0802.00**   * **Computer Network/Databases--** This project-based-learning course engages students who are curious about informatics. In this course, students will learn how to use a design process to create systems that acquire, store and communicate data for a variety of career fields. Students will work collaboratively in teams to design systems, solve problems, think critically, be creative and communicate with each other and business partners. Students will participate in real-world experiences such as designing an inventory system for a retail store, comparing stores in a company to project future sales, track customer buying habits and more. * **Design for the Digital World--** This project-based-learning course engages students who are interested in applying the design process to create systems such as a cloud-based digital storage system for images. Students will design a system to automatically collect and report data on highway usage. They will apply a geospatial system to map a store and develop a database that studies shopping habits. Through these projects, students will learn about data management and logic-based queries by collecting data, using the Global Positioning System (GPS) and analyzing data utilizing a geographic information system (GIS). They will learn how to automate data collection to make processes more effective and efficient. Students will work collaboratively in teams and demonstrate their knowledge and skills by presenting new and innovative ideas, techniques and solutions to business and industry partners. * **Digital Literacy**—Students will use a computer and application software including word processing, presentation, database, spreadsheets, internet, and email to prepare elementary documents and reports. The impact of computers on society and ethical issues are presented.   Administrative Support is for students who are interested in careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations*.*  ***Career Pathway:***  **Administrative Support— CIP Code: 52.0401** |
| 1 | Planning | | Planning |
| 2  3 | Digital Literacy  *110060112P205*  *Q ALL Period 2--* 1 CR  **CIT 105 OR OST 105 & OST 100 3 DC HRS** | | |
| Digital Literacy  *110060112P306*  *Q ALL Period 3--* 1 CR  **CIT 105 OR OST 105 & OST 100 3 DC HRS** | | |
| 4 | Digital Literacy  *110060112P401*  *Q ALL Period 4--* 1 CR  **CIT 105 OR OST 105 & OST 100 3 DC HRS** | | |
| 5  6 | Accounting and Finance Foundations  *110060122P501Q1 Q2 Periods 5,6 –* 1 CR | Business **OST235**  Communications  *110060155P501 Q3 Q4*  *Periods 5,6 –* 1 CR | |
| Computer Network/Databases  *110111001P501 Q1 Q2 Periods 5,6 –* 1 CR | Design for the **INF128**  Digital World  *110111002P501 Q3 Q4*  *Periods 5,6 –* 1 CR | |
| 7 | Digital Literacy  *110060112P702*  *Q ALL Period 7*  *—* 1 CR  **CIT 105 OR OST 105 & OST 100 3 DC HRS** | | |
| * **Digital Literacy**—Students will use a computer and application software including word processing, presentation, database, spreadsheets, internet, and email to prepare elementary documents and reports. The impact of computers on society and ethical issues are presented. * **Accounting and Finance Foundations**— This course will provide an introduction to both areas of accounting and finance. Topics will include banking, credit, financial literacy, career exploration, spreadsheet usage, and technical writing. The accounting principles taught in this course are based on a double-entry system and include preparing bank reconciliations, payroll taxes, and financial statements. Detailed career exploration in the various fields of accounting will be available. Technical writing will be provided through IPAC business plan curriculum and exploration of case studies. Leadership development will be provided through FBLA. * **Business Communications**—*(Elective)* The study of written, oral, and electronic communication in a business environment. Emphasis is on writing letters, preparing and orally presenting business reports, using the telephone in business, electronic transfer of information, using business information resources, listening and interpreting, and developing business messages. Leadership development will be provided through FBLA. Suggested Prerequisite: Computer and Technology Applications.   ***For Co-Op Students:***   * **Business Education Co-Op (060107-1)—** *(Elective)* Cooperative Education provides supervised on-the-job work experience related to the students’ educational objectives. Students participating in the Cooperative Education program receive compensation for their work.   *\*Effective Fall 2012, students who Co-op must be enrolled in Business Education Co-Op (\*060107-) along with a capstone course sometime throughout the school year. Capstone courses are marked with \*.*  ***Industry Certifications*:**   |  |  | | --- | --- | | **Informatics** | **Administrative Support** | | * KOSSA—Communications | * KOSSA—Communications | | * MOS—Excel, PowerPoint, and Access | * MOS—Excel, PowerPoint, and Access |  |  | | --- | | **JCTC Dual Credit Information:**  Students can receive dual or articulated credit at Carroll Co. ATC.  The college credits apply to programs at Jefferson or any KCTCS college, and transfer to all Kentucky public college and universities, giving students a head start on their college careers. Dual Credit reduces the cost of college by waiving tuition in exchange for the enrollment service charge of $50.00 per semester (up to 6 credit hours).  Students save hundreds of dollars in tuition by taking advantage of this opportunity.  *Informatics: Courses three and four in the Informatics program offer the potential for dual credit when a state or district has an established process for approving such courses. Each Informatics program of study also offers opportunities for industry certification for students who complete the program.* |   Possible Careers in Administrative Support: Administrative Assistant, Office Manager, Desktop Publisher, Writer, Editor, Data Entry Operator, Database Manager  Possible Informatics Careers: Cybersecurity, ICloud Software Engineer, Database Manager/Developer, Web Designer/Developer  For more information about the  ***Carroll Co. ATC Administrative Support Pathway*** ***or Informatics Pathway***  contact:  Kevin Hoover, Administrative Support/Informatics Instructor  1704 Highland Avenue  Carrollton, KY 41008  502.732.4479  [kevin.hoover@carroll.kyschools.us](mailto:kevin.hoover@carroll.kyschools.us)  *Revised 07-29-2015* | | | | | |