

Student Registration Guide 2012-2013

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Contents

I. Introduction	Page 3
A. Counselor Assignments	Page 3
B. Scheduling	Page 3
C. Rules for Scheduling	Page 4
D. Post Secondary Enrollment.....	Page 5
E. Registration Worksheet	Page 6
F. College Planning Guide	Page 6
G. Athletic Eligibility	Page 6
H. Non-Discrimination Provision.....	Page 6
II. Academic Requirements	Page 7
A. Graduation Requirements	Page 7
B. Requirements for the Diploma with Honors	Page 8
III. General Rules	Page 9
A. Student Course Load	Page 9
B. Study Halls	Page 9
C. Educational Programs	Page 9
D. Buckeye Hills Entrance Requirements	Page 9
IV. Programs of Study	Page 10
A. Academic (College Preparatory)	Page 10
B. Career-Technical Programs	Page 11
C. Vocational School Programs	Page 12
V. Course Descriptions Index	Page 13
VI. Registration Worksheet	Page 38
VII. Additional Resources	Page 39

Introduction



The administration, guidance department, and teaching staff at Meigs High School are committed to working directly with students and parents. The goal is to provide a smooth transition from middle school through high school and on to college, technical school or the world of work.

This curriculum guide for pupils and parents presents the requirements, course descriptions, college admissions requirements, vocational school admissions information, types of diplomas, and additional information needed to select a program of study at Meigs High School. Each student is advised to use this information to prepare a four year plan of study that will suit his/her plans for graduation and his or her personal career goals.

In addition to academic pursuits, students are encouraged to participate in extra-curricular activities. We also believe that volunteering in community service or having a part time job (with limited hours) provide valuable experiences. The combination of a strong academic program or technical program and the personal experiences gained by participation in extra-curricular activities will in enhance the students' options for the future. For additional information regarding college planning, please see the College Planning Guide also prepared by the guidance department.

Scheduling requires thoughtful decisions. **COURSE CHOICES ARE CONSIDERED FINAL.** Students and parents are invited to consult with the counselor when questions arise. For the course registration process, students will be given the Curriculum Guide and Course registration form. Students will be notified if the course offerings they select need to be modified.

A. Counselor Assignment

Each student can find their counselor assignment at the top of their schedule and grade card. For paperwork purposes, each student is assigned to one of the two counselors. However, if a student has a question or issue, either counselor can assist students and parents at any time.

B. Scheduling

We are all very concerned with providing your son/daughter with a sound and meaningful education. The extra time and thought spent before scheduling will help things run smoothly next year.

Consider all factors (such as these) before you turn in a schedule request form

- Are all required courses scheduled?
- Will this schedule challenge the student?
- Will the student be overloaded with the homework?
- Will the student have a study hall?
- Has the student taken the appropriate academic classes to meet college entrance requirements?
- Has the student taken enough classes to meet requirements for athletic participation?

C. Rules for Scheduling

1. All students are required to take at least seven (7) classes each semester.
2. Subjects must be taken in the proper sequence (example: Algebra I prior to Algebra II). Prerequisite means the requirement(s) that must be met before the student can enroll in a particular course. A course and its prerequisite cannot be taken simultaneously unless permission is granted by the principal. Check for prerequisite(s) for individual courses.
3. Students are to make schedule changes within the first ten (10) days of the new school year. **No student requested changes will be made after this ten-day period unless administrative privilege has been given.**
4. All failed credits should be made up at the first opportunity. The same subjects need not be repeated except in the case of required subjects.
5. Students who have previously failed an elective may reschedule the same elective by permission from the teacher only. In cases where the number per class is limited, preference will be given to students taking the elective for the first time.
6. In cases where the class size is limited, preference will be given to upper-classmen. In cases where the limit falls within the same class, preference will be given to the highest overall grade point average.
7. If a student subject selection form is not returned with parent's signature, the course choices made with the approval of an administrator or guidance counselor will go into effect.
8. Class selections are determined by the number of students who select classes during the initial registration period. Classes may not be available to those students who attempt to enroll at a later date.

D. College Preparatory Students and Post Secondary Options

In addition to the course sequences contained herein, students also have the option to pursue a post-secondary options program. This program permits students to earn college credits while also meeting high school graduation requirements. Your principal will give further information on this option to you and your parents in a MANDATORY meeting prior to March 1 – as required by law. **This year's meeting will be held on February 23, 2012 at 7p.m.** This option involves an off-campus program at participating colleges and universities. In general, post-secondary enrollment options rules are as follows:

1. You may enroll in post-secondary, non religious courses under this program if you are an Ohio High School Student. If you are a ninth grader you may enroll for up to twelve quarters, eight semesters, or the equivalent of four academic years.
If you are a tenth grader, you may enroll for up to nine quarters, six semesters, or three academic years. If you are an eleventh grader, you may enroll for up to six quarters, four semesters, or the equivalent of two academic years. If you are a twelfth grader, you may enroll for up to three quarters, two semesters, or the equivalent of one academic year.
2. There are two options related to the type of credit that you elect at the time of your enrollment in a college course. Option A allows you to choose to receive post-secondary (college) credit *only*. Option B allows you to choose to receive high school credit and post-secondary credit.
3. By March 1, in the years that you are an eighth through eleventh grade student, your high school will provide you and your parents with general information about the program. A special meeting is scheduled in February to present the information.
4. You and your parents should ask the high school for counseling assistance.
5. By March 30, you must notify your high school if you intend to participate in the program in the following school year. If for some reason you decide after March 30 that you do not want to participate in the post-secondary options program, *you should notify the guidance counselor immediately*.
6. Before you enroll in any courses, you and your parents must sign a statement indicating that you have received the information about the program and are aware of your responsibilities regarding the program.
7. You must be admitted by an eligible post-secondary institution. The post- secondary institution you want to attend may have special entrance requirements you must meet before you can take courses there.
8. You will have to decide whether to take a course for secondary (high school) and post-secondary (college) credit or for post-secondary credit only. If you take more than one course, you may take some for post-secondary credit only (Option A) and some for secondary and post-secondary credit (Option B).
9. Your high school determines the number of high school credits you receive for post-secondary courses taken for secondary credit. If you disagree with the decision, you may appeal to the State Board of Education.
10. If you choose to take the course for post-secondary credit only, you will pay for the cost of tuition, textbooks, materials, and fees.
11. If you choose to take the course for secondary and post-secondary credit, the cost of tuition, textbooks, materials, and fees will be paid for you. You may need to pay for equipment which you keep such as tools or a calculator. You will receive post-secondary credit from the institution where you took the courses. If you decide to enroll in another post-secondary institution, you may request the institution transfer these credits.
12. You may attend a post-secondary institution either full-time or part-time.
13. You may apply to you local school district to be reimbursed for transportation expenses that you incur under the program. The State Board of education has established guidelines to determine

eligibility. Eligibility is based on the same formula used to determine eligibility for free or reduced lunches. No funds are available for room and board.

14. Post-secondary course grades will affect high the high school grade point average and class rank.
15. It is an Ohio state law that if a student fails a college course, the student must reimburse the Meigs Local School District for the cost of that course.

E. Registration Work Sheet

Included with this registration guide is a copy of a “Registration Work Sheet.” You should use this document to plan your four-year sequence of studies with your parents. This document will be reviewed with you when you register for classes.

F. College Planning Guide

Each year the guidance department updates a college readiness guide with the latest information on preparing for and attending college. This resource has information intended for students in 9th through 12th grade. Using this resource in conjunction with the registration guide should provide students and parents with needed information to make informed decisions on class choices based on long term goals. A copy of the resource can be found on the Meigs High School website, under the guidance link.

G. Athletic Eligibility

Students who play sports in high school are encouraged to review the Ohio High School Athletic Association guidelines for play to make sure that they taking the correct courses for eligibility purposes. Academically the requirements are:

- **I am enrolled in at least five one credit courses or the equivalent, each of which counts toward graduation.**
- **I received passing grades in at least five one credit courses or the equivalent, each of which count toward graduation, during my last grading period.**

Students who are interested in playing sports at the collegiate level should review the policies of the NCAA and the NAIA to make sure that they are registering for classes that meet the core requirements. Links to this information can be found on the Meigs High School website, under the guidance link. Information can also be found in this guide.

