

# High School Academic Course Handbook

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*2017-2018*



***"Academic Excellence In a Christian Environment"***

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## ACCREDITATION

**Southern Association of Colleges and Schools  
(SACS)**

**Association of Christian Schools International  
(ACSI)**

# Seffner Christian Academy

## MISSION STATEMENT

“The mission of Seffner Christian Academy is to provide academic excellence in a Christ-centered environment with a challenging education program based on the principles of God’s Word. Our goal is to train and develop young men and women of integrity who are committed to God and His Word and have a desire to impact the world for Christ.”

### Grading Scale

<b>Letter Grade</b>	<b>Number Grade</b>	<b>GPA</b>	<b>Honors GPA</b>	<b>AP/DE GPA</b>
<b>A</b>	90-100	4.0	4.5	5.0
<b>B</b>	80-89	3.0	3.5	4.0
<b>C</b>	71-79	2.0	2.5	3.0
<b>D</b>	65-70	1.0	1.0	1.0
<b>F</b>	0-64	0	0	0

### High School Program of Study

\*Denotes Honors Option

	<b>FRESHMAN</b>	<b>SOPHOMORE</b>	<b>JUNIOR</b>	<b>SENIOR</b>	<b>Graduation Req.</b>
<b>BIBLE</b>	New Testament	Old Testament	Christian Doctrine	Patterns for Christian Living	4 Credits <small>* courses meet state of FL Character Ed. Req.</small>
<b>ENGLISH</b>	English I* Fund. of Writing	English II*	English III* <b>AP Eng Lang</b>	English IV* <b>AP Eng Lit</b>	4 Credits
<b>MATH</b>	Algebra I* Geometry*	Geometry* Algebra II*	Algebra II* Pre-Calculus Advanced Topics in Math	Pre-Calculus Advanced Topics in Math Consumer Math <b>AP Calculus</b>	4 Credits
<b>SCIENCE</b>	Physical Science* Biology*	Biology* Chemistry*	Chemistry* Anatomy* Env. Science* Physics*	Anatomy* Env. Science* Physics* <b>AP Env. Sci.</b>	4 Credits
<b>SOCIAL STUDIES</b>	American Gov*	World History* <b>AP World History</b>	US History* <b>AP US History</b>	Economics* Life Management Skills* Psychology <b>AP Psychology</b>	3.5 Credits Gov- .5 Econ- .5 Life Man Skill- .5 US Hist- 1 World Hist- 1
<b>WORLD LANGUAGE</b>		Spanish I Latin I	Spanish II Latin II	Latin III	2 credits 2 consec yrs
<b>PHYSICAL ED</b>	<b>HOPE</b>				1 credit
Electives	2 Elective Options per year * See Elective Offerings List				1 credit of Fine or practical Art required for Graduation

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## GRADUATION REQUIREMENTS

SCA requires successful completion of an academic program in excess of the state of Florida requirements. Students must earn a minimum of 24 credit hours in grades 9-12. A credit should be earned in Bible each year that the student is in attendance at SCA. A diploma will not be given to a student who has a GPA below a 2.0. In order to graduate, students are required to take a college entrance test in the form of the SAT or ACT.

Students must meet the following criteria to be classified as Freshman, Sophomore, Junior, or Senior:

Freshman: Successful completion of 8th grade subjects.

Sophomore: 6 credits earned in 9th grade.

Junior: 12 credits earned in 9th and 10th grades.

Senior: 18 credits earned 9th through 11th grades.

Graduate: 24 credits earned 9th through 12th grades.

The following areas should be successfully completed:

4 credits of English

4 credits of Bible

4 credits of Math

2 credits of Foreign Language

4 credits of History

1 credit of Practical or Performing Arts

4 credits of Science

1 credit of Health Opportunities through Physical Education

**Any additional classes, such as electives, to give 24 credits**

All SCA students are required to take the ACT or SAT as a part of their graduation requirement.

