



COMMUNICATION TECHNOLOGY ROP

This Advanced Business course is for junior and senior level students, and is designed to prepare students for employment, provide them with the necessary skills to complete their college studies, and provide them with essential communication skills to effectively use technology in their daily lives, while improving literacy skills.

Students will learn advanced MS Office Word and PowerPoint techniques and study the writing process to become effective communicators.

This class is a NON-College prep English credit choice for seniors. It is an alternate choice to meet the district graduation requirement for four years of English for **seniors only**. Juniors may take this class to fulfill the appropriate elective credits, but must note that as seniors, they must still take a class approved to meet the four years of English graduation requirement. *This class does not meet the UC/CSU entrance requirement for a fourth year of English.*

Students will utilize the skills they learn throughout the course to design and produce real-world communication projects such as various office documents, brochures, flyers, newsletters, web-pages, presentations, and reports using a variety of office software programs.

TOPIC AREAS COVERED:

- Study of written communication and the writing process
- Reading, Writing, Grammar, and Listening Skills
- Advanced Word Processing
- Introduction to Desktop Publishing
- Creating and delivering Multimedia Presentations
- Combine documents using software features
- Teamwork Skills
- Job Seeking/General Workplace Skills
- Independent project-based coursework

This course is approved to fulfill UC "g" elective requirements!!!