If questions should arise regarding athletic eligibility, parents or students should contact the principal or athletic director.

H. Non-discrimination Provision

The Meigs Local School District does not discriminate on the basis of race, national origin, sex, disability, or religion.

Academic Requirements



A. Graduation Requirements for 2013 Graduating Class

Students must earn a minimum of twenty-one (21) units to graduate from Meigs High School.

Credits must be earned as follows:

English four units

Mathematics three units

Science three units (Must include one Physical Science and one Biological Science)

Health one-half unit

Physical Education one-half unit

Social Studies three units (Must include two American History's and one Government)

Electives seven units

In addition to the requirements listed above, students must earn one (1) unit (or two ½ units) from the Business/Technology Department, the Fine Arts Department, and/or the Foreign Language Department. All students must pass all parts of the Ohio Graduation Test.

Students graduating in the 2014 class or after will have to satisfy the following requirements.

Students must earn a minimum of twenty-one (21) units to graduate from Meigs High School.

Credits must be earned as follows:

English four units

Mathematics four units (must include 1 unit of Algebra II or equivalent)

Science three units (Must include one Physical Science, one Life Science, and unit advanced study)

Health one-half unit

Physical Education one-half unit

Social Studies three units (Must include two American Histories and one Government)

Electives Six units

(Must include personal finance (.5 unit), to satisfy economics and financial literacy requirements. In addition, students must earn one (1) credit in the area of fine arts. All J.C.S. students would have met this requirement by completing 7th grade art or band. Any student transferring into the district at the high school level, who has not earned such credit prior to their enrollment, must complete the requirement before graduation.)

All students must pass all parts of the Ohio Graduation Test.

B. Criteria for Earning the Diploma with Honors

The District will award the Diploma with Honors to any student who successfully completes the high school curriculum or the IEP developed for the student by the high school staff, demonstrates competency on all high school exit exams, and meets the requirements as outlined below.

The student who completes the college preparatory curriculum in high school shall meet at least seven (7) of the following eight (8) criteria.

1. earn four (4) credits of English
2. earn four (4) credits of Mathematics, including at least Algebra I, Algebra II, Geometry, and another higher level course or a four-year sequence that contains equivalent content.
3. earn at least four (4) units of Science and must include *Chemistry & Physics*
4. earn four (4) units of Social Studies.
5. earn either three (3) units of one (1) foreign language, or two (2) units each of two (2) foreign languages.
6. earn one (1) unit of fine arts
7. maintain an overall high school grade point average of at least a 3.5 on a four (4) point scale up to the last grading period of the senior year
8. obtain a composite score of twenty-seven (27) on the American College Testing Program (ACT) Tests, or an equivalent composite score on the Scholastic Assessment Tests (SAT)

Students who complete a Career-Technical Program may also qualify for an *Career-Technical Honor's Diploma* by meeting at least seven (7) of the following eight (8) criteria:

1. earn four (4) credits of English
2. earn four (4) credits of Mathematics, including at least Algebra I, Algebra II, Geometry, and another higher level course or a four-year sequence that contains equivalent content.
3. earn at least four (4) units of Science and must include *Chemistry & Physics*
4. earn four (4) units of Social Studies.
5. earn four (4) units of Career-Technical credit. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.
6. maintain an overall high school grade point average of at least a 3.5 on a four (4) point scale up to the last grading period of the senior year
7. obtain a composite score of twenty-seven (27) on the American College Testing Program (ACT) Tests, or an equivalent composite score on the Scholastic Assessment Tests (SAT)
8. Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent.

General Rules



A. Student Course Load

The High School is currently organized in an nine-period day. All students are required to carry a minimum of seven subjects.

B. Study Halls

To provide a meaningful, balanced and challenging program of study, students are permitted to have only one study hall per day.

C. Educational Programs

All student enrolled in Meigs High School will pursue either:

- The Academic Program which prepares the student for college or post-secondary study, or
- One of several components of the Career-Technical Program which prepares the student for entry into the job market.

Programs of Study



A. The Academic (College Preparatory) Program

Grade Nine:

C.P. English I
Algebra I or Geometry
C.P. Physical Science
Spanish I
Physical Education (1 semester)
CP American History
Elective

Grade Ten:

C.P. English II
Geometry or Algebra II
Biology I
Spanish II
CP World History
Physical Education (1 semester)
Health (1 semester)
Elective

Grade Eleven

C.P. English III
Chemistry
Algebra II or Advanced Math
Social Studies Elective
Elective (Spanish III suggested)
Elective (Psychology suggested)
Elective

Grade Twelve:

C.P. English IV
American Government (1 semester)
Economics (1 semester)
Elective (Physics, Chemistry II, or Biology II strongly suggested)
Elective
Elective
Elective
Elective

B. Vocational School Program

Students not interested in pursuing the college preparatory academic program of study at Meigs High School and hope to obtain immediate employment upon completion of high school should strongly consider the programs provided to the Career-Technical Programs. The Career Technical program option provides two years of preparatory work in grades nine and ten, and two years of laboratory experience in the career technical area of choice. Career Technical Programs offered are:

IT Interactive Media

IT Network Systems

Horticulture

Medical Office

Health Technology

Automotive Technology

Cosmetology

Welding

Marketing

Agriculture Science

Career Based Intervention

Family and Consumer Science

Grade Nine:

English I or C.P. English I

Algebra I, C.P Algebra I, or Geometry

Integrated Physical Science or CP Physical Science

American History I

Manage Transitions (1 semester)

Physical Education (1 semester)

Elective

Elective

Grade Ten:

English II or C.P. English II

Geometry, CP Geometry, or Algebra II

Biology I or Essentials of Biology

World History

Health (1 semester)

Physical Education (1 semester)

Elective

Elective

Grade Eleven and Twelve:

Career-Technical Program Requirements along with Academic Requirements for graduation.

Course Offerings and Descriptions



Applied Home Arts	Page 14
Fine Arts Department	Page 15
Foreign Language Department	Page 16
Health and Physical Education Department	Page 17
Industrial Technology	Page 18
Language Arts Department	Page 20
Mathematics Department	Page 23
OGT Prep	Page 25
Science Department	Page 26
Social Studies Department	Page 29
Tech-Prep Programs	Page 31
Automotive Technology	
Heath Technology	
IT Interactive Media	
IT Network Systems	
Medical Office Procedures	
Career-Technical Programs	Page 35
Agricultural Science	
Career-Based Intervention	
Cosmetology	
Marketing	
Welding	

Applied Home Arts



Managing Transitions

(9th ONLY) ½ Credit

Encourage students to assess values and resources that support lifestyle goals, effective time management plans, stress management, multicultural awareness that sustains a productive, meaningful lifestyle. Students learn to choose resources that meet individual, family and business financial goals, credit and debt issues, techniques to prevent financial loss of assets, conflict resolution and public policy that impact financial well-being.

Career Search

(10-11-12) ½ Credit

Career Search allows students to practice job skills, interpret career and workplace issues, and demonstrate how academic achievement influences personal and career growth. Students will explore conflict resolution techniques and apply social skills that lead to effective school, career and family relationships that lead to a healthy, caring and responsible citizen.

Child Development

(10-11-12) ½ Credit

Child Development provides students with knowledge of how parents and child care providers meet the needs of infants and young children to provide for healthy growth and development. Prominent theories of child psychology and average child growth and development will be studied.

Financial Management I

(10-11-12) ½ Credit

Financial Management I provides students with an understanding of the concepts and principles involved in managing one's personal finances. Topics include savings, investing, credit, taxes & social security, spending patterns, contracts, and consumer protection.

Financial Management II

(10-11-12) ½ Credit

Financial Management II helps students evaluate resources, financial institutions and services that meet individual, family and business goals. Other topics covered include budgeting, credit, debt, insurance, public policy issues that impact financial well-being.

