

Glenpool High School

Sequence of Courses

1st

Pre-Requisite: Fundamentals of Technology

2nd	Glenpool Courses	Fundamentals of Administrative Technology	Desktop Publishing & Graphic Design	Multimedia & Image Management Techniques	Video Production	Fundamentals of Web Design	Accounting
3rd	Tulsa Tech Full Time Careers	Legal Professional Assistant <i>Draft and process critical legal documents including wills, contracts, and deeds</i> <i>Experience the drama of courtrooms, law offices, and government facilities</i> <i>Work as part of a professional legal team</i> <u>Courses:</u> Foundations for the Legal Office Legal Office Procedures Advanced Computers Applications for the Law Office Legal Specialties Advanced Legal Communications Legal Office Capstone	Digital Graphics Create and apply advertising graphics for vehicles, interior surfaces, and exterior buildings Utilize industry leading software and products to express your creativity Design your own business from concept to start up <u>Courses:</u> Illustrator 1/Drawing Illustration Photoshop1/Design & Layout/Math Customer Service/Proofing Principles Wall & Floor Graphics Installation Vehicle Installation Signage Digital Graphics Workforce Staging			Foundations of Web Design Create original content for dynamic websites. Produce source code for interactive web applications using HTML5 and CSS3. Develop a portfolio that promotes a unique web design style. <u>Courses:</u> Fundamentals of Web Design Multimedia and Image Management Techniques	Accounting: Apply dynamic techniques practiced by financial institutions, banks, and governmental agencies Utilize the same modern financial software as business professionals Process full-cycle accounts payable and receivable <u>Courses:</u> Accounting I Accounting II Computerized Accounting Payroll Accounting Accounting Capstone
		Medical Coding <i>Apply diagnostic and procedural codes for medical reimbursement</i> <i>Interpret medical terminology for real-life patient care</i> <i>Utilize the same professional software found in the healthcare industry</i> Courses:	Photography Capture photos for artistic, commercial, and journalism purposes Use professional camera equipment and editing software Create a professional portfolio for advanced educational and employment opportunities <u>Courses:</u> Digital Software Photography Lighting Lenses and Still Life				

	<p><i>Fundamentals of Administrative Technologies</i> <i>Foundations of Medical Office/Medical Terminology</i> <i>Patient Billing & Medical Insurance</i> <i>Diagnosis Coding</i> <i>Procedural Coding</i> <i>Medical Coding Capstone</i></p>	<p>Career Choices/Business Photography Workforce Staging Studio/Strobe techniques Color Management Medium Format Cameras Creative Imaging Special Effects & Processing Alterations Portfolio Projects 1 WBE 1 Photography Technology Advanced Digital Showcase Studio Techniques</p>	
Tulsa Tech Full Time Careers	<p>Medical Health Records Clerk Draft and process vital documents including charts, billings, and insurance Interpret and understand medical terminology Work as part of a professional medical team</p> <p><u>Courses:</u> Medical Terminology for Health Records Clerk Medical Insurance Electronic Health Records I Electronic Health Records II Medical Health Records Clerk Capstone</p>	<p>Production Printing: Operate multiple printing presses and copy equipment Work with print professionals to make your concepts and designs come to life Showcase your work in a variety of settings</p> <p><u>Courses:</u> Graphics & Imaging Pre Press/Press Operations I Finishing Operations Mailing & Distribution Press Operations II Digital Wide Format</p>	
		<p>Sound Engineering: Apply sound and digital recording techniques using industry equipment and software Set up & mix audio for live events Work in a professional recording studio editing video and audio</p> <p><u>Courses:</u> Sound Engineering Intro/Safety Basic Acoustics and Recording History Basic Microphone Systems Cabling Techniques and Applications Lighting for Film Productions Workforce Staging/Production Assist Employability</p>	

		Public Address/Live Sound Video Systems-Pre-Production Audio Production-Pre-Production Video Systems-Post-Production Audio Production-Post-Production	
Tulsa Tech Full Time Careers		<p><i>TV Production Assistant</i></p> <p>Accomplish the basics of writing and producing Build a professional portfolio through managing production teams and projects Master the use of professional studio equipment</p> <p><u>Courses:</u></p> <p>TV Prod Orientation Professionalism & Ethics Video Production Techniques I Basic Microphone Systems Non-Linear Video Editing Field Production Studio Production News Reporting TV workforce Staging</p>	
		<p><i>Video Producer:</i></p> <p>Produce professional quality videos from concept to completion. Experience working in a team environment to create video and newscasts. Develop creative talents using professional studio equipment.</p> <p><u>Courses:</u></p> <p>Video Production I Video Production II</p>	
		<p><i>Visual Graphic Design:</i></p> <p>Express your unique artistic vision to design and produce creative projects from concept to completion Create a wide range of projects with Adobe Creative software on a Macintosh computer Develop a top notch design portfolio</p> <p><u>Courses:</u></p> <p>Visual Communications Basic I AP Studio Art Drawing (Juniors) Visual Communications Basic II Visual Communications Advanced I AP Studio Art 2D (Seniors)</p>	

		Visual Communication Advanced II VG Project Management		
		<i>Multimedia Design:</i> Develop a strong foundation in digital graphic design Create graphics, photos and video for dynamic webcasting using professional digital software Build a professional digital portfolio showcasing completed digital works <u>Courses:</u> Multimedia and Image Management Techniques Digital Editing and Production Photography Digital Video Tools and Techniques Desktop Publishing and Graphic Design Multimedia Portfolio I Digital Media Production Fundamentals of Web Design Interactive Marketing Techniques Multimedia Portfolio II		
Career Major	Business Management & Administration	Arts, A/V Technology & Communication // Information Technology	Information Technology	Finance

