



Provo & Orem Course Description 2010 - 2011

- Junior and senior high school subjects are from grades 7-12.
- All semester courses are 0.50 credits.
- A semester consists of two, eight-week terms of 0.25 credits each.
- Times and course offerings are subject to change without notification based on student needs and teacher availability.

ENGLISH

SPECIAL EDUCATION COURSES

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| ENG 010-011 | GRAMAR AND WRITING SE A-B Prerequisite: Literacy skills below grade level. Fundamentals in coherent sentence and paragraph written expression while emphasizing grammatical structure, spelling, vocabulary with clarity, precision, and fluency. | Credit: 1.00 Year 1-2 Semester: Winter |
| ENG 020-021 | LITERATURE AND WRITING SE A-B Prerequisite: Literacy skills below grade level. Fundamental literary analysis while structuring written arguments in a logical, sustained, and persuasive discussion. | Credit: 1.00 Year 1-2 Semester: Fall |
| ENG 030 | READING DEVELOPMENT SE Prerequisite: Literacy skills below grade level. Fundamental effective reading skills in comprehension, word attack, fluency, and speed. | Credit: 0.50 Year 1 Semester: Summer |
| ENG 040 | WRITING DEVELOPMENT SE Prerequisite: Literacy skills below grade level. Fundamental effective writing skills with concise grammatical and compositional structure. | Credit: 0.50 Year 2 Semester: Summer |

JUNIOR HIGH COURSES

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| ENG 050-051 | ENGLISH 7-8: GRAMMAR AND WRITING A-B Prerequisite: English 6 Introduction to sentence structure and multi-paragraph writing, with emphasis on spelling, punctuation, vocabulary, and grammar usage. | Credit: 1.00 Year 1-2 Semester: Winter |
| ENG 060-061 | ENGLISH 7-8: LITERATURE AND WRITING A-B Prerequisite: English 6 Introduction to the elements, forms, devices, style, and criticism of literary themes. | Credit: 1.00 Year 1-2 Semester: Fall |
| ENG 070 | ENGLISH 7-8: ESSAY WRITING Prerequisite: English 6 Introduction to narrative, descriptive, expository, and persuasive compositional writing. | Credit: 0.50 Year 1 Semester: Summer |
| ENG 080 | ENGLISH 7-8: CREATIVE WRITING Prerequisite: English 6 Introduction to original writing in various genres including short story, poetry, and prose. | Credit: 0.50 Year 2 Semester: Summer |

SENIOR HIGH COURSES

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| ENG 100 101 102 | ENGLISH 9: GRAMMAR AND COMPOSITION A-B-C Prerequisite: English 8 Writing applications emphasizing grammar usage, vocabulary, spelling, punctuation, sentence and paragraph development. | Credit: 1.00 Semester: Fall, Winter, Summer |
| ENG 200 201 202 | ENGLISH 10: LITERATURE AND COMPOSITION A-B-C Prerequisite: English 9 Literary analysis focusing on compositional structure, content, and style. | Credit: 1.00 Semester: Fall, Winter, Summer |

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| ENG 300 301 302 | ENGLISH 11: AMERICAN LITERATURE A-B-C Prerequisite: English 10 United States literature from the colonial to modern times, emphasizing interpretation and compositional expression. | Credit: 1.00 Semester: Fall, Winter, Summer |
| ENG 310 | ENGLISH 11: TECHNICAL WRITING Prerequisite: English 10 Research documentation techniques in writing literal and technical papers along with a brief history of communication | Credit: 0.50 Semester: Summer |
| ENG 320 | ENGLISH 12: CREATIVE WRITING Prerequisite: English 10 Survey of varieties of writing techniques and forms of poetry, plot, character development, and setting | Credit: 0.50 Semester: Winter |
| ENG 400 401 402 | ENGLISH 12: BRITISH LITERATURE A-B-C Prerequisite: English 11 English literary contributions from the fifth to twentieth centuries, with emphasis on analytical and compositional writing. | Credit: 1.00 Semester: Fall, Winter, Summer |
| ENG 410 | ENGLISH 12: WORLD LITERATURE Prerequisite: English 11 Study of ancient and modern literary works from countries around the world. | Credit: 0.50 Semester: Fall |