Prerequisite : Financial Management I

Healthy and Safe Foods

(10-11-12) ½ Credit

Required by Nursing Students

Encourages students to develop practical problem solving that influences cultural and social factors that affect the body weight and healthy lifestyles. Students will demonstrate safe food handling practices related to food-borne pathogens and kitchen environments.

GRADS - Graduation Reality and Dual-Role Skills.

(9-10-11-12) 1 Credit

Designed for the adolescent parent or prenatal student. Units include self-esteem, decision-making, parenting, pregnancy, job search. Students will have reinforcement and support as they work their way toward graduation and sustaining parenthood.

Fine Arts



Art I:

(9-10-11-12) 1 credit, Course Fee: \$10

Art I provides a comprehensive overview of the art making process in a variety of mediums. Topics covered include basic drawing and shading, color theory, 3-D studies and art history. Emphasis will be on techniques and representation. Mediums used include graphite, charcoal, watercolors, pastels, and acrylic paint, as well as others. Evaluation will be project based. No Prerequisite.

Art II

(10-11-12) 1 Credit, Course Fee: \$10

Art II builds on Art I. Going beyond the basics; Art II will explore advanced drawing and painting techniques as well as some non-traditional forms of art such as book-binding and mask-making. Many mediums used in Art I will be used in Art II, but projects will be more innovative and will focus on concepts as well as techniques. Evaluation will be project based. Prerequisite: Art I.

Art III:

(11-12) 1 Credit, Course Fee: \$10

Art III will provide students opportunities to work at their own pace and complete independent projects in a variety of mediums. Advanced techniques in painting, including oil painting will be taught. Original, creative artwork is expected. Evaluation will be by group critique. Prerequisite: Art I and II

Art IV:

(12) 1 Credit, Course Fee: \$10

Art IV is a studio-style class where students are expected to be self-motivated, creative and original. Portfolio building is stressed in order to provide students with a body of work that can be presented in a college environment. Students will create original work in a variety of mediums, with a personal style being emphasized. As a year-end final, students will design and paint a mural. Evaluation will be by critique. Prerequisite: Art I, II and III.

Band (I, II, III, IV)

Elective (9-10-11-12) 1 Credit each year for up to four years

Band is open to all students who can play an instrument and are willing to participate. Marching band is composed of flags, percussion, and winds. The Marching Band participates in all football games and four or five Marching Band competitions. All students who participate in marching band must attend band camp, usually the last full week of July. The band also participates in parades and festivals. The band gives three concerts a year. Selected persons may also participate in Solo & Ensemble competition. The band meets every Tuesday, Wednesday, & Thursday after school during football season from 3:30- 5:30.

Choir

Electives (9-10-11-12) 1 credit each year for up to four years

Choir is open only to students who successfully audition for the class. There are two performances each year.

Foreign Languages



Spanish I

(9-10-11-12) 1 Credit

This class will focus on basic grammar structures and conversational phrases in Spanish. Learning new vocabulary, practicing basic grammar structures, and speaking in Spanish are daily activities. There will be many individual and group projects as well. *The only prerequisite for Spanish I is that the student is taking all college prep courses.*

Spanish II

(10-11-12) 1 Credit

This course further develops grammar structures that will include communicating in the past tense. Spoken Spanish will be emphasized including performances of short skits and a possible field trip to a Spanish-speaking establishment. At this level of Spanish, writing skills will be improved through paragraph formation and story-telling. The prerequisite for Spanish II is passing Spanish I. Students who have a D in Spanish I will be accepted, but may struggle in Spanish II unless they improve on their study skills and participate in class.

Spanish III

(11-12) 1 Credit

This course will expand your Spanish vocabulary through speaking, reading, writing, and listening. Higher level grammar concepts will be challenging, and students will be expected to participate often and speak as much Spanish throughout this course as possible. This class also requires a serious investment in learning and working together with the teacher and your peers in order to cover a wide-range of topics. Some of the elements of this class will be SELF-GUIDED so you need to remain focused and committed throughout the entire year! Projects include writing bilingual stories, writing essays in Spanish, interviewing each other, and planning a trip to a Spanish-speaking country. By the end of Spanish III students will have completed all the material found in the first level of college Spanish. The prerequisite for this class is both Spanish I and Spanish II. The student **MUST HAVE** an average grade of 75 in Spanish II to take this class. Students with a "C" must have a conference with the teacher **BEFORE** signing up for the class!

Spanish IV

(12) 1 Credit

This course is not always available. The prerequisite is completion of Spanish I, II, and III with a "B" average in Spanish III. The class will be taught almost exclusively in Spanish and will include reading a novel, writing essays, learning about the history of Spanish countries and examining songs, movies, and other cultural references.

Health and Physical Education



Students are required to complete ½ credit in Health and ½ credit in Physical Education in order to meet graduation requirements.

Health

(Grade 10, 11 or 12) ½ Credit

Health is a required course for graduation and is one semester long, it is recommended that a student take Health their sophomore year. The health course covers the three parts of the Health Triangle; Physical, Mental/Emotional and Social Health. The study of these areas of the student's life will inform them of how to maintain themselves and develop in these three areas that will lead to a more happy successful life.

Physical Education

(9 and 10) ¼ credit each year

In the first year the emphasis is on a large muscle development through physical fitness, exercise and participation in physical activities and games. The second year will emphasize the development of motor skills through team sports, calisthenics, exercises and flexibility. The course also entails learning the rules, regulations and theory of team sports.

Industrial Technology



Drafting

(9-10-11-12) 1 credit

This course includes basic sketching, lettering multiview, and pictorial drawings used in the drafting industry.

Drafting II - Architecture

(10-11-12) 1 Credit

Students will study basic residential home design including but not limited to: Ranch, Garrison, Split level, Salt Box, Southern Colonial. The students will actively design their own homes using pencil and paper drafting techniques while also exploring some AutoCAD applications in Architecture. During class time the students will design rooms in the following categories: sleeping area/bath facilities, living areas and service areas. Each student will understand floor plans, electrical plans, plot plans, window/door detail and also elevation plans. The course is based on introductory architecture

Prerequisite - Drafting

Industrial Technology Foundations 1&2

(9-10-11-12) ½ Credit each

Exploring technology is a comprehensive, action based educational program concerned with the ways that humans use manufacturing and transportation to adapt to their environment.

Technology education is designed to do more than teach engineering processes. It is necessary for all people to understand technology if they are to function as informed voters, productive workers, and wise consumers of technological products and services. The long-term goal of technology education is to promote technological literacy for all.

Transportation Engineering

(10-11-12)

Transportation systems will introduce the student to the efficient use of tools and resources to relocated people and goods. Topics include the systems and subsystems of transportation, and the sources of energy and power used in the industry. Students will explore the various modes and environments affecting transportation, and how these modes interrelate with each other.

Students will have the opportunity to become involved in decision making, learning about transportation design and engineering; working with a variety of tools, materials and processes used in transportation, and researching careers in transportation industry.

Prerequisite: Drafting, Industrial Technology Foundations 1 & 2

Construction Engineering

(10-11-12) 1 Credit

Construction systems will introduce the student to the principles of the construction industry.

Topics range from how construction meets the needs of society to the actual construction of a structure. Students will have the opportunity to become involved in: decision making, learning about construction design and engineering; working with a variety of tools, materials and processes used in the construction industry; planning organizing and controlling a construction project; and researching careers in the construction industry.

Prerequisite: Drafting, Industrial Technology Foundations 1 & 2

Wood Technology I

(9,10,11,12) 1 Credit

This course includes the study of basic wood material technology, basic project design and planning, safety, basic use of all hand tools, introduction and basic use of four stationary power machines, basic project construction, surface preparation and wood finishing.

Prerequisite: None

Note: There are fees associated with this course. Those fees vary based on what projects each student chooses to do and what materials the student chooses to use.

Wood Technology II

(10,11,12) 1 Credit

This course includes more details of wood material technology, project design and planning, safety, the use of all hand tools, introduction and safe use of all stationary power machines, all portable power tools, construction of projects, and wood joints.

Prerequisite: Wood Technology I

Note: There are fees associated with this course. Those fees vary based on what projects each student chooses to do and what materials the student chooses to use.

