

La Monte R-IV High School Course Offerings



2011-2012

La Monte R-IV High School Course Offerings

When choosing classes, please review the high school graduation policy. Graduation from La Monte R-IV is the responsibility of the student, parent, and school staff. The school's staff can and will give advice about the courses that are offered, but ultimately, success in high school rests upon the shoulders of each student. Students will not be allowed to participate in graduation ceremonies without successfully completing graduation requirements. Please consult teachers, the counselor, and the administration if you have any questions or concerns. Students must carefully choose the courses they take in high school and their selection should be guided by: (1.) requirements for graduation from high school; (2.) entrance requirements for a college or a vocational school; and (3.) a special field of interest or post-high-school plans.

The state now requires high school students to take end-of-course exams (EOC). EOC exams provide the Missouri Department of Elementary and Secondary Education with a way to assess students' knowledge of classroom material. Beginning with the class of 2011, students must complete EOC exams in the following areas prior to graduation: Algebra I, English II, Government, and Biology [unless they have completed course content prior to availability of the EOC assessment for that course].

La Monte R-IV requires a minimum of 24 units of credit for graduation with a *general diploma* and 25 units of credit for graduation with a *college preparatory certificate*. Listed below are the specific requirements set by the local Board of Education.

GENERAL DIPLOMA

SUBJECT AREA:	SPECIFIC COURSES REQUIRED:	# OF UNITS:
Communication Arts		4
Social Studies	American History & Government	3
Mathematics		3
Science		3
Fine Arts (Art/Music)		1
Practical Arts (Vo-Tech, Business, Industrial Technology, Agriculture, FACS)		1
Physical Education		1
Health and Hygiene		½
Personal Finance		½
Electives		7
TOTAL		24

COLLEGE PREPARATORY CERTIFICATE & ACADEMIC DIPLOMA

SUBJECT AREA:	SPECIFIC COURSES REQUIRED:	# OF UNITS:
Communication Arts	English I and above	4*
Social Studies	American History, Govern., World History	3*
Mathematics	Algebra I, II, & above	4*
Science	Biology I and above*	3*
Fine Arts (Art/Music)		1*
Practical Arts		1
Physical Education		1
Health and Hygiene		½
Personal Finance		½
Foreign Language and/or from 2 or more subjects shown with an asterisk (*)		3****
Electives		4
TOTAL		25

**** Certain colleges/universities may require foreign language as a condition for admissions. It is important to pay close attention to admission requirements and plan your class schedule accordingly.

** Also, must have a 3.0 GPA in core classes, score above the national average on the ACT, & maintain an attendance rate of at least 95%.

GRADUATING WITH HONORS

Students must meet the requirements of the College Preparatory Course Work Program to qualify for honors. The student must have at least a 3.0 on a 4.0 scale in the following subject areas: English/Language Arts, Mathematics, Science and Social Studies. ACT/SAT scores will not be taken into consideration when computing GPA. Students

completing the College Preparatory Course Work Program will have priority in class rank and valedictorian/salutatorian selection, followed by Academic Diploma and General Diploma students. There will be no weighing of classes regardless of the type of diploma the student has elected to pursue. Any student that achieves a 3.75 GPA or above will graduate with Honors. This will be represented by an "H" following their name on the Commencement Program.

ENGLISH

[NOTE: English II is required, as all students will be required to take an end-of-course (EOC) exam in this class.]

ENGLISH I (Grades 9-12)

Credit: 1 unit

This course includes reading and analyzing short stories, the novel, nonfiction, and drama; sentence structure; paragraph development; essay construction; grammar and mechanics; spelling; library skills; use of technology; and speaking and listening skills.

ENGLISH II (Grades 10-12)

Prerequisite: English I

Credit: 1 unit

This course includes reading and analyzing various types of literature; formal writing assignments; a more in-depth study of grammar and style while continuing practice with mechanics, spelling and vocabulary; library research; use of technology; and speaking and listening skills.