*SCA students meet the state of Florida digital learning requirements through online high school courses (such as FLVS), online dual enrollment courses, and the SCA technology integration initiative.*

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## DUAL ENROLLMENT POLICIES

**Dual Enrollment is a privilege** and not a right at Seffner Christian Academy. Students who are eligible may request permission for dual enrollment at Hillsborough Community College in their junior or senior year. Participation in this program is permitted according to the following guidelines:

1. Students must have a 3.0 weighted GPA and pass an entrance exam at HCC (PERT, SAT, or ACT).
2. It is the student's responsibility to apply, obtain appropriate documentation, and register for the courses. The Guidance Counselor or Administration of SCA is not responsible for the registration of students.
3. All students wishing to dual enroll must receive a letter of permission from the Director of Guidance and Enrollment Services.
4. AP credit will be granted to dual enrollment classes.
5. All classes will be counted in the student's SCA GPA.
6. All SCA responsibilities and requirements will remain in place. Preferential treatment will not be given when dual enrollment conflicts with SCA schedules.
7. All students are expected to be in regular attendance to her/his assigned.
8. All Dual Enrollment Courses must be taken ONLINE or during non-school hours. SCA does not allow students to leave campus during the day.
9. SCA Students who are taking part in the dual enrollment program, MAY be given a class period and access each day (IF it works in your schedule) to work on their online course. Students will be required to use their iPad or laptop to access the course.
10. It is the responsibility of the students to provide verification of enrollment in the course at the beginning of the semester (in order to receive a study hall period for dual enrollment) and must provide a

## ADVANCED PLACEMENT PROGRAM

Advanced Placement© courses provide college-level work for high school students, with the potential for obtaining college credit and/or advanced placement in college or university. SCA will give one grade point added weight to its AP courses. (A student receiving an A in an AP class would be given a 5.0 on his/her transcript instead of a 4.0). Each AP course may have its specific requirements. Students wishing to take AP will be required to meet certain criteria, which may include some or all of the following:

1. Minimum grade point average in all high school courses: 3.5 cumulative
2. Recommendation of previous or current teachers, especially in the subject to be taken, or in related subjects.
3. Inclusion on the "AP Potential" © list generated by the PSAT/ NMSQT taken by all juniors at SCA, based on their respective test scores.
4. A history of previous honors courses, of at least one honors course on the student's record prior to admission to Advanced Placement.
5. A summer reading/writing project or other type project, depending on the subject, to be satisfactorily completed before the student begins fall classes.
6. The student's willingness to do rigorous, college-level work, and the parents' support of that effort.
7. The subject area exam for the class will be mandatory. (i.e. - students who take an AP course will take the AP spring exam for that course.)

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## COURSES

<u>BIBLE</u>	Credit
New Testament Survey	1
Old Testament Survey	1
Christian Doctrines	1
Patterns for Christian Living	1

<u>ENGLISH</u>	Credit
English 1*	1
English 2*	1
English 3*	1
English 4*	1
Fundamentals of Writing	.5
AP English Language & Composition	1
AP English Literature	1

<u>FOREIGN LANGUAGE</u>	Credit
Spanish 1	1
Spanish 2	1
Latin 1	1
Latin 2	1
Latin 3 Honors	1

<u>MATH</u>	Credit
Algebra 1	1
Algebra 1 Honors	1
Geometry	1
Geometry Honors	1
Algebra 2	1
Algebra 2 Honors	1
Pre-Calculus Honors	1
AP Calculus	1
Consumer Math	1
Advanced Topics in Math	1

<u>PHYSICAL EDUCATION</u>	Credit
Health Opportunities Through PE	1
Weight Training	1
Team Sports 1	1

\*Honors Projects required to receive Honors Course Credit.