Wood Technology III

(11,12) 1 Credit

This course is offered every other year and includes the mastery of project design and planning, mastery of all stationary and portable power machines and tools, the incorporation of more complicated wood joints as well as more complicated designs and projects.

Prerequisite: Wood Technology I and Wood Technology II

Note: There are fees associated with this course. Those fees vary based on what projects each student chooses to do and what materials the student chooses to use.

Carpentry

(11-12) 1 Credit

This course is offered every other year and includes the study of basic building materials, equipment, regulations, house wiring, and construction. Footings, foundations, floor-wall-ceiling and roof framing, roofing materials are emphasized.

Prerequisite: Wood Technology I & Wood Technology II

Ag & Industrial Power

(10-11-12) 1 Credit

Has your dirt bike had trouble cold starting? Does your snowmobile whine excessively loud? Does your ATV seem to lose power under load? A basic understanding of small engine mechanics may help you solve your problems. Take a thorough exploration of the various systems of an internal combustion engine. Compare/contrast the performance of four-stroke cycle engines versus two-stroke cycle engines. Learn about multiple-cylinder engines, troubleshooting, failure analysis and engine application & selection. You will be able to completely tear down and reassemble a small engine. Depending on availability, students will also be able to work on an assortment of recreation vehicles and lawn & garden equipment.

Language Arts



Students are required to complete four units of English to meet the graduation requirements for the State of Ohio.

English 1

(9th grade)- This course is divided into six units. Students will study the elements of a short story, novel, poetry, drama, epic poetry, and memoir. Throughout the course, there will be a strong focus on the writing process, grammar, spelling and mechanics. Vocabulary acquisition will occur through class readings and weekly spelling tests. Students will prepare for the Reading and Writing sections of the Ohio Graduation Test. Presentations may be required. Accelerated Reader is used quarterly throughout the school year. One 250 page book is required each quarter for AR. Library usage for reports and research, as well as leisure, will be encouraged.

CP English 1

(9th grade)- This course is divided into six units. Students will study the elements of a short story, novel, poetry, drama, epic poetry, and memoir. Throughout this more rigorous course, there will be a strong focus on the writing process, grammar, spelling and mechanics. A more rigorous and involved grammar unit will occur in the CP course with an emphasis on sentence diagramming. Vocabulary acquisition will occur through class readings and weekly, accumulative spelling tests. Individual and group projects will be assigned often for each unit. Students will prepare for the Reading and Writing sections of the Ohio Graduation Test and for the ACT. Presentations may be required. Accelerated Reader is used monthly throughout the school year. One 250 page book is required each month for AR. Library usage for reports and research, as well as leisure, will be encouraged.

Integrated English 10 – Literature & Composition

(10) 1 Credit

This course focuses on the essentials of composition and literature. Students strengthen writing and critical thinking skills through the study of development, organization, and writing conventions as they are applied to a variety of writing venues, including the essay. Reading strategies are enhanced with the study and application of literary terminology. World authors and multiple literary genres, including historical documents, are studied, in which students are required to analyze, critique, and evaluate authors and their works. Miscellaneous reading and writing activities and projects, both written and oral, will be assigned both inside and outside the classroom.

CP English 10 – Literature & Composition

(10) 1 Credit

This rigorous course is recommended only for students with the best work ethic and study skills, who want a challenge beyond the basic English 10 curriculum. Course content focuses on heightened awareness of major authors, literary periods, and various literary genres, as well as advanced composition techniques. Students are required to independently complete involved assignments ranging from literary analysis to research-based projects. Access to library resources, as well as Microsoft Word, Excel, PowerPoint, and the Internet are a must.

English 3

(11) 1 credit

The English Language Arts course for eleventh grade is devoted to a study of American literature from the colonial period to the late twentieth century. There are many opportunities to analyze historical and informational texts from various early nonfiction documents. Nonfiction literature will also be incorporated and compared to fictional works about the same time period to see the fluid relationship between the two writing styles. Historical backgrounds will be given on time period and individual pieces of literature. Throughout the year students will be given a chance to make connections to history, art, and other subjects through literature. Essays range from analytical to the creative. Students will build on their writing skills from previous years, integrating multiple sources and perspectives into their work. By the end of the school year, students have a foundation in American literature and are ready to branch out into European literature, which they study in twelfth grade.

CP. English 3

(11) 1 credit

The English Language Arts course for eleventh grade is devoted to a study of American literature from the colonial period to the late twentieth century. There are many opportunities to analyze historical and informational texts from various early nonfiction documents. Students will have to show a high level of discipline, responsibility, and determination to succeed at this college preparatory class. Nonfiction literature will also be incorporate and compared to fictional works about the same time period to see the fluid relationship between the two writing styles. Historical backgrounds will be given on time period and individual pieces of literature. Throughout the year students will be given a chance to make connections to history, art, and other subjects through literature. At times this class will require students to spend a substantial amount of time working on essays or projects outside of the classroom to better prepare them for college. Projects and essays will be assigned so access to a computer will be mandatory. Essays range from analytical to the creative. Students will build on their writing skills from previous years, integrating multiple sources and perspectives into their work. By the end of the school year, students have a foundation in American literature and are ready to branch out into European literature, which they study in twelfth grade.

English 4

(12) 1 Credit

This course consists of a chronological survey of British writings, as well as the study of some classic pieces of world literature, including an examination of the major themes throughout various eras of history. Within the unit for each literary period, the course will focus on each of the following genres: nonfiction, short stories, plays, novels and poetry. In addition, students will apply their knowledge of the writing process through various assignments, including detailed research papers that utilize MLA or APA format. They will strive to express their ideas and opinions clearly and concisely, both verbally and in writing.

CP English 4

(12) 1 Credit

This course consists of a chronological survey of British writings, as well as the study of some classic pieces of world literature, including an examination of the major themes throughout various eras of history. Within the unit for each literary period, the course will focus on each of the following genres: nonfiction, short stories, plays, novels and poetry. In addition, students will apply their knowledge of the writing process through various assignments, including detailed research papers that utilize MLA or APA format. Students will learn to examine literary works using critical thinking and analytical skills. They will strive to express their ideas and opinions clearly and concisely. Most importantly, students will gain an understanding of the power of writing and its significance to society. Students will be expected to demonstrate effective independent work habits, while demonstrating initiative and self-discipline.

Drama

(11-12) 1 Credit

This class offers a general overview of the world of theater and introduces students to basic stage performance techniques. Students will gain an appreciation for drama and theatre, feel less inhibited and self-conscious when in front of an audience, rehearse and perform a play for classmates, study a wide range of dramatic literature, develop fundamental acting skills, study the history of theater as an art form, be introduced to the various aspects of theater production such as set design, lighting, props creation, make-up, and costuming.

Speech I

(10-11-12) 1 Credit

The primary purpose of this course is to improve your public speaking skills. We will be studying topic selection, audience analysis, research, outlining, speech writing, and speech delivery. By the end of this course, you will have improved your verbal and nonverbal communication skills and will be able to successfully and confidently present speeches in a variety of real-world situations.

Yearbook

(10-11-12) 1 Credit

The creation of the yearbook provides project-based learning opportunities for students who will apply communications skills, both written and visual, and use technology to create and market a real-world product of historic value. Students in this course learn about and produce real life products that reflect today's society. Today's yearbooks record events through articles, contemporary layout and design, headlines, captions, graphics, and photos. Students provide pictorial memories, as well as accurate historical records. Students on this yearbook staff will be involved in every aspect of yearbook production: feature writing, creativity, magazine layout and design, picture planning, technology, finance/ advertising*, photography, interviewing, and team dynamics. Publication deadlines are a critical aspect of this course. Prior experience with Word, Excel, Photoshop, digital cameras and scanners is beneficial. Because so many school events take place after normal school hours, students are expected to put in out of class time when needed.

*Selling advertising in the community is a requirement of this course.

Mathematics



Students graduating in 2014 or later must have four units of math to meet the graduation requirements for the State of Ohio.