AMERICAN LITERATURE (Grades 11-12)

Prerequisite: English I and II

Credit: 1 unit

This course includes a focus on communication skills through both practical application and the study of American Literature. Students will further develop their skills in composition, research, analysis, problem solving, and critical thinking. A review of the English language will be addressed through the use of homework assignments, small group work, in class writings and a research paper. In preparation for the ACT, students will develop their skills in making inferences, finding errors in writing, and recognizing literary elements. Literature will be studied in terms of its place in history; an emphasis will be placed on the time period of the writing, as well as the social and political ramifications of it. Accuracy in communication will be stressed through daily grammar review, class discussion, and formal assessments.

COLLEGE PREP ENGLISH (Grade 12)

Prerequisite: English I and II (It is suggested that American Literature be taken before College Prep English.)

Credit: 1 unit

This is a chronologically based, survey course covering major periods and writers in English literature. It emphasizes the writers' positions in history and the explication of their major works. It is an intensive study requiring careful reading, thoughtful discussion, and various forms of writing. The writing emphasizes essay test proficiency and formal literary analysis. The class is meant for those who intend to pursue college studies. It includes such works and authors as Beowulf, Chaucer, Shakespeare, Milton, Swift, Pope, Wordsworth, Byron, and Browning.

CONTEMPORARY LITERATURE (Grades 11-12)

Prerequisite: English I and II

Credit: 1 unit

This course includes the study of various authors and forms of writing from diverse cultures. The course content is arranged chronologically and focuses on each decade from the 1930s to the present. By examining methods of storytelling found in a variety of genres (e.g. memoirs, music, films, short stories, poetry, novels, etc.) students will be able to understand how authors create and convey the myths and stories that represent their culture. Course work will include individual and group research, decision-making activities, simulations, oral presentations, and written analysis.

COMPOSITION (Grades 11-12)

Prerequisite: English II (Grade of C- or above)

Credit: 1/2 unit

This course will involve the student in all aspects of writing, including researching and writing an extensive research paper. Each type of writing will be discussed and created. Basic grammar and writing skills will be reviewed. This course is aimed for the college-bound student.

DRAMA (Grades 9-12)

Credit: 1/2 unit

Students will participate in improvisation, play structure analysis, monologue performance, a short scene performance, theater history, acting, technical theater, stage makeup, costuming, Readers' Theatre, and explore careers in theatre. A requirement of this class is to participate in speech contests. (Active participation is a MUST!)

CREATIVE WRITING (Grades 11-12)

Credit: ½ unit

This semester course will involve the student in all aspects of creative writing. A journal will be kept, which will allow the student daily opportunities to explore topics and practice writing. Though correct mechanics will be taught, the emphasis will be on the creative process. Many different types and styles of writing will be attempted, and the finished products will be collected in a portfolio.

SCIENCE

[NOTE: Biology is required, as all students will be required to take an end-of-course (EOC) exam in biology.]

PHYSICAL SCIENCE / EARTH SCIENCE (Grades 9-12)

Credit: 1 unit

Physical science is both an introductory and general course dealing with topics from chemistry and physics. The course is divided into five major units: matter and energy, chemistry in our world, forces, motion and energy, wave motion and energy, and electromagnetic nature of matter. The course will consist of lecture/discussions, laboratory exercises, videotapes, and films. Students are expected to do reading assignments on their own and come to class prepared to ask/answer discussion questions, and complete labs.

BIOLOGY I (Grades 10-12)

Credit: 1 unit

An in-depth study of living things, emphasizing the fundamental unity in the diversity of life forms. Study focuses on the major life processes/functions using a variety of examples from all five kingdoms of organisms. The knowledge of ecology and environmental biology learned will help students gain an appreciation of the different ways in which organisms have adapted to carry out those processes/functions. The course will consist of lectures/discussions, laboratory exercises, and videotapes. Students will be expected to do reading assignments on their own and come to class prepared to ask/answer discussion questions. This will allow a greater integration of laboratory exercises that are fundamental to a biology course.