SOCIAL STUDIES

SPECIAL EDUCATION COURSES

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| SOC 010-011 | SOCIAL STUDIES: US HISTORY SE A-B Prerequisite: Literacy skills below grade level. Fundamental historical perspective of the American society in the political, social, and cultural areas. | Credit: 1.00 Year 1 Semester: Fall, Winter |
| SOC 020-021 | SOCIAL STUDIES: WORLD HISTORY SE A-B Prerequisite: Literacy skills below grade level. Fundamental historical perspective of ancient and modern societies. | Credit: 1.00 Year 2 Semester: Fall, Winter |
| SOC 016 | SOCIAL STUDIES: WORLD GEOGRAPHY SE Prerequisite: Literacy skills below grade level. Study of the world countries: populations, climates, landforms, and natural resources | Credit: 0.50 Semester: Winter |
| SOC 030 | SOCIAL STUDIES: AMERICAN GOVERNMENT SE Prerequisite: Literacy skills below grade level. Fundamental historical perspective of the American political structure delineating the republican process, including the rights, duties, and privileges of citizens. | Credit: 0.50 Semester: Summer |
| SOC 040 | SOCIAL STUDIES: ECONOMICS SE Prerequisite: Literacy skills below grade level. Fundamental economic principles required of an individual in society. | Credit: 0.50 Semester: Summer |

JUNIOR HIGH COURSES

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| SOC 050 | SOCIAL STUDIES 7-8: AMERICAN GEOGRAPHY Prerequisite: Social Studies 6 Introduction of the United States climates, physical landforms, and major regional resources. | Credit: 0.50 Year 2 Semester: Summer |
| SOC 060-061 | SOCIAL STUDIES 7-8: AMERICAN HISTORY A-B Prerequisite: Social Studies 6 Introduction to United States history from colonial to the contemporary periods. | Credit: 1.00 Year 1 Semester: Fall, Winter |
| SOC 070-071 | SOCIAL STUDIES 7-8: WORLD STUDIES A-B Prerequisite: Social Studies 6 Introduction study of geography, history, cultures, economics, and politics of major world regions. | Credit: 1.00 Year 2 Semester: Fall, Winter |

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| SOC 080 | SOCIAL STUDIES 7-8: CIVICS Prerequisite: Social Studies 6 Introduction study of the American political structure delineating the republican process and citizenship. | Credit: 0.50 Year 1 Semester: Summer |
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SENIOR HIGH COURSES

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| SOC 100 | SOCIAL STUDIES 9: WORLD GEOGRAPHY Prerequisite: Social Studies 8 An analysis of world countries populations, climates, landforms, and natural resources. | Credit: 0.50 Semester: Fall, Winter, Summer |
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| SOC 200-201 | SOCIAL STUDIES 10: US HISTORY A-B Prerequisite: Social Studies 9 United States political, economic, social, and cultural developments from the sixteenth to twentieth century. | Credit: 1.00 Semester: Fall, Winter, Summer |
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| SOC 300-301 | SOCIAL STUDIES 11: WORLD HISTORY A-B Prerequisite: Social Studies 10 Ancient and modern societies political, economic, social, and cultural advances in western civilization. | Credit: 1.00 Semester: Fall, Winter, Summer |
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| SOC 310 | SOCIAL STUDIES 9-12: LEGAL ISSUES Prerequisite: None An in depth, practical, study of the laws and the questions relevant to youth at risk of involvement in the justice system. Focus will be on: Legal System, Juvenile Protection, Juvenile Delinquency, Criminal Law, and Living | Credit: 0.50 Semester: |
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| SOC 400 | SOCIAL STUDIES 12: AMERICAN GOVERNMENT Prerequisite: Social Studies 10 An analysis of the national political system, with emphasis on the Constitution. | Credit: 0.50 Semester: Fall, Winter, Summer |
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| SOC 410 | SOCIAL STUDIES 12: ECONOMICS Prerequisite: Social Studies 11 Examination of the United States monetary free enterprise system. | Credit: 0.50 Semester: Fall, Winter, Summer |
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| SOC 420 | SOCIAL STUDIES 12: POLITICAL AND SOCIAL ISSUES Prerequisite: None Study of civil liberties, constitutional, legal, human rights, employment, race, class, immigration, citizenship, globalism, and technology issues. | Credit: 0.50 Semester: Summer |
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| SOC 430 | PSYCHOLOGY Prerequisite: None The study of human behavior with an emphasis on: neurological processes, human development, learning and cognitive processes, personality development, self awareness, and mental health issues. | Credit: 0.50 Semester: Summer |
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MATHEMATICS