Algebra I

(9-10-11-12) 1 credit

Algebra I is the foundation for higher math courses it starts with the introduction to basic set theory with emphasis on the set of real numbers. Students will be expected to transition from arithmetic to algebra. Students will need to perform basic operations with all real numbers including positive and negative real numbers as well as the use of variables. There will be an emphasis on linear equations and functions. Students will learn to represent problems using algebraic equations, graphs etc. The course will also include basic quadratic equations and functions and an introduction to other nonlinear equations. This class is for those who are not ready to attempt the rigors of the more advanced algebra 1 class but still cover the basic concepts of algebra 1.

College Prep Algebra I

(9-10-11-12) 1 credit

Algebra I is the foundation for all other higher math courses. It is essential to have this foundation in order to be successful as you progress through high school mathematics. This course includes the study of real numbers, functions, polynomials, and factoring. Students learn to write, solve, and graph linear and quadratic equations and to solve systems of equations. It is recommended that before starting course, students should have successfully completed Pre-Algebra or an equivalent course.

Geometry

(9-10-11-12) 1 Credit

This course is the basic geometry course and provides students with an introduction to geometry and its application to real life situations. This course will lead students to an understanding that reasoning and proof are fundamental skills needed to be successful in real life. Students will study both inductive and deductive reasoning. Definitions, postulates and theorems will be used to justify geometric relationships and properties. Establishing congruence and similarity of triangles and polygons, calculating the areas and volumes of polygons and polyhedrons, solving for the parts of right triangles, finding the measurements of circles, and an understanding of the use of algebra in analytical geometry will be emphasized. A graphing calculator and computer software will be used in appropriate places throughout the course to assist in the study.

C.P Geometry

(9-10-11-12) 1 credit

Plane Geometry is the study of the properties and relationships of figures such as rectangles, triangles, and circles that lie in the same plane. The first semester includes the writing of formal proofs. Working with formal proofs requires that students apply definitions, properties, theorems, and postulates in a series of logical steps to arrive at valid conclusions. Other topics covered include parallel and perpendicular lines, congruency, similarity, transformations, and right triangle trigonometry. In the second semester, students will work with trigonometry as well

as transformations. They will also expand on finding perimeter, area, and volume of geometric figures. Students should have a solid background in Algebra I to take this course.

Algebra II

(10-11-12) 1 credit

Basic Algebra 2 is essentially a continuation of Basic Algebra 1, and the material covered will be at a slower pace than that of CP Algebra 2. Topics covered should include the graphing and solving of functions including logarithms, probability, statistics, and if time, trigonometry.

C.P. Algebra II

(10-11-12) 1 credit

Algebra II is a more detailed study of Algebra I topics. While Algebra I topics are reviewed and expanded upon, the course is intended to take a more in-depth look at such topics as functions including logarithms, probability, statistics, sequence and series, and trigonometry with the unit circle. A strong background in Algebra I and Geometry (average of a 75% or better) is recommended to be successful in this class.

Advanced Math (Pre-calculus With Limits)

(11-12) 1 Credit

College Algebra 1/2 Credit

The topics covered would be needed to be successful in a first year college pre-calculus class. They include: functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, and linear systems and matrices.

Trigonometry ½ Credit

This is the branch of mathematics concerned with the properties of the trigonometric functions (sine, cosine, tangent, cosecant, secant, and cotangent) and their application to the determination of the sides and angles of triangles as used in surveying, navigation, etc. In this class graphical solutions are obtained through the use of graphing calculators. The school supplies some graphing calculators.

Also covered are polar coordinates and polar equations with emphasis on conversion of both. Students should have successfully completed Algebra I & II.

Calculus

(12) 1 Credit

Calculus was invented in the seventeenth century to solve particular measurement problems in geometry and physics; specifically, the problems of measurement of length, area, and volume in geometry and the measurement of force, velocity, and acceleration in physics. There are two major branches of calculus, differential and integral. Differential calculus involves measuring the instantaneous rate of change of one quantity relative to the change in another quantity. Integral calculus is used in areas such as biology, zoology, archaeology, engineering, and economics. Some topics include linear functions, limits, and continuity, derivatives, definite and indefinite integrals, exponential and logarithmic functions, trigonometric functions, and differential equations. Students should have credits in Algebra I and II, Geometry, and Advanced Math.

OGT



Junior and Senior students who still need to pass a portion of the OGT are enrolled in an OGT intervention course in the test area they have not passed. Enrollment in this course will assist students in better preparing for upcoming opportunities to take the OGT. ALL STUDENTS must pass ALL PORTIONS of the OGT to qualify for graduation in the state of Ohio.

Science



Students must have at least three science credits to meet the graduation requirements for the State of Ohio. Those seeking an honor's diploma must meet very specific science requirements.

Integrated Science

Required (Grade 9) 1 credit

Integrated Science is the introductory science course for 9th grade students. It is a physical science course that provides an essential foundation for success in upper-level sciences. This course is designed to introduce students to high school level scientific applications and methods, as well as principles in chemistry, astronomy, physics, and geo-sciences. Students develop laboratory and critical thinking skills through investigation and hands-on activities. Topics of study include: scientific method, scientific inquiry, scientific theories, the universe, earth systems, processes that shape the earth, nature of matter, nature of energy, and forces and motion.

College Prep Integrated Science

Required (Grade 9) 1 credit

Integrated Science is the introductory science course for 9th grade students. It is a physical science course that provides an essential foundation for success in upper-level sciences. This course is designed to introduce students to high school level scientific applications and methods, as well as principles in chemistry, astronomy, physics, and geo-sciences. Students develop laboratory and critical thinking skills through investigation and hands-on activities. Topics of study include: scientific method, scientific inquiry, scientific theories, the universe, earth systems, processes that shape the earth, nature of matter, nature of energy, and forces and motion. Students will be expected to keep an organized notebook, read current articles on relevant topics in science summarizing information with citation of sources, make presentations through power points and displays, and conduct an experiment following the steps of scientific method.

Essentials of Biology

Required (Grade 10) 1 credit

This Biology course involves the scientific study of living organisms. The course focuses on the ability to use scientific inquiry, scientific method and explores the relationship between science and society. The course will cover the characteristics and structure of life, heredity, diversity of life, earth systems, evolutionary systems, ethical practices, understanding technology and the abilities to do technological designs. Students in this course will be responsible to participate in scientific labs where they will utilize scientific tools and technology to complete their work. The laboratory portion of the course consists of topics correlating with lecture and designed to lead the student into independent or group thought.

College Prep Biology

Required (Grade 10) 1 credit

This Biology course involves the scientific study of living organisms. The course focuses on the ability to use scientific inquiry, scientific method and explores the relationship between science and society. The course will cover the characteristics and structure of life, heredity, diversity of life, earth systems, evolutionary systems, ethical practices, understanding technology and the abilities to do technological designs. Students in this course will be responsible to participate in scientific labs and web quest projects where they will utilize scientific tools and technology to complete their work. The laboratory portion of the course consists of topics correlating with lecture and designed to lead the student into independent or team research and thought. It is highly recommended for students to take their freshman science at the college prep level to ensure success in CP. Biology.

Essentials of Chemistry

Essentials of Chemistry is an introduction to chemical concepts using practical issues and application to illustrate the principles of chemistry. Beginning with a discussion of scientific measurements, and general properties of matter, a good deal of the course covers the structures of the atoms, the periodic table, types of bonds and equations. Other topics involve students in states of matter, reactions and the energy involved in chemical change.

Chemistry

(Grade 11- 12) 1 Credit

An introductory course in chemistry designed to expose students to fundamental principles of chemistry. The periodic table and its design will be introduced to students. Additionally students will be introduced to elements, compounds, molecules and how they interrelate. Concepts such as moles, formula weights and stoichiometry will also be covered. A large portion of the course is lab related with specific labs correlating to the topic covered.

Advanced Chemistry

(Grade 12) 1 Credit

A continuation of the topics covered in Chemistry I but in greater depth. The periodic table is again covered but in greater depth, with emphasis on electron structure. Additional topics include: organic, as well as inorganic chemistry and how it relates to daily living. A large portion of the class is devoted to lab activities that reinforce the concepts covered in class.

