ELECTIVES

West Career & Tech 2025-2026

PRINCIPLES OF OFFICE & LOGISTICS MANAGEMENT

This course is for entry-level students in Office and Logistics Management and prepares students for jobs in an office or business setting with an emphasis in either office management or logistics management. Students will gain knowledge and proficiency of advanced web functions, word-processing applications, spreadsheet applications, presentation applications, and database applications as they are used in a business environment. *This is a 2-year commitment with student required to take Office Management.

PROJECT BASED LEARNING
GREENHOUSE

This one-year course provides students a technical understanding and working knowledge of the greenhouse industry. Topics include safety, plant physiology, growing media, plant nutrition, propagation, growing greenhouse crops and greenhouse business concepts. Students will gain knowledge and skills related to the care and management of gardens and greenhouses.

PUBLICATIONS I
YEARBOOK

This one-year course is designed for the study and practice of the foundational elements of publications with major emphasis in information gathering, writing, layout design, and photography. Students participate in the production of the school yearbook.