SPECIAL EDUCATION COURSES

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| MAT 010-011 | MATHEMATICS 1: GENERAL MATHEMATICS SE A-B Prerequisite: Literacy skills below grade level. Fundamental arithmetic operations with fractions, decimals, percent, measurement, and geometry. | Credit: 1.00 Semester: Fall, Winter, Summer |
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| MAT 012-013 | MATHEMATICS 2: GENERAL MATHEMATICS SE C-D Prerequisite: Literacy skills below grade level. Math A-B Fundamental arithmetic operations with fractions, decimals, percent, measurement, and geometry. | Credit: 1.00 Semester: Fall, Winter, Summer |
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| MAT 020-021 | ALGEBRA 1A-B SE Prerequisite: General Mathematics competency Introduction to algorithm operations to solve radical, linear, polynomials, and quadratic equations using instructional techniques and modifications to meet individual student needs. | Credit: 1.00 Semester: Fall, Winter, Summer |
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| MAT 030-031 | GEOMETRY A-B SE Prerequisite: Algebra competency Application of geometric definitions, theorems, postulates, and proofs using instructional techniques and modifications to meet individual student needs. | Credit: 1.00 Semester: Fall, Winter, Summer |
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JUNIOR HIGH COURSES

MAT 050-051 MATHEMATICS 7-8: PRE-ALGEBRA A-B
Prerequisite: Mathematics 6
Introduction to elementary algebra concepts. Credit: 1.00
Semester: Fall, Winter, Summer

SENIOR HIGH COURSES

MAT 060-061 ALGEBRA 1A-B
Prerequisite: Pre Algebra
Introduction to algorithm operations to solve radical, linear, polynomials, and quadratic equations. Credit: 1.00
Semester: Fall, Winter, Summer

MAT 100-101 GEOMETRY A-B
Prerequisite: Algebra
Application of geometric definitions, theorems, postulates, and proofs. Credit: 1.00
Semester: Fall, Winter, Summer

MAT 200-201 ALGEBRA 2 A-B
Prerequisite: Mathematics 9
A study of linear equations, inequalities, radical expressions, and quadratic functions. Credit: 1.00
Semester: Fall, Winter, Summer

MAT 300-301 PRE-CALCULUS A-B
Prerequisite: Mathematics 10
Transcendental functions, conic sections, polar coordinates, and analytical geometry. Credit: 1.00
Semester: Fall, Winter, Summer

MAT 400-401 CALCULUS A-B
Prerequisite: Mathematics 11
A study of definite and indefinite variables and integrals. Credit: 1.00
Semester: Fall, Winter, Summer

SCIENCE

SPECIAL EDUCATION COURSES

SCI 010-011 SCIENCE 1: EARTH SCIENCE SE A-B
Prerequisite: Literacy skills below grade level.
Fundamentals in meteorology, geology, oceanography, and astronomy. Credit: 1.00
Year 1-2 Semester: Fall