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<u>SCIENCE</u>	Credit
Physical Science*	1
Biology*	1
Chemistry*	1
Environmental Science*	1
AP Environmental Science	1
Physics Honors	1
Anatomy*	1

<u>SOCIAL SCIENCE</u>	Credit
American Government*	.5
American History*	1
AP U.S. History	1
AP World Hisotry	1
World History*	1
Economics*	.5
Life Management Skills	.5
Psychology	1
AP Psychology	1

<u>ELECTIVES/FINE ARTS</u>	Credit
Art	1
Chorus	1
Computing for College & Careers	1
Creative Photography	1
Debate	1
Digital Music Technolog	1
Drama	1
Guitar	1
Emerging Technology	1
Symphonic Band	1
SAT Prep	1
Yearbook	1

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## **BIBLE**

### **NEW TESTAMENT SURVEY(0900400)**

**9th grade 1 credit**

This course studies the growth of the early church, Paul's missionary journeys, and the New Testament books of Thessalonians, Corinthians, Galatians, and Romans.

### **OLD TESTAMENT SURVEY (0900410)**

**10th grade 1 credit**

This course provides a survey of the Old Testament: covering prose, poetry, and prophecy of the books. Students will study characters of interest, patterns from the books of poetry, and prophets.

### **CHRISTIAN DOCTRINE (2105310)**

**11th grade 1 credit**

This course looks into the foundational principles and doctrines of the Christian faith. Students will learn basic apologetics learn to defend the Bible as the ultimate source of Truth. Students also discover various methods of Bible study.

### **PATTERNS OF CHRISTIAN LIVING (2105350)**

**12th grade 1 credit**

This course focuses in on a number of different issues such as the Life of Christ, sexual purity, apologetics, developing a Christian worldview, analyzing personal convictions, and methods of Bible study.

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## ENGLISH

### ENGLISH 1 (1001310, 1001320) (honors credit optional)

9th grade 1 credit

Students will learn language arts skills by reading, writing, listening, viewing, and speaking. The course focuses on use the English language for students to successfully express themselves.

### ENGLISH 2 (1001340, 1001350) (honors credit optional)

10th grade 1 credit

Students will encounter new vocabulary, refine the grammar and mechanics of writing, and engage in thought-provoking projects. Throughout the course, you will discover how the human experience is the foundation of the best stories, plays, poems, films, and articles. **Prerequisite: English 1**

### ENGLISH 3 (1001370, 1001380) (honors credit optional)

Students will acquire the language, reading, writing, and speaking/ listening skills necessary for success in college, career, and beyond. Students will become a critical reader and thinker as they dive deeply into the texts presented throughout this course. They will learn how to effectively research and integrate your findings, as well as citing sources. Students will study American Literature's most famous authors.

**Prerequisites: English 1 & 2**

### ENGLISH 4 (1001400, 1001410) (honors credit optional)

Students will read and analyze the development of different parts of British literature and literature of other cultures. Read and analyze digital media. Develop expository and informational writing with documented research paper. Student will choose pieces of literature that interest them; then analyze the subject matter and persuasively express their own ideas.

**Prerequisites: English 1, 2 & 3**

### FUNDAMENTALS OF WRITING (1009300)

9th-12th grade .5 credit

This is a skill-building course where students listen, refine, and apply writing knowledge and ability. Students will focus on the organization, coherence, and development of the writing requirements of high school and college. The MLA format for writing papers will be used. Required for all Freshmen and transfer students needing additional writing skills.

### AP ENGLISH LANGUAGE & COMPOSITION (1001420)

11th–12th grade 1 credit

The course emphasizes close analysis of non-fiction texts, such as speeches, letters, factual books, and essays, but will also include fiction, drama, and poetry from both British and American literary traditions. Extensive reading, analysis, writing, and discussion will be a part of daily class work. Students taking the course will receive practice in preparing for standardized AP exam of the College Board (required of all students taking this class).

