

TABLE OF CONTENTS

Requirements, Rules, and Regulations -----	2
Ag Related Subject (MOC)-----	13
Language Arts -----	15
Foreign Language -----	18
Social Studies -----	21
Mathematics -----	24
Science -----	27
Business Education -----	30
Fine Arts -----	34
Industrial, Agricultural, & Safety Education -----	37
Family and Consumer Science -----	42
Physical Education & Boomerang -----	45
Other -----	48
SWCC/Dual Enrollment Courses -----	50
Additional Information -----	54

**RED OAK COMMUNITY HIGH SCHOOL
DEDICATES ITSELF TO PROVIDING
OPPORTUNITIES FOR ALL STUDENTS TO
REACH THEIR MAXIMUM ACADEMIC AND
SOCIAL DEVELOPMENT IN ORDER TO FUNCTION
IN A FREE SOCIETY.**

USE OF COURSE DESCRIPTION BOOK

The information contained in this Course Registration Manual is designed to help parents and students better understand the program of studies at R.O.C.H.S. Approximately 15 departments and over 100 courses are described. If you spend time planning carefully now, you will find this manual very helpful.

When planning your course selection, your first step should be to think about why you are taking courses. What are your long-term goals - to go to college, to get a job, to go on to a vocational school? After you have thought about what your goals are, discuss with your parents and counselor what courses you should take. Make a list of the courses you will need to accomplish your goals, a list of required courses, and a list of the courses you would like to take because you would enjoy them. Next you will need to figure what courses you should take each year you are in school. Most students find they cannot take all the courses they need to take or want to take.

The National Honor Society recently released results of a survey of college students around the U.S. The advice these students give is amazingly consistent. "Take tough courses in high school like algebra II, pre-cal, English courses, science courses, foreign language courses, and social studies courses so that you will be able to understand and communicate with other people. Don't try to short change yourself. Don't take easy courses - take the roughest to prepare yourself for a University and for life - work to improve study habits." They also emphasized being a well-rounded person and encouraged taking courses in art, music, industrial arts, business, and home economics. They encouraged students to participate in extracurricular activities. They have given good advice. We hope your high school years will be enjoyable ones. We know they will be shorter than you now realize and that there is much for you to learn. The choices you make now are important ones. They will influence you the rest of your life. Make them wisely.

Registration occurs in the early spring. After this survey is conducted, the information obtained is used to determine which courses (and the number of sections of each course) are to be taught. It also enables the principal to design a schedule with the least number of conflicts. A request for a change may only be made according to the criteria outlined under the section entitled Schedule Changes. Refer to page 8.

Please pay particular attention to such items as making up credits for courses that have been failed, graduation requirements, definitions that will clarify some educational terms, rules on dropping courses, pass-fail grading system, instrumental and vocal music, duplicating courses and classifications of students as to grade level.

The counselor will provide assistance in planning your curriculum and in the selection of courses. Feel free to visit with your counselor at any time about any question or concern.

GOALS AND OBJECTIVES OF RED OAK HIGH SCHOOL

The goals of Red Oak High School have been developed through the combined efforts of the faculty and administration. This list is neither complete nor fully implemented. Rather, the list provides evidence that we are continuously seeking methods and means to reach our objectives. The Red Oak Community School District affirms that in order to preserve our free society, we must continually try to improve our schools. We must attempt, in so far as it is possible, to provide education, which recognizes individual differences, yet, promotes advancement of heterogeneous groups within a graded school. The school district acknowledges that its programs must meet the needs of the community it serves.

The school district appreciates the need for its goals to be learner-centered and believes that the responsibility for achieving these goals rests with the Board of Education, the administrators, the teachers, the parents, and, of course, with the students themselves. The ultimate goals and immediate objectives, then, should be clearly understood and frequently examined by everyone engaged in the process of learning and teaching. With these beliefs in mind, we conceive our present school objectives to be as follows:

1. To help every student to feel that he/she is a worthwhile human being.
2. To stress the development of habits of self-control and of obeying rules pertaining to the safety of self and others in all areas of instruction and also in the home, at work and in recreation.
3. To recognize and provide for individual differences.
4. To encourage each individual to assume more and more responsibility for his/her own actions and his/her own education.
5. To encourage logical thinking and intellectual honesty.
6. To encourage freedom of academic inquiry on the part of teachers and on the part of students in so far as this is commensurate with the ideals and objectives of the community they serve.
7. To insure that every student should have the opportunity to clarify his/her own sense of values.
8. To create a climate where the student can achieve his/her academic potential.
9. To encourage creativity.
10. To make sure that every child has command, to the limits of his/her ability, of the tools of learning.
11. To prepare students to make wise choices in the world of work and in consumer spending.
12. To enable students to strive for physical fitness and to develop recreational skills.
13. To provide opportunities for the student to develop aesthetic awareness.
14. To provide the best and most appropriate educational media for its students.