SCI 020-021 SCIENCE 2: BIOLOGY SE A-B
Prerequisite: Literacy skills below grade level.
Fundamentals in plant and animal life including classification, organization, plant groups, the human body's systems, reproduction, development, and ecological cycles. Credit: 1.00
Semester: Winter

SCI 030-031 SCIENCE 3: PHYSICAL SCIENCE SE A-B
Prerequisite: Literacy skills below grade level.
Fundamentals in chemistry and physics principles. Credit: 1.00
Semester: Summer

JUNIOR HIGH COURSES

SCI 050-051 SCIENCE 7-8: INTEGRATED SCIENCE 1A-B (Earth)
Prerequisite: Science 6
Introduction to the earth's geological, physical, life structures, and processes. Credit: 1.00
Year 1-2 Semester: Fall

SCI 060-061 SCIENCE 7-8: INTEGRATED SCIENCE 2A-B (Life emphasis)
Prerequisite: Science 6
Introduction to the earth's geological, physical, life structures, and processes. Credit: 1.00
Year 1-2 Semester: Winter

SCI 070-071 SCIENCE 7-8: INTEGRATED SCIENCE 3A-B (Physical)
Prerequisite: Science 6
Introduction to the earth's geological, physical, life structures, and processes. Credit: 1.00
Year 1-2 Semester: Summer

SENIOR HIGH SCHOOL

SCI 110 - 111 SCIENCE 9: EARTH SYSTEMS
Prerequisite: Science 8
Study of the earth's physical structure, features, environment, weather, and climate. Credit: 1.00
Semester: Fall, Winter, Summer

SCI 120-121 SCIENCE 9: BIOLOGY A-B
Prerequisite: Science 8
Examination of the structural basis to living organisms. Credit: 1.00
Semester: Fall, Winter, Summer

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| SCI 200-201 | SCIENCE 10: PHYSICAL SCIENCE A-B Prerequisite: Science 9 Examination of chemical and physical matter. | Credit: 1.00 Semester: Fall, Winter, Summer |
| SCI 300-301 | SCIENCE 11: CHEMISTRY Prerequisite: Science 10 Examination of the structure and composition of atomic matter. | Credit: 0.50 Semester: Winter |
| SCI 310 | SCIENCE 11: HUMAN BIOLOGY Prerequisite: Science 9 Study of the human body's structure, systems, and functions. | Credit: 0.50 Semester: Fall, Summer |
| SCI 400 | SCIENCE 12: ZOOLOGY Prerequisite: Science 9 Study of the natural history, classification, and structure of vertebrate animals. | Credit: 0.50 Semester: Winter |

PHYSICAL EDUCATION

JUNIOR HIGH COURSES

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| PE 050 | PE 7-8: PHYSICAL EDUCATION 7-8 Prerequisite: None Introduction to individual, team, and sport activities incorporating physical fitness, movement, motor skills, and body management. | Credit: 0.50 Semester: Fall, Winter, Summer |
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SENIOR HIGH COURSES