### AP ENGLISH LITERATURE (1001430)

11th–12th grade 1 credit

**This course emphasizes** reading great literary texts, including a survey of English literature and selected novels, plays and poetry. Students will practice the skills of literary analysis, research and writing to prepare for the standardized AP exam of the College Board (required of all students taking this class).



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## MATH

### ALGEBRA 1 (1200310)

9th Grade or higher 1 credit

This course introduces various algebraic terms and concepts needed to successfully master algebra. We will study rational numbers and their applications, equations and inequalities, polynomials, factoring, rational and radical expressions, functions, graphs, systems, and quadratics. Emphasis on reasoning and problem solving. **Pre-requisite: Successful completion of Pre-Algebra**

### ALGEBRA 1 HONORS (1200320)

8th grade or higher 1 credit

This courses teaches to add, subtract, multiply, and divide integers and signed numbers. To solve equations and be able to take on the mechanics of algebra needed for geometry. This course will work at a faster pace and broaden the concepts of algebra to receive honors points. **Pre-requisite: Successful completion of Pre-Algebra and teacher recommendation**

### GEOMETRY (1206310)

10th grade or higher 1 credit

This course will cover topics in Euclidian Geometry. Students will learn relationships of geometric figures and solids. Students develop a logical system of thought to help students use facts and rules to reason to desired conclusions. This course will go over 2 column proofs but students will not be expected to do these proofs on their own. **Pre-requisite: Successful completion of Algebra**

### GEOMETRY HONORS (1206320)

9th + grade or higher 1 credit

**Description:** This course covers topics in Euclidean Geometry where relationships of geometric figures and solids will be explored. We develop a logical system of thought to help students use facts and rules to reason to desired conclusions. This course will use 2 column proofs using deductive and inductive proofs. **Pre-requisite: Successful completion of Algebra and teacher recommendation**

### ALGEBRA 2 (1200330)

11th grade or higher 1 credit

**Description:**

This course prepares the student for concepts used in college math courses. We will introduce and allow understanding of concepts needed to perform successfully on SAT/ACT college board tests. This is a review of Algebra 1 with emphasis on factoring, polynomials, quadratic equations, and systems of equations. This course will look at exponential and logarithmic functions, and probability with statistics being introduced.

**Pre-requisite: Successful completion of Geometry**

### ALGEBRA 2 HONORS (1200340)

10th grade or higher 1 credit

**Description:**

This course will cover topics in higher algebra. The student will be able to solve and graph higher degree equations. **Pre-requisite: Successful completion of Geometry and teacher recommendation.**

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### MATH FOR COLLEGE READINESS (1200700)

12th grade 1 credit

This course reviews concepts in Algebra 2 for the first nine weeks. The course then equips the student with the tools to survive in the adult world. Coursework involves numerous calculations with everyday scenarios- This advanced course incorporates real-world applications, collaboration, and calculations using technology. Prepare to handle your personal finances by learning the formulas used to determine account balances, monthly payments, total costs, and more. **Prerequisites: Algebra 1, Geometry & Algebra 2**

**\*\*This course does NOT count towards the 4 credit Math requirement of Bright Futures!\*\***

### ADVANCED TOPICS IN MATH (1208300)

11th-12th grade 1 Credit

**Description:** The purpose of this course is to review and teach students solid skills with the algebraic, geometric, and statistical concepts needed for further study of mathematics at the college level. This course is designed for student who have completed Algebra 2. Students will also review material that will benefit them on the college entrance tests. **Pre-requisite: Successful completion of Algebra 2**

### PRE-CALCULUS HONORS (1202340)

11th-12th grade 1 credit

**Description:** This course will look at several higher level pre-calculus topics, discrete mathematics, and analytical geometry. **Pre-requisite: Successful completion of Algebra 2**