BIOLOGY II (Grades 11-12)

Prerequisite: Biology I (Grade of C- or above)

Credit: 1/2 unit

This course is a continuation of the in-depth study of living things begun in Biology I, emphasizing the fundamental unity in the diversity of life forms. The course consists of a comparison of the anatomy and physiology of organisms from simple to complex with emphasis on humans.

The course will consist of lecture/discussions, laboratory exercises, and videotapes. Students are expected to do reading assignments on their own and come to class prepared to ask/answer discussion questions.

CHEMISTRY (Grades 11-12)

Prerequisite: Biology I and Algebra I

Credit: 1 unit

NOTE: This course will alternate with Human Anatomy & Physiology. It will NOT be offered in 2011-12.

This is an introductory-level course that covers theoretical, analytical, and descriptive chemistry. There is a heavy emphasis on laboratory experiments and exercises to correlate the abstract and theoretical with the concrete and practical. Particular units include: the organization of chemistry/periodic table, chemical formulas and equations, physical phases of matter, solutions, chemical reactions, study of the electropositive and electronegative elements, the transition elements, and finally, nuclear reactions.

HUMAN ANATOMY AND PHYSIOLOGY (Grades 11-12)

Prerequisite: Biology I

Credit: 1 unit

NOTE: This course will alternate with Chemistry. It WILL BE OFFERED in 2011-12.

This course is a study of the essential principles of human anatomy and physiology, including: basic chemistry, cell and tissue studies, and an overview of all the body systems.

ECOLOGY (Grades 10-12)**Credit: ½ unit**

This course introduces the science of ecology- the study of the interactions among organisms and their environment. Topics include habitat, range, life cycle, interdependency, diet, cycles, adaptations, ecosystem, community, population dynamics, food webs, and more. Activities will include recycling, community cleanup, and community service.

ASTRONOMY (Grades 10-12)**Credit: ½ unit**

Astronomy will cover topics involving the earth and the universe. Students will trace the history of astronomy and recognize how our knowledge of the universe has changed with our advancing technology. An in-depth study of the solar system will increase knowledge of the planets, comets, meteorites and asteroids. Other topics to be covered include the life of stars, the Milky Way Galaxy, other galaxies, quasars, space exploration, and current astronomy advances. This course will consist of lecture/discussions, videos, and lab activities (less lab activities than other science courses).

MATHEMATICS

[NOTE: Algebra I is required, as all students will be required to take an end-of-course (EOC) exam in Algebra I.]

BASIC MATH 1, 2, ETC. (Grades 9-12)**Prerequisite: With teacher recommendation or if student is not ready for pre-algebra or algebra 1.****Credit: 1 unit**

This course is designed to give students an understanding of basic math skills in preparation for later math courses and success in life. The topics covered in this course include adding, subtracting, multiplying, and dividing whole numbers, decimals, fractions, and mixed numbers. Students will also be exposed to metrics, percent, statistics, graphing, ratio, proportion, integers, expressions, and equations.

PRE-ALGEBRA (Grades 9-12)**Credit: 1 unit**

Pre-Algebra is designed to build upon previous math skills. This course provides the framework for Algebra I. The topics to be covered include variables, integers, solving equation and inequalities, rational numbers, functions and graphing, percent, geometry, and polynomials.

ALGEBRA I (Grades 9-12)**Prerequisite: C or above in 8th grade math****Credit: 1 unit**

This course builds upon previous math skills. Algebra 1 provides the framework for future math courses by teaching the techniques of algebra. The topics to be covered include variables, operations, formulas, real numbers, equations, inequalities, factoring, rational expressions, functions, radicals, graphing, and quadratics.