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| PE 100 | PE 9-12: PE SKILLS AND TECHNIQUES Prerequisite: None Individual, team, and sports activities through an instructional base program including basic skills, rules, and sportsmanship. | Credit: 0.50 Semester: Fall, Summer |
| PE 110 | PE 9-12: PE LIFE FITNESS Prerequisite: None Physical cardiovascular fitness to individual and team sports, with emphasis on fitness assessment, awareness, conditioning, and the importance of daily physical activity. | Credit: 0.50 Semester: Winter |
| PE 200 | PE 9-12: AEROBICS Prerequisite: PE 9 Instruction on body movement and dance techniques as a modality weight control or physical fitness. | Credit: 0.50 Semester: Summer |
| PE 220 | PE 9-12: YOGA Prerequisite: PE 9 Physical poses or routines designed to strengthen, balance, and flex the body including breathing techniques, relaxation and mediation methods to enhance concentration and to reduce distress. | Credit: 0.50 Semester: Winter |
| PE 230 | PE 9-12: SWIMMING Prerequisite: PE 9 Instruction and practice in swimming strokes, breathing, diving, and water safety techniques. | Credit: 0.50 Semester: Summer |
| PE 240 | PE 9-12 WEIGHT TRAINING Prerequisite: Approval from PE teacher Principles of Weight training discussed and applied that provide for the basic conditioning for muscle strength and tone | Credit: 0.50 Semester: Fall, Winter |
| PE 250 | PE 9-12: DANCE Prerequisite: Approval from Dance Instructor Instruction and practice in Dance: improvisation, choreography, artistic expression, performance, history, culture, life skills, and connections to other curricular areas. | Credit: 0.50 Semester: Summer |
| PE 300 | PE 9-12: SOCCER Prerequisite: PE 9 Competitive soccer team sport. | Credit: 0.50 Semester: Fall |

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| PE 310 | PE 9-12 VOLLEYBALL Prerequisite: PE 9 Competitive volleyball team sport | Credit: 0.50 Semester: |
| PE 320 | PE 9-12: BASKETBALL Prerequisite: PE 9 Competitive basketball team sport. | Credit: 0.50 Semester: Winter |
| PE 330 | PE 9-12: SOFTBALL Prerequisite: PE 9 Competitive softball team sport. | Credit: 0.50 Semester: Summer |

HEALTH

SENIOR HIGH COURSES

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| HLT 200 | HEALTH 9-12: HEALTH Prerequisite: None Examination of individual health including substance abuse prevention, relationships, sexuality, human development, infectious diseases, safety, nutrition, injury and mental illness prevention. | Credit: 0.50 Semester: Fall, Winter, Summer |
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Note: A Physiology or Human Biology course may count toward fulfilling this requirement for high school graduation, but not both for health and science credit.

FOREIGN LANGUAGE

SENIOR HIGH COURSES

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| LAN 100-101 | LANGUAGE 9-12: SPANISH 1A-B Prerequisite: None Semester: Winter, Summer Study of the Spanish language including grammar, vocabulary, culture, oral and written communication. | Credit: 1.00 |
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Other foreign language options:
First and Second Year Independent Study courses offered in American Sign Language, Spanish, French, German, Russian, Chinese, Latin, or Japanese.

Note: A student who has not achieved a "C" grade in English may experience difficulty in a foreign language.

ART

JUNIOR HIGH COURSES

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| ART 050 | ART 7-8: ART FOUNDATION A Prerequisite: None Introduction to art design principles and elements. | Credit: 0.50 Semester: Fall |
| ART 051 | ART 7-8: CRAFTS Prerequisite: None Introduction to three-dimensional crafts techniques. | Credit: 0.50 Semester: Summer |
| ART 060 | ART 7-12: DRAMA Prerequisite: None Participation in various dramatics activities: pantomime, monologues, character analysis, improvisation, and scene work | Credit: 0.50 Semester: |

SENIOR HIGH COURSES

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| ART 100 | ART 9-12: ART FOUNDATION B Prerequisite: None Examination to art design principles and elements. | Credit: 0.50 Semester: Fall |
| ART 110 | ART 9-12: DRAWING Prerequisite: None Examination of drawing concepts and techniques. | Credit: 0.50 Semester: Winter |
| ART 120 | ART 9-12: PAINTING Prerequisite: None Semester: Summer Examination to watercolor and acrylic painting techniques. | Credit: 0.50 |
| ART 130 | ART 7-12: MUSIC APPRECIATION Prerequisite: None Semester: Fall, Winter, Summer Study of music genres over time, influence in society, and basic music theory | Credit: 0.50 |