### AP CALCULUS (1202310)

11th + grade 1 credit

**Description:** This course covers the six trigonometric functions in four quadrants, transformations, identities, Law of Sine's, Law of Cosines, DeMoivre's Theorem and nth roots. AP exam of the College Board is required of all students taking this class. AP exam of the College Board is required of all students taking this class. **Pre-requisite: Successful completion of Pre-Calculus Honors and teacher recommendation.**

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## SCIENCE

### PHYSICAL SCIENCE (2003310, 2003320) (honors credit optional)

8th/9th grade 1 credit

The course discusses such topics as the atmosphere, the hydrosphere, weather, the structure of the earth, environmentalism, the physics of motion, Newton's Laws, gravity, and astrophysics. The text particularly concentrates on the exaggerated claims generated by the ultra-environmentalist movement. Many hands on experiments supplement this course.

### BIOLOGY (2000310, 2000320) (honors credit optional)

9th/10th grade 1 credit

This course provides a detailed introduction to the methods and concepts of general biology. Heavily emphasizing the vocabulary of biology, it provides the student with a strong background in the scientific method, the five kingdom classification scheme, microscopy, biochemistry, cellular biology, molecular and Mendelian genetics, evolution, dissection, and ecosystems. **Prerequisites: Physical Science**

### CHEMISTRY (2003340, 2003350)(honors credit optional)

10th/ 11th grade 1 credit

This course gives the student a rigorous foundation in chemistry, in order to prepare the student for college chemistry. The course covers significant figures, units, classifications, the mole concept, stoichiometry, thermochemistry, thermodynamics, kinetics, acids and bases, redox reactions, solutions, atomic structure, Lewis Structures, molecular geometry, the gas laws, and equilibrium. **Prerequisites: Physical Science, Biology**

### ANATOMY (2000350, 2000360)(honors credit optional)

11th - 12th grade 1 credit

This course is designed to explore the crown of God's creation, through scientific study of the structures and relative functions of the human body; especially the skeletal structure. **Prerequisites: Physical Science, Biology, Chemistry**

### PHYSICS HONORS (2003390)

12th grade 1 credit

This course provides a detailed introduction to the methods and concepts of general physics. Heavily emphasizing vector analysis, this text is ideal preparation for a university level physics course. It provides the student with a strong background in units, measurements, one-dimensional and two-dimensional motion. Newton's laws and their application, gravity, work and energy, momentum, periodic motion, waves, optics, electrostatics, electrodynamics, electrical circuits, and magnetism. **Pre-requisite: Successful completion of Algebra, Geometry, Biology, and Chemistry .**

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**ENVIRONMENTAL SCIENCE (2000380, 2001340) (honors credit optional)**

**11th -12th grade      1 credit**

This course is designed to address the issues of stewardship and sustainability as they relate to the environment that God has created for us. Laboratory investigations that include the use of scientific inquiry, research, measurement, and problem solving. **Prerequisites: Physical Science, Biology, Chemistry**

**AP ENVIRONMENTAL SCIENCE (2001380)**

**1th -12th grade      1 credit**

This course provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them. AP exam of the College Board is required of all students taking this class. **Prerequisites: Physical Science, Biology, Chemistry**

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## **PHYSICAL EDUCATION**

### **HEALTH OPPORTUNITIES THROUGH PHYSICAL EDUCATION (HOPE) (3026010)**

**9th grade 1 credit**

This course is designed for students to develop healthy behaviors that influence student health, fitness, and lifestyle choices.

### **WEIGHT TRAINING I, II, III (1501340)**

**9th -12th grade 1 credit**

The purpose of this course is to introduce weight training as part of physical fitness and; in turn, improve the muscular strength and endurance of each student. Students will follow a weight lifting program and will be evaluated several times throughout the school year to gauge improvement. Weight Training 2 and 3 will continue the process of muscular improvement.

### **TEAM SPORTS I (1503350)**

The purpose of this course is to develop the physical skills necessary to be competent in many forms of movement, knowledge of team sports concepts such as offensive and defensive strategies and tactics, and appropriate social behaviors within a team or group setting. The integration of fitness concepts throughout the content is critical to the success of this course.