GEOMETRY (Grades 10-12)**Prerequisite: C or above in Alg I [May take concurrently with Algebra 2]****Credit: 1 unit**

This course is designed to give students a better understanding of the theory and application of the geometry skills that have been touched on in past math courses. The topics that will be covered in this course include points, lines, planes, angles, parallel lines, congruent triangles, polygons, right triangles, and trigonometry. Students will work with areas of plane figures and coordinate geometry. In addition, algebraic skills will be reviewed and strengthened.

ALGEBRA II (grades 10-12)**Prerequisite: C or above in Algebra I (and if scheduling permits, Geometry)****Credit: 1 unit**

This course reviews and extends the concepts of Algebra 1. Students will build upon basic algebra skills in preparation for future math courses. The topics to be covered include linear and quadratic equations, factoring, radicals, polynomial and rational functions, systems of equations, matrices, and conics.

Algebra III (College Algebra) (Grades 11 or 12)**Prerequisite: B or above in Algebra II & Geometry****Credit: ½ unit**

This course is designed to further student's development in advanced algebra & mathematics in preparation for college math. It is a review of topics from algebra and geometry. Topics include algebraic operations, complex numbers, polynomials, exponential & log functions. Graphing calculators are used.

Trigonometry (Grades 11-12)

Prerequisite: C or above in Algebra II & Geometry

Credit: ½ unit

This is an advanced math course designed to teach the fundamental concepts and applications of trigonometry. Topics will include sine, cosine, tangent, cosecant, secant, and cotangent functions, graphing, radian measure, trig identities, complex numbers, and inverse functions.

SOCIAL STUDIES

[NOTE: Government is required, as all students will be required to take an end-of-course (EOC) exam in this class.]

AMERICAN HISTORY I (Grades 9-12)

Credit: 1 unit (required for graduation)

The content of this course starts at the early exploration of America and ends with the Civil War. The class will take a more in-depth look into the history of their nation. Students will focus more on the causes of major events and how the results affect their lives.

WORLD HISTORY I (Grades 10-12) [required for college preparatory certificate]

Credit: 1 unit

This course is a well-balanced presentation of Western, Non-Western, and Latin American history from the time of pre-historic man to modern day. Material covers various cultures and their everyday life, as well as their political/economic life. In addition, the course will cover the concept of the world's geography and its effect on history, through map study.

WORLD GEOGRAPHY I / WORLD GEOGRAPHY II (Grades 10-12)

Credit: 1 unit

This course is designed to teach students where places are located to include the world's countries, major cities, and landforms. Students will have case studies of global issues that affect the environment, world conflicts, and the global economy. Students will explore the unique geographical aspects of countries within a specific region of the world. Lastly, students will learn to use a visual overview of each region by mastering maps, graphs, and photographs.

ECONOMICS (Grades 9-12)

Credit: 1 unit

This course is designed to instruct students in a comprehensive economics program that gets them involved in the classroom and in the real world, where supply and demand, capital and labor, and business and government have meaning. This course will give students the big picture of economic principles, while preparing them for living in a world in which they work, buy, sell, and actively participate as citizens who make choices. This course will stress critical-thinking and problem-solving skills that students will need for making economic decisions that will affect them for the rest of their lives.

CONTEMPORARY ISSUES (Grades 11-12)

Prerequisite: American History I and Government

Credit: 1 unit

This course is designed to teach students about historical issues that are currently taking place. A number of topics will be covered, including: understanding several current controversial problems facing the world in which we live today, understanding world affairs, recognizing propaganda and prejudice in the news, and comparing the different court and constitutional systems in the world with those of the United States. The "Fire Project" will be included.

U.S. GOVERNMENT/CIVICS (Grades 10-12)

Credit: 1 unit (required for graduation)

Studies the principles of the American system of government so that you can understand the rights and responsibilities that come with U.S. citizenship. The course teaches you what the Constitution really means and looks at the various branches of government and the roles they play. You will also learn how laws are enacted and how your civil rights are protected under law. While the primary focus is on American Government and the U.S. Constitution, the student is also introduced to other major forms of government practiced around the world to provide contrast of

government. Students will explore the organization and operation of government on the local, state, and national levels. In addition, the roles of students in family, school, and the economy are investigated with emphasis on their rights and responsibilities.