GRADUATION ACTIVITIES

All students who have completed four years of high school attendance and have met graduation requirements are eligible for graduation activities. Students who have completed seven semesters of high school attendance and who have been approved for mid-year graduation are also eligible for graduation activities. Those who have completed the Board of Education's requirements for graduation will receive a diploma.

The senior class selects their graduation announcements in the fall. A deposit is paid in the winter for the announcements and cap and gown with the balance due upon delivery, which is usually in March or April.

Senior pictures should be taken the **summer** before their senior year. Students are required to bear all costs of senior pictures.

MID-TERM GRADUATION

In considering mid-year graduation, the student and his/her parents need to consider seriously the advantages/disadvantages of this option. There should be compelling reasons for pursuing such a course. It is the viewpoint of the Board of Education and administration that students should take advantage of the opportunity to grow and mature intellectually as well as socially through four years of high school attendance. The benefits of interacting with one's peer group and enrolling in courses/activities that offer opportunity for participation in varied activities need to be given serious consideration. It is recognized, however, that a few students might better satisfy their particular needs by early completion of high school in order to pursue a career, enrollment in a post-secondary school, or to become involved in some other worthwhile endeavor.

1. Application for mid-year graduation shall be submitted to the principal no later than the start of the 4th quarter of the junior year. No late requests will be considered except for transfer students entering after the start of the 4th quarter. In extreme circumstances exceptions to the above deadlines may be made upon the recommendation of the high school principal. It is strongly recommended that all students complete four years of high school.
2. The student must earn the required number of credits for graduation from this school that are in effect at the time of application. This includes specific required courses. The eighth semester of required physical education may be waived.
3. Prior to the time an application is filed, the student and his/her parents or guardian are required to meet with a school counselor to discuss the feasibility of early graduation. Such matters as the student's past record of scholastic achievement, attendance, attitude toward school/teachers, reason(s) for early graduation, and subjects to be pursued in earning credits need to be considered.
4. A request for mid-year graduation is subject to the recommendation of the principal and the approval of the Board of Education.
5. A student approved for mid-year graduation forfeits his/her eligibility to participate in all school sponsored or sanctioned activities during the eighth semester and the following summer. This means you cannot participate in prom, class trip or athletics.
6. Even though the student would earn a diploma at mid-year, it would not be granted until graduation ceremonies at the end of the school year. The student could elect to take part or not take part in graduation ceremonies but in either case the principal would have to be notified of the decision by January 15.
7. School records would show the student as having met the requirements for graduation effective the last day of the first semester. Grade average and rank-in-class for the student would be determined and listed both at the end of the seventh semester and at the end of the eighth semester. If needed, the principal will certify early graduation by letter to any college, post high school institution or prospective employer requiring proof of graduation.
8. Any student who has been approved for mid-year graduation will be expected to achieve passing marks in elected courses and to maintain regular school attendance. Course schedule changes will not be made to suit the convenience of the student. Course changes will not be made that will adversely affect the course/section balance.
9. Prior to his/her eighth semester, a student may reverse the decision for mid-year graduation. The student would then be required to remain in school and enroll as a full-time student during the final eighth semester.

GRADUATION WITH HONORS

To graduate with honors, a student must have a cumulative G.P.A. of 3.25 to 3.66. A student who has a cumulative G.P.A. of 3.67 or higher will graduate with distinction.

GRADUATION REQUIREMENTS

Students of Red Oak High School are required to have 52 credits to graduate. These include:

- 4 semesters in Science (2 years) including Biology and Physical Science. **(Starting with the class of 2010, 6 semesters will be required in Science); *
- 8 semesters in Language Arts (4 years);
- 6 semesters in Social Studies (1 semester of Economics, 1 semester of Government, 1 year of American (U.S.) History, 1 semester of World Area Studies, and one additional elective;
- 4 semesters in Mathematics (2 years). **(Starting with the class of 2010, 6 semesters of Mathematics including Algebra I will be required);
- 1 semester in Fine Arts (Music, Art, etc.);
- 2 semesters in Vocational/Career Area (Business, Ag, Computer, Industrial Arts, Home Economics (Family & Consumer Science)
- Physical Education is required every other semester with 1 credit per year being given to grades 9-12.

* In addition to traditional science classes that will meet the requirement of the third year of science credit, such as Chemistry and Physics, the passing of the following courses will meet the requirements: Principles of Technology, Electricity, Agribusiness III, Horticulture, Environmental Studies and Science, Technology and Society.