Advanced Biology

(Grade 11 -12) 1 Credit

This advanced course is for the serious science students. This class consists of an intensive study of five different biological fields. These are Field Ecology, Animal Behavior, Human Anatomy and Physiology, Plant Growth and Development, and Generic Continuity. The classroom is almost entirely investigative in nature. This course is helpful for anyone who plans to enter a medical related field. It is also designed for students who intend to pursue any field of science. The class meets daily plus two extra periods per week for lab work.

Prerequisite: Biology I. Although not required, a student who takes Biology II should have made at least a "B" in Biology I. Algebra I is also recommended for the statistical work involved.

Physics

(11-12) 1 Credit

Physics, the most fundamental science, is concerned with the basic principles of the Universe. It is one of the foundations upon which the order physical studies the idea of energy; what it is, how it affects matter and how matter affects it, and how it can be changed from one form to another, topics include: measurement and problem solving, velocity, acceleration, forces, motion, gravitation, energy, matter, heat, vectors, electrostatics, and direct and alternating current circuits. Students should have a background in algebra and geometry.

Anatomy & Physiology

(11-12) 1 Credit

Anatomy & Physiology is a course intended for students in the nursing program. The course will include human body orientation, basic chemistry, cells and tissues, skin and body membranes, skeletal system, muscular system, nervous system with special senses, as well as other body system as time allows. The course requires students to memorize, recall, utilize information as well as complete laboratory activities and presentations.

Social Studies



Students must have three Social Studies credits to meet the graduation requirements of the State of Ohio. This MUST include American History, Government, and Economics.

American History I

Required (9) 1 credit / full year

The course is a study of American History from the Reconstruction Era through the twenty first century. This course is a general strand of this period of American History. Students are expected to know and understand the information, but with less emphasis on advanced level work on assignments, tests, and quizzes.

College Prep American History I

Required (9) 1 credit / full year

The course is a study of American History from the Reconstruction Era through the twenty first century. This course is an advanced strand of this period of American History. Students are expected to use high level thinking and testing skills on several causes and effect situations of this period of American history.

Modern World History

Required (10) 1 credit/ full year

Modern World History examines the history of the world from 1500 to the present day. Students will study the philosophies and actions that have significantly changed our world beginning with the ideas of the Enlightenment to the development of global interdependence. This course meets social studies graduation requirement and also continues to prepare students for the Ohio Graduation Test.

College Prep Modern World History

Required (10) 1 credit/ full year

Modern World History examines the history of the world from 1500 to the present day. Students will study the philosophies and actions that have significantly changed our world beginning with the ideas of the Enlightenment to the development of global interdependence. CP Modern World History students will explore certain historical figures and events in greater depth and will be required to complete additional reading and assignments. This course meets social studies graduation requirement and also continues to prepare students for the Ohio Graduation Test.

Ancient World History

(11) 1 Credit/ Full Year

The Main focus of this course is the development of Western Civilization. Topics include: Early Civilizations, First Age of Empires, Greeks, Romans, Byzantines, European Middle Ages, Renaissance and Reformation, Absolute Monarchs of Europe, Revolutions and Change, The Age of Napoleon.

Economics

Required (12) ½ credit/1 semester

Economics is the study of how people seek to satisfy their needs and wants by making choices. Topics include: Scarcity, factors of production, opportunity cost, economic systems, American free enterprise, business organizations, labor, money and banking, and the history of the American Economy.

CP Economics

Required (12) ½ credit/1 semester

Economics is the study of how people seek to stratify their needs and wants by making choices. Topics include: Scarcity, factors of production, opportunity cost, economic systems, American free enterprise, business organizations, labor, money and banking, and the history of the American Economy. Students in this class will complete a Stock Market report. Economic challenges also covered in this course are the effects of unemployment, inflation, and poverty.

Government

Required (12) ½ Credit/ 1 semester

A study of the American system of government with emphasis on the functions and powers of the legislative, executive, and judicial branches at the national, state, and local levels. The importance of political participation and the role of interest groups are also discussed.

College Prep Government

Required (12) ½ Credit/ 1 semester

A study of the American system of government with emphasis on the functions and powers of the legislative, executive, and judicial branches at the national, state, and local levels. The importance of political participation and the role of interest groups are also discussed. While this class is structured very similar to the regular government course, much more emphasis is put on analyzing and applying concepts and ideas.

Psychology

(11-12) 1 Credit

The scientific study of behavior and mental processes, viewed from many different perspectives, and encompassing every aspect of thoughts, feelings, and actions. Also explored is the history of the field, the many new research technologies, and new areas of inquiry.

Tech-Prep Programs



Automotive Technology

(Grades 11 & 12, Full Year Course)

To prepare students to be successful in the automotive repair business by learning literal and hands on procedures developed by the industry standards and beyond. Students will develop the ability and desire to work together harmoniously with mutual respect for the automotive trade, develop good work habits, orderliness, cleanliness, and care of property and equipment, develop safe work habits and promote safety conscience students, develop the ability to select, use, and care for the basic automotive tools and equipment, develop in each student the understanding of the principals involved in automotive repair and maintenance, develop an understanding of step-by-step diagnosis, and repair procedures, and develop an understanding and ability to follow directions from customers, vendors and people of authority.

Health Technology

Health Technology I - Nurse Assistant

(Grade 11) 3 credit/full year

The Nurse Assistant program provides basic entry level health care training that includes CPR and First Aide. During the year the student not only gains health based knowledge but will learn many hands on skills. They participate in a clinical experience where they visit, observe and assist in various health provider sites. These sites enable them to have first-hand experience/observation of different health related careers. During the second semester the class focus is on geriatrics and long term care. After completion of the Ohio Department of Health Training each qualifying student will sit for the State Tested Nursing Assistant exam. Passing the exam allows the student to be employed as a State Tested Nursing Assistant in any licensed Long Term Care Facility. The program goals are to provide basic health knowledge, skill and assist the student with career decisions. The information provided can be carried forward into many other fields if not utilized as a Nurse Assistant.

No prerequisite, recommend Medical Terminology, Anatomy & Physiology, Sciences and Chemistry a plus

Health Technology II - Phlebotomy and Home Health Aid

(Grade 12) 2 credit/full year

Phlebotomy first semester. This class is a health related career choice. Phlebotomy means to collect blood for diagnostic or therapeutic purposes. The class provides information about general laboratory procedures as well as skill development in phlebotomy. Hands on training is supported by area laboratories. After successful completion of the class and required field training the student may sit for their registration exam to become a "Certified Phlebotomy Technician"

Home Health Aide training is provided during the second semester of the Senior year. Providing care in someone's home is different than is a supervised setting. This class will provide the training for the STNA to transition to the home care career. The STNA is well trained to provide for the personal needs of the home client but new we must become skilled in other areas related to the home environment.

Prerequisite STNA or completion of the TCEP Program

IT Interactive Media

Web Publishing

(11-12) 1 Credit

Using *Macromedia Dreamweaver 8* software, students will produce a web site that will incorporate various tasks identified within each chapter of a textbook used throughout the course. The teacher will project step by step illustrations that students will easily perform to complete each project. Students will be introduced to the Internet and the World Wide Web and their associated terms. Specific tasks addressed in this class involve creating a web page and local site; adding web pages, links, and images; tables and page layout; forms, templates and style sheets; and layers, image maps, and navigation bars. More advanced tasks such as page layout with frames, animation and behaviors; media objects; and the creation of the web photo album shall be addressed as time permits during this year long class.

(WSCC college credit if student receives a "C" or above)

Graphic Design

(11-12) 1 Credit

Using the Apple iMac computers and the Dell PC computers, students will become competent users of both computing platforms. During the first semester students will become acquainted with the iMac computers as they learn beginning techniques of using *Adobe PhotoShop CS3* software and the WACOM graphics tablet. Later they will create a variety of teacher assigned projects using skills introduced and strengthened with each lesson. During the second semester students will use the *Adobe InDesign CS* software as they create real world, page layout projects with step by step directions. To further assist with each project, students will be see what the completed project looks like as they create each one. With an emphasis on typography and critical thinking this class will transform the novice into a professional modern typesetter who is grounded in industry-standard design principles. An assortment of software tools and shortcuts will be used throughout this year long class.