SOCIOLOGY (Grades 10-12)

Credit: 1/2 unit

In this course, students will learn about social institutions such as the family, school, peer groups, sports teams, political and economic institutions. They will study how social change occurs and how the social forces around them can impact their lives. Students will participate in a variety of classroom activities designed to demonstrate social concepts as well as foster good student community building

PSYCHOLOGY (Grades 10-12)

Credit: 1/2 unit

This course will introduce basic concepts used by psychologists in understanding human behavior. Topics to be considered include psychology as a science, human development, biological bases of behavior, motivation and learning, thinking and intelligence, normal and abnormal behavior, therapies, testing, and the effects of group membership on behavior.

FINE ARTS

MUSIC

BAND (Grades 7-12)

Prerequisite: Elementary band, private lessons, or instructor's approval. Student must have own instrument (buy or rent).

Credit: 1 hour

Band is group of woodwind, brass, and percussion instruments working together to form one music group. A student in band should expect to be trained in the basic fundamentals of playing a musical instrument (breath control, embouchure control, and tone production) as well as key signatures, a more advanced study of notation and rhythmic patterns, intonation, and how to play different styles of music. Performances include, but are not limited to: Marching Band, Pep Band, Conference Band, concerts, and contests. Most performances are outside the school day, and are a mandatory portion of the student's grade. Commitment to the group and performances is required. Individual work is available in the form of solos, should a student be interested.

HIGH SCHOOL CHOIR (Grades 9-12)

Credit: 1 hour

Students should expect to increase their musical knowledge through identification of basic musical terms and become competent in sight-reading while learning to blend their voices with others in the group. In addition, students will learn the proper way to warm up when preparing to sing with an emphasis on accurate vowel production and diction. Performances include, but are not limited to: Conference Choir, concerts, contests, and performances within the community and school. Most performances are outside the school day, and are a mandatory portion of the student's grade. Commitment to the group and performances is required. Individual work is available in the form of solos, should a student be interested.

ART

Art I (Grades 9, 10)

Credit: 1 unit

Art I is designed to develop awareness and ability in the visual arts. Students will study the elements of art, principles of design, art history, and aesthetics. The class is primarily a hands-on class with an emphasis placed on introducing a wide variety of processes including: drawing, painting, printmaking, and hand built pottery as well as a variety of media including: ink, watercolor, acrylic, clay, graphite, colored pencil, pastel, charcoal, and various papers.

Art II (Grades 11, 12)

Credit: 1 unit

Art II is designed to continue and build awareness and ability in the visual arts. Students will use information and processes learned in Art I to develop and create works that communicate personal ideas and theories that reflect on self

and society. Artworks will be created using material processes used in Art I as well as new processes such as plaster, pottery (on the wheel), and fibers.

PRACTICAL ARTS

Family and Consumer Sciences

CAREER & FAMILY LEADERSHIP (Grades 9-12)

Credit: 1 unit

This is a comprehensive course designed to generate knowledge of the general study of family & consumer sciences, including how individuals develop and function in family, work and community settings. Career exploration and its impact on families are key components. Other units include instruction of nutrition, food preparation, relationships, child development, clothing selection and design, housing and furnishings, and personal finance. A Job Shadowing assignment for a day is part of this course.

Cost for student: Materials for clothing project.

HOUSING ENVIRONMENTS & DESIGN (Grades 9-12)

NOT OFFERED IN 2011-12

Credit: ½ unit

This course is designed to provide students with the basics of decorating and finishing the interior of a variety of homes. Topics covered in this course will include: the elements and principles of design, history of housing, housing styles, furniture styles, buying tips, designing a basic floor plan, the basics of home construction, planning and decorating of specific rooms in a home, how to plan a housing budget, and opportunities for careers in the housing field. Upon completion of this course students will have a floor plan and sample boards for their "dream home."