Students in grade twelve may be excused from physical education by the principal if requested in writing by the parent and if:

1. The student is enrolled in a cooperative or work study program or other educational program authorized by the school which requires the students to leave the school premises during the school day, or
2. The academic course is not otherwise available to the student.

CLASSIFICATION OF STUDENTS

Students in the Red Oak Community Senior High School shall be classified at the beginning of the school year as follows:

Freshman - Those entering their first year of high school

Sophomore - Those entering their second year of high school

Junior - Those entering their third year of high school

Senior - Those entering their fourth year or more of high school

COURSE REQUIREMENTS

The following courses are required and should be taken at the level indicated:

9th

Oral Communications (1)
Lang. Arts 9 (2)
Math (2)
***Social Studies (1)
Physical Science (2)
Physical Education (1)

10th

*U.S. History, after 1865 to present (2)
Lang. Arts 10 (2)
Biology (2)
Physical Education (1)
Social Studies(1)
Math (2)

11th

American Lit. (2)
*U.S. History, after 1865 to present (2)
Physical Education (1)
**** Science or Math (2)

12th

**Rhetoric (1)
**A.P. English (2)
**Backgrounds in Literature (1)
**Advanced Communications (1)
Government (1)
Economics (1)
Physical Education (1)
**** Science or Math (2)

* Required during sophomore or junior year

** One of the above four must be taken during the senior year

*** Required during freshman or sophomore year

**** 3rd year of Science and Math required

Making up courses that have been failed: Whenever a student fails a required course, the course must be made up or re-taken as soon as possible. Whenever a student fails an elective course, the particular course failed need not be made up or retaken, however, the student must be sure he will have enough credits to graduate. The best procedure to follow whenever a course is failed in each and every situation is for the student to visit with the counselor. No credit is given for courses failed.

Duplicating Courses: In most cases when a course is successfully completed it may not be retaken for credit. There are exceptions and you should review each course description. (Examples are studio art, pottery.) The principal and teacher's written permission to duplicate any course is required.

SCHEDULING PARAMETERS

Red Oak Senior High School will schedule students during the winter for both semesters of the forthcoming school year. All classes are considered to be one semester in length so far as an individual student's schedule is concerned.

Teacher assignments for two semesters will vary. Students will receive a copy of their schedule in August.

To insure that both parents and the guidance counselor are actively involved in the scheduling process, both parent and counselor signatures are required before a schedule is deemed "finalized".

Requests for schedule changes will generally be considered through the second day of 1st semester for 1st semester classes, and through the second day of 2nd semester for 2nd semester classes. For additional information, see "Level Changes", and "Class Drops" elsewhere in this booklet.

MINIMUM SCHOOL DAY FOR HIGH SCHOOL STUDENTS

The Board of Directors encourages all students to make maximum use of curriculum offerings, supplemental resources such as libraries and all other educational facilities.

To that end, it shall be the policy of the Red Oak Community School District that all high school students be in attendance for a school day of four scheduled blocks. Additionally, each student is to be enrolled in a minimum of seven courses and a seminar class per semester. Students are to attend school for the entire school day.

MINIMUM COURSE REQUIREMENTS

It is mandatory for each teacher to issue a written statement to each student within the first cycle of the semester and outline the minimum amount of work required for the quarter and/or semester. Course requirements should not be confused with course objectives, departmental or school policy. Course objectives do not include competency levels for students nor do they state specific dates or deadlines. Minimum course requirements set forth the standards, which must be met to receive a passing grade within the specific course. Course requirements must consist of the following elements:

1. Minimum number and types of major projects required for the quarter and/or semester.
2. The minimum number of major examination required for the quarter and/or semester.
3. The minimum number and kinds of activities in which each student will actively participate during the quarter and/or semester.
4. The minimum expectations of amounts of required homework to be completed by each student.
5. The weighting of class assignments, examinations and other required activities used to determine the final quarter and/or semester grade.

The intent of course requirements is to identify a minimum quantity of work students must produce to receive a passing grade.

GRADING SYSTEM

Every student will receive quarter and semester grades. The only grades maintained in the school's permanent record and used to determine class rank are those shown as final semester grades.

Letter grades are used in the reporting system. The following is a brief summary of this system:

A - excellent	CR - credit grades
B - very good	WP - Withdrew passing
C - average	WF - Withdrew failing
D - lowest passing mark	M - Student did not complete course for medical reasons
F - failing, no credit	NC - no credit received, but in GPA

Any exception to this grading system will be reviewed with students by their respective instructor.