(WSCC college credit if student receives a "C" or above)

IT Records

Students are instructed in the use of Microsoft Excel (spreadsheets) and Microsoft Access (databases). Spreadsheets and databases are used by businesses, schools, medical facilities and organizations for organizing, managing, and presenting information. They also have many personal uses such as budgeting, keeping track of expenses and checkbooks and making graphs as well as being used to enhance school reports and projects. These skills are great additions for a resume. In class projects and tests will be used to assess student knowledge.

IT Computer Tools

(9-10-11-12) ½ Credit

This course is required of all 9th graders who intend to concentrate in the Interactive Media or Networks Systems Tech Prep Curriculums. Students will study the hardware, maintenance, and troubleshooting of personal computers. They also acquire general network knowledge.

Desktop Publishing

(9-10-11-12) ½ Credit

Microsoft Office Publisher 2010 helps you create, personalize, and share a wide range of publications and marketing materials in-house. New and improved capabilities guide you through the process of creating and distributing in print, Web, and e-mail so you can build your brand, manage customer lists, and track your marketing campaigns -- all in-house.

IT Entrepreneurship

(11-12) ½ Credit

Entrepreneurship is for any student who wishes to learn about how to plan, develop, and start a small business. The class is divided into teams who work together to create mock businesses. They are responsible for writing a mission statement, designing marketing materials such as logos, flyers, and tri-folds and calculating business financials. Students will learn what an entrepreneur is and the various characteristics necessary to be one. The class culminates with the compilation of all of the materials into a business portfolio.

IT Network Systems

A+

(11-12) 2 Credits

This course maps fully to CompTIA's A+ Exam objectives. The course is designed to be a complete, step-by-step approach for learning the fundamentals of supporting and troubleshooting computer hardware and software. Specific topic coverage includes: Introducing Hardware, Introducing Operating Systems, PC Repair Fundamentals, Form Factors and Power Supplies, Processors and Chipsets, Motherboards, Upgrading Memory, Hard Drives, Installing and Supporting I/O Devices, Multimedia Devices and Mass Storage, Installing Windows 2000/XP, Maintaining Windows 2000/XP, Supporting Windows 2000/XP Users and Their Data, Troubleshooting Windows 2000/XP Startup, Windows 9x/ME Commands and Startup Disk, Supporting Windows 9x/ME, PCs on a Network, PCs on the Internet, Securing your PC and LAN, Notebooks, Tablet PCs, and PDAs, Supporting Printers and Scanners, and The Professional PC Technician

Programming

(11-12) 1 Credit

Student use A.L.I.C.E to build 3d animations, as well as VB to design classic games and Database programming

Network +

(12) 2 Credits

Once completing the A+ Course Students prepare for the Network +, Server Administration test Specific topic coverage includes: Protocols, Wan, Lan, Man, Firewalls (software- Hardware), Server Configurations, Dhcp, Active Directory, Network troubleshooting, OSI Model, Cable Connections, Server Operations, Routers, Bridges and Switches.

IT Help Desk

(12) 1 credit

The purpose of this course is to give students real world experiences troubleshooting, documenting, and discussing common events that may occur in a networked environment. More in depth study of previously covered material as well as independent exploration into various computer network/hardware subjects.

Prerequisites: Must have passed the A+ class with the final Grade of 85 or higher, must have an overall GPA of 3.2 or and 85% in all classes, must have been present in 94% of session days or more, and must complete an interview conducted by Mr. Scott Brinker and Mr. Matt Simpson.

Medical Office Procedures

Introduction to Medical Management

(9-10-11-12) 1 credit

Required for Medical Office Management Program

Introduction to Medical Management was developed to prepare students with a foundation that will ensure success in health care careers. It emphasizes communication at an interpersonal level within a group, team, or organization as well as job-seeking skills and other various skills related to the medical field.

Medical Coding

(9-10-11-12) 1 credit

Required for Medical Office Management Program

Information is an especially necessary commodity for success. This class introduces the student to the ever-growing opportunities in the health information departments throughout the health care industry including medical coding, medical reports and storing/retrieving health information.

Medical Terminology

WSCC credit with a minimum grade of "C"

(9-10-11-12) 1 credit

Required for Medical Office Management Program

This class is designed to develop one of the most basic skills needed in the health field -- knowledge of medical terminology. It contains information that is necessary to build a foundation for competence in the world of health care. This class focuses on the many components of a medical term and how to break down a medical term by simply knowing the meaning of the prefix or suffix. By learning the individual parts of a medical word, you will not need to memorize hundreds of complex medical terms and their definitions.

Medical Office Procedures

2 credits (one year) - 2 class periods

Seniors only – must have prerequisites: Intro to Med Management, Medical Coding, Medical Terminology

Medical Office Procedures and simulation prepares students with skills and knowledge for anyone interested in a career in medical assisting, medical office management, medical finance & insurance and other administrative aspects of the medical field. Skills acquired in this class will benefit students in obtaining entry-level employment whether it is in a medical setting or in a home office.

Career Technical Programs

Agricultural Science



Agriculture, Food, and Natural Resources

(9-10) 1 ¼ Credit)

This introductory course is designed to increase agricultural awareness and learn where we get our resources of food, fiber and shelter. Students will develop a background understanding on how agricultural affects them everyday day and how they can make better consumer choices. A variety of areas will be explored including natural resource management, plant sciences, animal sciences, food science and technology and agricultural mechanics. Students will have the opportunity to practice learned skills with hands-on activities in the shop, greenhouse, garden and livestock labs. Leadership will be emphasized as students develop skills in parliamentary procedure, committee work, communication processes and public speaking, improvement of self-esteem and assessing career options in agriculture. There will be field trip opportunities to observe production procedures and agricultural technologies.

FFA participation is expected as an extension of the classroom learning to provide leadership and competitive activities and is counted as part of the classroom grade. An agriculturally related project outside the classroom called a Supervised Agricultural Experience Project is required as a part of the total program and constitutes the extra quarter credit for the course.

Animal Nutrition, Health and Reproduction

(10-11-12) 1 ¼ Credit

For the lovers of four-legged friends, this course is for students seeking various opportunities in working with animals. Production livestock animals will be the major focus in determining management practices, breed selection and food sources. Horses and companion animals will also be reviewed. Specific areas of study will include feeding and nutrition, production management, animal breeding, health management and basic grooming. Students will be able to work on shop projects related to animal buildings and structures. Students will also work extensively with live animals in labs. There will be field trip opportunities to observe production procedures and agricultural technologies.

FFA participation is expected as an extension of the classroom learning to provide leadership and competitive activities and is counted as part of the classroom grade. An agriculturally related project outside the classroom called a Supervised Agricultural Experience Project is required as a part of the total program and constitutes the extra quarter credit for the course.

Prerequisite: Passed Agriculture, Food, and Natural Resources or Sophomore or higher grade level.

Environmental Science and Natural Resources

(10-12) 1 ¼ Credit

Get away from the computers and video games and get outside to study the natural world around us. Learn how Mother Nature actually works with studies in ecology, ecosystem management, water and air quality, land and soil management and wetland management. Learn how humans and wildlife interact and learn some basic skills in forestry. Determine different sources of energy and fuel and use the agricultural mechanics lab to build energy systems. There will be field trip opportunities to observe production procedures and agricultural technologies.

FFA participation is expected as an extension of the classroom learning to provide leadership and competitive activities and is counted as part of the classroom grade. An agriculturally related project outside the classroom called a Supervised Agricultural Experience Project is required as a part of the total program and constitutes the extra quarter credit for the course.