Cost for student: Meal during field trip to display homes and home improvement stores.

NUTRITION & WELLNESS (Grades 10-12)

Prerequisite: Career & Family Leadership

Credit: ½ unit (Fall semester)

This course prepares individuals to understand the principles of nutrition, the relationship of nutrition to health and well-being, the selection, preparation and care of food, meal management to meet individual and family food needs and patterns of living, food economics and ecology, and optimal use of the food dollar.

ADVANCED FOOD PREPARATION (Grades 10-12)

Prerequisite: Nutrition & Wellness

Credit: ½ unit (Spring semester)

This course is an instructional program that emphasizes variety in food products and food preparation techniques, diet in health and illness, experimentation in meal patterns and the significance of food as it relates to various cultures and world conditions.

Cost for student: Meal on a field trip to an ethnic restaurant.

FAMILY LIVING AND PARENTHOOD (Grades 11-12)

Credit: ½ unit (Fall Semester)

This instructional program prepares individuals to understand the nature, function, and significance of human relationships within the family/individual units. It includes instruction in the concepts and principles related to various family living conditions including abuse prevention; the establishment and maintenance of relationships; the preparation for marriage, parenthood, and family life; and the socialization and developmental needs of individuals. A monthly childcare lab is included.

CHILD DEVELOPMENT (Grades 11-12)

Credit: ½ unit, with a Dual Credit option (Spring Semester)

This instructional program studies the intellectual, social, emotional, and biological development of children from conception to school age. It includes instruction in parent-child relations, parenting practices, special needs of children, parental and environmental influences on child development, external support services, and related public policy issues. A major project is the care of BABY THINK IT OVER (computerized infant simulator) for a weekend. A monthly childcare lab is also included.

Industrial Technology

AG. CONSTRUCTION I (Grades 9-12)

Credit: 1 unit

This course is primarily for the construction of a project(s) chosen by the student with the approval of the instructor. This course will provide instruction, study and practice in developing, drawing and reading plans for projects, wood construction, shop equipment operation, shop safety and fabrication of a project.

This course has an additional cost for project materials.

AG. CONSTRUCTION II (*welding*) (Grades 9-12)

Credit: 1 unit

This course is primarily for the construction of a project(s) chosen by the student with the approval of the instructor. This course will provide instruction, study and practice in developing, drawing and reading plans for projects, AC-DC, MIG, OXY-Acetylene welding, shop equipment operation, shop safety and fabrication of a project.

This course has an additional cost for project materials.

AG. POWER (Grades 9-12)

Credit: 1 unit

This course is primarily for the exploration of energy and power sources. Construction of a project(s) chosen by the student will be at the approval of the instructor. This course will provide instruction, study and practice in developing, drawing and reading plans for projects, project construction, shop equipment operation, shop safety and fabrication of projects.

This course has an additional cost for project materials.

AG. STRUCTURES (Grades 9-12)

Credit: 1 unit

This course is primarily for the exploration of the construction industry. Construction of a project(s) chosen by the student will be at the approval of the instructor. This course will provide instruction, study and practice in developing, drawing, and reading plans for projects, wood construction, carpentry, shop equipment operation, shop safety, building maintenance, repair, and fabrication of a project.

This course has an additional cost for project materials.

ADVANCED AG. CONSTRUCTION (Grades 10-12)

Prerequisite: Previous agriculture class or waiver by instructor.

Credit: 1 unit

This course resembles that of agriculture construction II; however, bigger projects with additional instruction and techniques will be built. The course will provide instruction, study and practice in developing, drawing, and reading plans for projects, wood construction, carpentry, shop equipment operation, shop safety, building maintenance, repair, and fabrication of a project.

This course has an additional cost for project materials.

AGRICULTURAL SCIENCE I (Grades 9-12)

Credit: 1 unit

A course designed for instruction in animal science, agricultural mechanics, career exploration, leadership and personal development, and supervised agricultural experience. Units may include agribusiness, natural resources, and food science.