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## SOCIAL SCIENCES

### AMERICAN GOVERNMENT (2106310, 2106320) (honors credit optional)

9th grade .5 credit

This is a survey course which provides a comprehensive look at the American political system. Students will understand the American federal system and explore the various cultural and political experiences that impacted the creation and evolution of principles and values of our political system.

### ECONOMICS (2102310, 2102320) (honors credit optional)

12th grade .5 credit

This is a comprehensive study of the economic system of the United States and the social structure that makes up this system. Students will identify and apply different economic terms and use analytical skills of evaluation, cause, effect, compare, and contrast.

### PSYCHOLOGY (2107350, 2107310) (honors credit optional)

12th grade 1 credit

The student will learn to identify and explain the psychological process and natural influences upon a person through his life span. Biblical applications will be used.

### AP PSYCHOLOGY (2107350)

12th grade 1 credit

This course is designed to introduce the systematic and scientific study of the behavior and mental processes of human beings. Included is a consideration of the psychological facts, principles, and phenomena associated with each of the major subfields within psychology. Students also learn about the ethics and methods psychologists use in their science and practice. AP exam of the College Board is required of all students taking this class. **Pre-requisite: Successful completion of English 2/3**

### AMERICAN HISTORY (2100310, 2100320) (honors optional)

11th grade 1 credit

This is a survey course of the history of the United States beginning with the Renaissance period and going through the present day.

### WORLD HISTORY (2109310, 2109320) (honors optional)

10th grade 1 credit

This is a survey course of the history of our world beginning with the Creation account and going through present day.

### LIFE MANAGEMENT SKILLS (8502000)

12th grade .5 credit

This course includes instruction in positive emotional, social, physical, and intellectual development of the student; marriage and skill based relationship education; family and community; financial skills; money management; and consumer education.

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**AP US HISTORY (2100330)**

**10th–12th grade      1 credit**

This course is designed to provide a college-level experience and prepare students for the AP exam. The students are engaged in a wide variety of activities, with substantial emphasis on interpreting documents, writing analytical essays, and mastering factual content. Woven into the chronology of the course are the key themes of American History. Issues of American identity, diversity, religion and culture are examined. AP exam of the College Board is required of all students taking this class. **Pre-requisite: World History, English 1/2, and teacher recommendation**

**AP WORLD HISTORY (2109420)**

**10th–12th grade      1 credit**

This course explores key themes of world history, including interaction with the environment, cultures, state-building, economic systems, and social structures, from approximately 8000 B.C.E. to the present. AP exam of the College Board is required of all students taking this class. **Pre-requisite: World History, English 1, and teacher recommendation**

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## WORLD LANGUAGES

### SPANISH 1 (0708340)

**9th/10th grade      1 credit**

This course is designed to acquaint the student with the basics of the Spanish language, especially as it is spoken in most Spanish speaking countries. The student will be acquainted with the basics of the Spanish language on a beginning to intermediate level of proficiency.

### SPANISH 2 (0708350)

**10th/11th grade      1 credit**

Students will develop an intermediate to high level of proficiency in the speaking, reading, and basic writing of the Spanish language. The course covers Bible verses and expressions as spoken and written in Spanish.

### LATIN 1 (0706300)

**9th/10th grade      1 credit**

***“Latin in the Christian Trivium, vol. 1”* by Gail Busby and Mary Harrington.**

This course covers basic Latin grammar and vocabulary, emphasizing application to English derivatives, increasing English vocabulary. Language analysis, grammar, and sentence structure is stressed. This course also sharpens skills in critical thinking, spelling, and general organization.

### LATIN 2 (0706310)

**10th/11th grade      1 credit**

This course covers intermediate and advanced Latin grammar and vocabulary, emphasizing application to English derivatives, increasing English vocabulary. Students move from sentence translation to textual translation of historical readings as well as excerpts from the Latin Vulgate Bible.