Pre-Veterinary Science

(11-12) 1 Credit

You love being around animals. In fact, you have several pets at home. And since you were a little kid, you've always dreamed of being a vet or an animal trainer. But do you really understand what is required of those positions and how to prepare for such careers? This course will build upon knowledge in the Animal Nutrition, Health and Reproduction course and provide an in depth study of small and large animals in addition to career exploration in the animal science industry. Subgroup areas will include production/livestock, companion animals, exotic animal species, wildlife and research animals. Topics will focus on comparative anatomy and physiology, diseases, diagnosis, treatment, surgery, grooming and handling. Students will also investigate and discuss animal ethics and welfare. Be prepared to perform several dissection labs and to also work with live animals. There will be field trip opportunities to observe production procedures and agricultural technologies.

FFA participation is expected as an extension of the classroom learning to provide leadership and competitive activities and is counted as part of the classroom grade. An agriculturally related project outside the classroom called a Supervised Agricultural Experience Project is required as a part of the total program and constitutes the extra quarter credit for the course.

Plant and Horticulture Science

(11-12) 1 ¼ Credit

This course focuses on broad knowledge and skills required to research, develop, produce, and market agricultural, horticultural, and native plants and plant products. Students will apply principles and practices of plant physiology and anatomy, plant protection and health, reproductive biology in plants, influences in bioengineering, plant nutrition, and disorders. Course will also include environmental aspects of irrigation, chemical application, soils, and communication, leadership, and business management skills. This class shapes the knowledge of past experiences to develop skills to further carry them on to a career or college path of related agricultural jobs.

Floral Design and Marketing

(11-12) 1 ¼ Credit

Students will use principles and elements of design to create various types of floral arrangements with various plant products. Class will examine the identification of ornamental plants and cut flowers, explain the use of design materials, and storage and handling applications will be explained. The goal of this course will be for students to also develop successful business, communication, marketing, and sales strategies for use in floral activity.

Landscape Design and Build

(11-12) 1 ¼ Credit

This class is designed to integrate scientific principles and new technologies to the agricultural industry as it relates to plants and renewable natural resources. It consists of lab time dealing with anywhere from green houses, farm equipment, to welding. Further developing individuals studies of the students interest in our programs.

A&E Capstone

(12) 1 ¼ Credit

This course can only be completed during senior year and it will be for the full year. The intention of this course is to offer agriculture related job experience. To use this you must be in an agricultural class.

Career Based Intervention

C.B.I. is a state sponsored, vocational, two-year, work study program for students 16 years or older. It is an effort to bring together employers, who need unskilled or semi-skilled help, and students, who are prepared to accept the responsibilities of a job under school supervision. The CBI course requires a minimum of 15 hours per week of on-the-job training and two forty-five minute classroom sessions each say with the OWE coordinator studying job-related subjects. All OWE students under the age of eighteen are subject of Federal and State Labor Laws.

The program is designed to develop student motivation, to change student attitudes toward education through work, experience the necessary attitudes and abilities to enable the student to become gainfully employed. The grade in the class is determined by the student's performance in the following areas: attendance, attitude, appearance, and achievement. All CBI students are evaluated on an individual basis in the light of his/her own potential and ability. In CBI education becomes a thoroughly personal experience. To be admitted to this program the student must be at least sixteen years of age, have and maintained a good attendance record, be employable, provide own means of transportation, be willing to abide by the regulations of the course, and be able to meet criteria and standards set by the state.

Cosmetology

(11-12)

This program trains students in the theory and practice of cosmetology. It includes a rigorous study of anatomy, chemistry, and physiology. Students are expected to provide clean course approved uniform and shoes. Students completing the two-year program will meet the competency-based 1,500-hour requirement. Ohio State Board of Cosmetology requires a 75% passing to receive your state board licensing. In addition to cosmetology grades, four academics are applied and reported to the state. They are junior year science, English and math and senior year English. Skills Learned: Theory of cosmetology practices, science: anatomy and chemistry, bacteriology and sanitation, Hair, skin, and nail care including study of disease and disorders, cutting and hair designing, Chemical services: color, permanent waves, and chemical relaxing, Manicure and pedicure; artificial nail application, Facials, facial makeup application · Salon management. Typical Entry-Level Employment Opportunities:

- Cosmetologist (hair, skin and nails)
- Retail supplier
- Salon retail sales distribution

Marketing Education Program

Marketing I

(Elective-Recommended 11th. Grade) Full year class - 1 Credit

Marketing I consists mostly of bookwork concentrating on building a solid foundation of marketing practices and principles. Students will be members of the DECA organization with activities scheduled throughout the year.

Marketing II

Prerequisite, have or currently taking Marketing I

(12 Grade and participate in the Marketing Co-Op Work Program) Full year Class - 1 Credit

Marketing II is a more hands on based class with real work application skills presented and discussed. The skills discussed are real for the students as they apply to their Co-Op work for success and promotion on the Job.

Co-Op work experience

Currently taking Marketing II, 15 hours a week at an approved work site

Students will gain valuable real life work experience at a real job, learning to work with other people and responding to the demands of work. Students gain a better appreciation of job responsibility by understanding how businesses operate and why.

Welding

(11-12)

Vocational welding is a two-year course of instruction, which provides a three-hour block of time for lab instruction and a one and one-half hour time for related class. After graduation the student should be qualified for entry-level employment, as a welder or pipe fitter, a tool welder, maintenance welder, construction welder, or welding related occupations. Certification is not requirement for credits. However, it is an option the student can take advantage of before leaving the program.

Information for the Student Athlete

Athletics is an area of special talent that can make a difference in the college admissions and financial aid process. At most colleges, athletics are regulated by the rules established by the **NCAA (National Collegiate Athletic Association)**. These guidelines are available on-line. The NCAA has instituted several rule changes in the last several years. We suggest that student athletes do the following:

Let your counselor know that you are interested in competing in athletics at the Division I or II level. **This is an extremely competitive process.** In almost all cases, students are recruited by colleges for the level of sport.

The NCAA website offers a valuable resource, "Guide for the College Bound Student Athlete" free for download. If you do not have internet access, a copy of this publication can be picked up in the guidance office.

Inform your high school coach that you are interested in playing that sport in college. Work with the coach and ask if he or she will contact college coaches on your behalf. Give them a copy of your athletic resume.

When visiting colleges be sure that you have read the NCAA Guidelines which will inform you of the rules regarding contacting college coaches.

To be eligible to participate at the Division I or II level, students must be certified as eligible by the NCAA via the NCAA Initial-Eligibility Clearinghouse.

Website:

<http://www.ncaa.org/cbsa/>

National Collegiate Athletic Association (NCAA)

NCAA information for college-bound students. Academic eligibility, recruiting, etc.



The NAIA Eligibility Center is responsible for determining the NAIA eligibility of first time student athletes who plan to attend a NAIA University or College.

When you register with the NAIA, you will create a personal profile. This profile will contain basic facts about your academic history and your participation in sports to date. This information, along with standardized test scores and your academic transcript, will be used to make a determination about your NAIA eligibility.

When registering with NAIA you will need:

- ✓ Personal Contact Information
- ✓ Previous Addresses
- ✓ High School Information
- ✓ History of Sports Participation

Other things to do:

- ✓ When you register for the ACT/SAT, you must include the NAIA Eligibility Center on the list of places your scores should be sent. The NAIA Center code is 9876.
- ✓ Ask for your transcript to be sent directly to the NAIA eligibility center.

When do you send your transcript?

If you have completed your junior year and you have met the standardized test score requirements (18 on the ACT/860 on the SAT) and have a cumulative GPA of 3.0 or higher, have the guidance office send your transcript as soon as possible.

There is a \$60 fee for US Students to register with the NAIA Clearinghouse. This is a one-time, nonrefundable fee. Students who have demonstrated need may receive a fee waiver. You should speak with your school counselor about this.

When you register you will be given a NAIA ID#. This is a unique number dedicated just for you. You should write it down in a location that is easily retrievable.

For more information visit www.playnaia.org.



Setting Reasonable Goals

No matter what grade you are in, it is important to think about where you are now and where you want to be when you apply to college. What improvement, if any, do you need to make to reach your goals?

Goal	Where You Are Now	Where You Need To Be To Apply
Academics Honors? Awards?		
Extracurricular Activities		
Volunteer		
Sports		
Work Experience		
What words would your teachers use to describe you?		
Standardized Test Scores		
College/Post-Secondary Planning		