AGRICULTURAL SCIENCE II (Grades 10-12)

Prerequisite: Agricultural Science I

Credit: 1 unit

A course designed for instruction in plant and crop science, soils, entomology, horticulture, and forestry, and additional instruction in agricultural mechanics, career development, leadership, and supervised agricultural experience.

LANDSCAPING (Grades 9-12)

Credit: ½ unit

This course includes the basic techniques of landscape design, landscape construction, installation, and maintenance.

FLORICULTURE (Grades 9-12)

Credit: ½ unit

This course includes the production, arrangement and retailing of flowers. It includes fresh, silk, or dried flowers to be used in the design of corsages, wedding bouquets, table flower arrangements, and seasonal holiday decorations.

Business

PERSONAL FINANCE (Grades 10-12)

Credit: ½ unit (required for graduation)

Understanding and managing personal finances are key to one's future financial success. This one-semester course is based on the Missouri Personal Finance Competencies and presents essential knowledge and skills to make informed decisions about real world financial issues. Students will learn how choices influence occupational options and future earning potential. Students will also learn to apply decision-making skills to evaluate career choices and set personal goals. The course content is designed to help the learner make wise spending, saving, and credit decisions and to make effective use of income to achieve personal financial success.

Accounting I (Grades 10-12)

Credit: 1 unit

This course is designed to build a basic understanding of manual and automated accounting principles, concepts, and procedures. Activities include using the accounting equation, completing the accounting cycle, entering transactions to journals, posting to ledgers, preparing end-of-period statements and reports, managing payroll systems, completing banking activities, calculating taxes, and performing other related tasks.

Accounting II (Grades 11- 12)

Prerequisite: Accounting I

Credit: 1 unit

NOTE: THIS COURSE IS OFFERED AS INDEPENDENT STUDY. STUDENTS WHO TOOK ACCOUNTING I ARE ENCOURAGED TO TAKE ACCOUNTING II.

This course is designed to help students acquire a more thorough, in-depth knowledge of accounting procedures and techniques utilized in solving business problems and making financial decisions. Students will develop skills in analyzing and interpreting information common to partnerships and corporations, preparing formal statements and supporting schedules, and using inventory and budgetary control systems.

Business Technology (Grades 11 – 12)

Prerequisite: Computer Applications

Credit: 1 unit

This course is designed to help students develop the qualities, knowledge, and skills necessary for working in a business. Students enhance computer application skills as they develop competencies needed by administrative support professionals. The content includes the use of technology to develop communication skills, the performance of office procedures tasks, the production of quality work using advanced features of business software applications, and the production of high quality employment portfolios and job-seeking documents. In addition, this course provides training or skills many employers find deficient: dealing with other people, using the telephone, organizing work, and handling other crucial tasks.

Computer Applications (Grades 9 – 12)

[Students are encouraged to have Jr. High keyboarding first]

Credit: 1 unit

This course is designed to help students master beginning and advanced skills in the areas of word processing, database management, spreadsheet applications, desktop publishing, multimedia, Internet usage, and integrated software applications.

Desktop Publishing (Grades 10 – 12)

Credit: 1 unit

Students develop proficiency in using graphic arts/desktop publishing software to create a variety of business and personal publications such as flyers, brochures, newsletters, calendars, etc. YEARBOOK will be part of this class. Yearbook class is designed to educate students on the process of creating a published work. Students will be involved in advertising, photography, writing, and creating page layouts for the creation of the current year's book. Students must be able to work in a team oriented classroom, and will be evaluated on the quality of their work as well as their ability to manage tasks and deadlines.

Health (Grades 10-12)**Credit: ½ unit (required for graduation)**

This course prepares individuals to understand the related aspects of health and wellness with special emphasis on substance abuse prevention, nutrition, emotional health, and physical health; body systems, the relationship of an individual's health to the family's wellness; the prevention of illness; and the basic care of the ill. This course does include a unit on the reproductive system and sexually transmitted infections with the focus on abstinence.