### LATIN 3 HONORS (0706320)

**11th/12th grade      1 credit**

This course strengthens students Latin vocabulary skills and develop an appreciation for well-crafted writing by visiting the library of great authors. Students will read the timeless words of Roman poets, storytellers, and orators and recognize why Latin, and those who speak it, are still relevant today. Students will also devote time to translation of Scriptural passages.



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## FINE ARTS

### CHORUS 1-4 (1303320)

9th– 12th 1 credit

This is an elective course concentrating on performances throughout the school year, both at school and abroad. The students receive many opportunities for ministry using various venues. An audition is required for first time students.

### CREATIVE PHOTOGRAPHY (0108310)

9th–12th grades 1 credit

The purpose of this course is to enable students to develop fundamental skills and creative approaches in photographic imagery, processes, and techniques.

### DIGITAL MUSIC TECHNOLOGY (1304300)

9th–12th grades 1 credit

Students investigate the fundamental applications, tools, history, and aesthetics of music technology. Student musicians explore traditional, current, and emerging technologies, including personal devices; and use them to explore, capture, create, arrange, manipulate, reproduce, and distribute music. Public performances may serve as a resource for specific instructional goals.

### DRAMA 1-4 (0400310)

9th–12th grades 1 credit

The SCA drama class is an elective course which provides opportunities for acting in various school productions throughout the school year.

### DRAW AND PAINT 1- 4 (0104320, 0104330) (Advanced Option)

9th–12th grades 1 credit

This is a studio course of general art, drawing, painting, and general arts and crafts projects.

### GUITAR (1301320)

9th–12th grades 1 credit

Beginning Guitar is an introductory course designed to help students with no knowledge of music or guitar learn many different styles and techniques of guitar playing. Students will also learn to read basic music, chord symbols and lead sheets. Students must have their own guitar.

### SYMPHONIC BAND 1-4 (1302320)

9th–12th grades 1 credit

This course will develop the playing skills of instrumentalists who play a band instrument. Various methods will be used to develop technique. A variety of music is played for such venues as playing for sports events (pep band), concerts, and competition festivals. An audition is required.

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## ELECTIVES

### COMPUTING FOR COLLEGE AND CAREERS (8209020)

**9th-12th grade      1 credit**

This course is designed to provide a basic overview of current business and information systems and trends, and to introduce students to fundamental skills required for today's business and academic environments. Emphasis is placed on developing proficient fundamental computer skills.

### CRITICAL THINKING AND TEST PREPARATION (1700370)

**9th-12th grade      1 credit**

This course will assist the student in development of critical thinking skills, and transferring of critical thinking skills to daily work and college entrance tests. The focus of this course will be to prepare for the vocabulary and English skills required on college entrance tests.

### DEBATE (1007330)

**9th-12th grade      1 credit**

The purpose of this course is to develop a student's awareness, understanding, and application of language arts as it applies to oral communication concepts and strategies for public debate in a variety of given settings.

### EMERGING TECHNOLOGY (8207010)

**9th-12th grade      1 credit**

The purpose of this program is to give students an opportunity to apply knowledge and skills related to the area of Emerging Technology in Business.

The content includes but is not limited to electronic research methods; business communications including speaking, listening, writing, and telecommunicating; multimedia presentation skills; ethical considerations related to technology; and emerging technologies affecting business environments. Instruction is designed to provide an understanding of the advances being made in technology today and in the future.

### TEACHER/OFFICE ASSISTANTS (8909010)

**9th- 12th grades**

The student will assist a teacher or the office with such tasks as copying, cutting, working with mail, sorting, etc. The Grade will not be reflected in the GPA or in credit totals.

### YEARBOOK (1006320)

**10th-12th grades   1 credit**

This course is designed to teach basic yearbook skills such as reporting, writing, photography, and page design.