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| ART 140 | ART 7- 12: CHOIR Prerequisite: None Basic training in vocal production and part singing | Credit: 0.50 Semester: Fall, Winter, Summer |
| ART 200 | ART 9-12: CERAMICS Prerequisite: None Clay hand-building and wheel pottery techniques emphasizing structural design, construction, modeling, decorating, and glazing. | Credit: 0.50 Semester: Fall |
| ART 210 | ART 9-12: SCULPTURE Prerequisite: None Methods and techniques of figurative clay sculpture. | Credit: 0.50 Semester: Winter |
| ART 220 | ART 9-12 PRINTMAKING Prerequisite: None Application in screen printmaking techniques and methods. | Credit: 0.50 Semester: Summer |
| ART 230 | ART 9-12: COMMERCIAL ART Prerequisite: None Examination of the integration of typography and visual elements to | Credit: 0.50 Semester: |
| ART 240 | ART 9-12: INTERIOR DESIGN Prerequisite: None Identification of the elements and principles of design and applying them to interiors | Credit: 0.50 Semester: Summer |
| ART 250 | ART 9-12: CLASSICAL GUITAR Prerequisite: None Foundational Classical Guitar Skills. Learning to read music, lead sheets, and traditional notation; master common chords, notes, strumming, and finger-picking patterns | Credit: 0.50 Semester: Fall, Winter, Summer |
| ART 310 | ART 9-12: PHOTOGRAPHY Credit: 0.50 Prerequisite: None | Semester: Summer |

BUSINESS

JUNIOR HIGH COURSES

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| BUS 050 | BUSINESS 7-8: KEYBOARDING A Prerequisite: None Year 1-2 Introduction to computer keyboarding techniques. | Credit: 0.50 Semester: Fall, Winter |
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SENIOR HIGH COURSES

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| BUS 051 | BUSINESS 9-12: KEYBOARDING B Prerequisite: None Improvement of student keyboarding skills through drill, practice, reinforcement of correct techniques, and creating, formatting and editing personal and business documents. | Credit: 0.50 Semester: Fall, Winter, Summer |
| BUS 100 | BUSINESS 9-12: CAREERS AND LIFE SKILLS Prerequisite: None Independent living, college, career exploration, development, and implementation. | Credit: 0.50 Semester: Fall, Winter, Summer |
| BUS 110 | BUSINESS 9-12: INFORMATIONAL PROCESSING Prerequisite: None Computer keyboarding, word processing, database and spreadsheet techniques. | Credit: 0.50 Semester: Winter |
| BUS 120 | BUSINESS 9-12: BANKING AND FINANCE Prerequisite: None Application of banking, financial, insurance procedures and practices | Credit: 0.50 Semester: |
| BUS 130 | BUSINESS 9-12: PERSONAL FINANCE Prerequisite: None Financial standards that enable students to become wise and knowledgeable consumers, savers, investors, users of credit, and money managers | Credit: 0.50 Semester: Fall, Winter, Summer |

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| BUS 200 | BUSINESS 9-12: BUSINESS COMMUNICATIONS Prerequisite: None Study of business communication in a business environment using oral, formal written presentation and persuasive formats. | Credit: 0.50 Semester: |
| BUS 210 | BUSINESS 9-12: BUSINESS MARKETING Prerequisite: None Study in business promotion of goods from producer to consumer including media advertising, selling, displays, preparation of printed materials, product management and distribution. | Credit: 0.50 Semester: |
| BUS 220 | BUSINESS 9-12: ACCOUNTING Prerequisite: None Personal and business financial record keeping practices. | Credit: 0.50 Semester: |

TECHNOLOGY

JUNIOR HIGH COURSES

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| TEC 050 | TECHNOLOGY 7-8: TECHNOLOGY, LIFE, CAREERS Prerequisite: None Year 1 Introduction to technology, computer applications, independent living, and career exploration. | Credit: 0.50 Semester: |
| TEC 051 | TECHNOLOGY: DRAFTING Prerequisite None Year 2 Semester: Introduction to orthographic projection, geometric construction of pictorial and technical drawings. | Credit: 0.50 |