Physical Education (Grades 9-12)**Credit: 1 unit (required for graduation)**

Physical education will teach students the basic history, terminology, skills, strategy, and rules of the game or activity taught. Emphasis will be placed on the development of lifetime sports and activities for each student.

ELECTIVES**Foreign Languages****SPANISH I (Grades 9-12)****Credit: 1 unit**

This course is designed to give the student a firm grasp of the fundamentals of the Spanish language. The student will build a solid foundation in reading, writing, and in understanding the essential rules of the Spanish language. Students will also develop listening and speaking skills and acquire a knowledge of the culture of Spanish-speaking people.

SPANISH II (Grades 10-12)**Prerequisite: Spanish I (Grade of C- or above)****Credit: 1 unit**

Students will review and continue to build upon the essential skills and knowledge they acquired in Spanish I. Teachers will instruct students in writing sentences using regular and irregular verbs in the preterit and future tense, understanding and realizing the importance of the Spanish culture on our world, and reading material written in Spanish. Students will see how all of the various grammatical forms work together to achieve the end result of communication.

Other Electives**Body Conditioning (Grades 9-12)****Credit: 1 unit**

This class includes, but is not limited to, the following: learning the proper way to grip, lift, and be spotted with a partner; learning why weight lifting is important to the overall fitness of an individual and how it can have an effect on the health of your body; developing or following a proper workout schedule to improve strength and conditioning; and learning the importance of stretching before beginning a workout. Lastly, this class will discuss the importance of using weight lifting and conditioning beyond the school years, in order to live a healthy life.

ACT PREP (Grades 10-12)**Credit: ½ unit**

This semester course will consist of helpful hints for achieving better test scores, basic material review, and several practice tests. One quarter will consist of English/Reading and one quarter will consist of Science/Math.

TEACHER ASSISTANT (Grades 12)**Prerequisite: Must be a Senior****Credit: 0 units**

Teacher assistants will spend one period a day with the teacher of their choice. Teacher assistants must be making adequate progress toward graduation requirements. The student must find a teacher to work with and that teacher must agree to have a teacher's assistant. The counselor must be notified once this agreement happens. This course does not earn credit.

READ RIGHT (Grades 9-12)**Credit: 1 unit**

Read right is a fundamentally unique approach to teaching reading that enables students with reading problems to improve their reading skills and eliminate their reading problems in a brief amount of time. The read right system integrates knowledge from brain research, learning theory and reading theory and is consistently successful in permanently eliminating reading problems.

DUAL CREDIT

Dual credit is available through both State Fair Community College and the University of Central Missouri (Warrensburg). To be eligible to participate in the dual credit program, students must have a GPA of 3.0 or higher and be a junior or a senior. For certain dual credit courses, students must have also taken the ACT and received a certain score. Students must be approved through the principal/counselor before being allowed to participate in dual credit. See Mrs. Ming about information about class fees and book fees (these classes are not free and student is responsible for cost).

**** SEE MRS. MING FOR UP-TO-DATE INFORMATION ABOUT WHAT CLASSES ARE AVAILABLE.

University of Central Missouri:

As of now, the tentative list of courses available is:

ITV- advanced bio, public speaking, college English, chemistry, history, college algebra, contemporary math, college trigonometry, pre-calculus, psychology, theater [See Mrs. Ming for ITV course times]

ONLINE- chemistry, criminal justice, college English, information resources, psychology, physics

Please see Mrs. Ming for an application and for more information about what UCM offers.

State Fair Community College:

The following online classes will be available for dual credit: college algebra, history 102/102, English composition 101/102, psychology, sociology, public speaking, world civilization, and art appreciation.

*NOTE: Please be advised that students need to be academically prepared to participate in dual credit courses, as they have a college level rigor. Also note that dual credit courses may not transfer to the college of your choice.