SENIOR HIGH COURSES

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| TEC 100 | TECHNOLOGY 9-12: COMPUTER TECHNOLOGY Prerequisite: Basic Keyboarding skills An introduction to computer application software that encompasses document processing, spreadsheets, and presentations. | Credit: 0.50 Semester: Fall |
| TEC 110 | TECHNOLOGY 9-12: DESKTOP PUBLISHING Prerequisite: None Application in personal and business self-publishing technology techniques. | Credit: 0.50 Semester: Winter |
| TEC 120 | TECHNOLOGY 9-12: COMPUTER VISUAL BASIC Prerequisite: None Examines object-oriented programming techniques, access relational data using the active x data objects, and build distributed applications from reusable software components. | Credit: 0.50 Semester: Summer |
| TEC 200 | TECHNOLOGY 9-12: WEB PAGE DESIGN Prerequisite: None Application of design and marketing principles to Web page design. | Credit: 0.50 Semester: Winter |
| TEC 210 | TECHNOLOGY 9-12: ADOBE ILLUSTRATOR Prerequisite: None Application of the tools and functions of Adobe Illustrator to produce graphics, logos, icons, and other graphic images. | Credit: 0.50 Semester: Winter |
| TEC 220 | TECHNOLOGY 9-12: GRAPHIC DESIGN Prerequisite: None Visual communication through the use of type, image, form, and color. Projects explore design processes in two and three dimensions Using Adobe Photoshop and Illustrator | Credit: 0.50 Semester: Summer |
| TEC 310 | TECHNOLOGY 9-12: ADOBE PHOTOSHOP Prerequisite: None Applications of the tools and functions of Adobe Photoshop including the manipulation of photographs, color, and creating images. | Credit: 0.50 Semester: Fall |
| TEC 320 | TECHNOLOGY 9-12: COMPUTER C++ PROGRAMMING Prerequisite: None Examines programming concepts of the C++ language including functions, data types, pointers, classes, methods, and the C++ preprocessor. | Credit: 0.50 Semester: |

TEC 330 TECHNOLOGY 9-12: COMPUTER REPAIR Credit: 0.50
Prerequisite: None Semester:
Application of computer hardware components, operating systems
diagnostic troubleshooting, add on peripherals, and maintenance.

GENERAL EDUCATION

GEN 100 GENERAL EDUCATION: LIBRARY AIDE Credit: 0.50
Prerequisite: Approval from Principal and Librarian, 2.00 GPA, Status Semester: Fall, Winter, Summer
Introduction to Library Processes: Circulation of books, proper shelving,
periodical management, catalog classification, reference material
acquisition, interpersonal skills, and clerical skill training

GEN 110 GENERAL EDUCATION: TEACHER ASSISTANT Credit: 0.50
Prerequisite: Approval from Principal and Teacher, 2.00 GPA, Status Semester: Fall, Winter, Summer
Responsibilities include: clerical tasks, assist students with assignments,
and resources, lead small groups, make presentations, prepare materials
for class, Pass/Fail grade is based on communication skills, employability
skills, collaboration skills and responsible citizenship.

GEN 120 GENERAL EDUCATION: WORK EXPERIENCE Credit: 0.50
Prerequisite: Approval from Principal, Minimum of 2.70 GPA, Status Semester: Fall, Winter, Summer
This course is designed to assist students in developing positive work
attitudes and habits. Pass/Fail grade is based on communication skills,
employability skills, collaboration skills, and responsible citizenship.

GEN 210 GENERAL EDUCATION: STUDY SKILLS Credit: 0.50
Prerequisite: identified as a student needing additional instruction & time. Semester:
Students will be instructed and demonstrate: time management, outlining,
note taking, organization, active listening, research methods and test taking
strategies