The following weights will be used to figure grade point average:

A	=	4.00
A-	=	3.667
B+	=	3.333
B	=	3.00
B-	=	2.667
C+	=	2.333
C	=	2.00
C-	=	1.667
D+	=	1.333
D	=	1.00
D-	=	.667

INCOMPLETE GRADES

Generally, two weeks are allowed at the end of a semester grading period to remove a grade of incomplete. After this time the grade automatically becomes an "F" if the work is not completed, and extremely unusual circumstances are not involved. Administrative approval will be necessary to extend this time.

GRADE POINT AVERAGE (G.P.A.)

Grade Point Average (G.P.A.) is determined by averaging the grades students receive in their classes. A G.P.A. is calculated by multiplying the semester credits by grade weights and dividing that product by the number of credits, which are included in the G.P.A. Courses excluded from the G.P.A. include: All courses taken on a Pass-Fail/Satisfactory-Unsatisfactory basis.

Although the Red Oak Community High School uses the above method of calculating G.P.A., many colleges and universities will recalculate the G.P.A. for their own purposes. Other more competitive schools may exclude all courses except the core academic areas.

PASS-FAIL GRADING SYSTEM AND THE G.P.A.

Course work may be taken on a pass-fail basis, but only with the permission of the instructor and principal **PRIOR** to the end of the first week of the class involved.

VALEDICTORIAN/SALUTATORIAN

The G.P.A. will be carried out to the farthest number of decimal places needed to determine valedictorian and salutatorian separation.

PROGRESS REPORTS

If a student is doing unsatisfactory work in a subject, a progress report, stating the reason, is sent to the parent or guardian of the student approximately four weeks into the marking period.

HONOR ROLL

To be eligible for the quarter or the semester honor roll a student must be enrolled in a minimum of seven credits. Honor roll categories are 3.00 to 3.666 and 3.667 to 4.00 with no grade below a C-.

NATIONAL HONOR SOCIETY

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. The purpose of this organization is to recognize enthusiasm for scholarship, service, leadership, and character. Student membership in the National Honor Society is based on achieving recognition in these four distinguishing traits. Membership is further restricted to students in the junior and senior classes who have cumulative scholastic grade averages of at least 3.50 for 4 consecutive semesters.

Students eligible for the Honor Society are requested to submit an application including a summary of all activities, service projects, elected offices held, and volunteer work they have participated in. The final selection of Honor Society members is determined by the number of points accumulated by each applicant based on the application.

An evening reception is held in November to recognize new members and their parents and to present the National Honor Society pins.

STUDENT RECORDS

There are two types of student records: Student Permanent Records and Student Temporary Records.

Student Permanent Records include:

1. Basic identifying information (students' and parents' names and addresses, birth dates and places.)
2. Academic transcript (includes grades, class rank, graduation date, grade level achieved, etc.)
3. Attendance record
4. Health record
5. Record of release of permanent record information

Student Temporary Records consists of all information not required to be in the Student Permanent Record and may include:

1. Family background information
2. Intelligence test scores
3. Aptitude test scores
4. Psychological evaluations
5. Honors and awards
6. Elementary and secondary achievement test scores
7. Special education records
8. Record of release of temporary record information

TRANSCRIPTS

The first application/transcript will be mailed free of charge. The cost of \$1.00 per transcript will be charged for each transcript thereafter.

SCHEDULE CHANGES

Students needing to change their high school class schedules must sign up in the Guidance Office or call the counselors during the two weeks prior to the start of school in the fall and during the last week of first semester for the spring semester. Schedule changes will be done during the first two days of each semester.

Schedule changes must have counselor and parent approval. It is the student's responsibility to contact his or her parents for approval.

Schedule changes may be made according to the following criteria:

1. computer and/or clerical error
2. failure in first or second semester courses
3. completion of summer school courses, correspondence courses, or independent study projects
4. special education placement
5. seniors who need courses for graduation in their schedule
6. failure to have the necessary pre-requisites of a course
7. wanting to simply add a course without disturbing the rest of the schedule

All students must have at least 7.0 credits each semester. Students will not be permitted to change their schedule to go to work.

Changes deemed unnecessary will not be done. Examples of these include but are not limited to: (1) requesting a specific teacher for a course; and (2) requesting a specific hour for a class.

RECOMMENDED HIGH SCHOOL PREPARATION FOR COLLEGE

The best predictor of academic success generally is the high school record. If students have good grades and sufficient credits in particular subject areas to meet the entrance recommendations listed below, they can expect to enter beginning courses at the post secondary level with a high assurance of success.

Therefore, we recommend that secondary school courses include the following minimums:

- A. Four years of English with major emphasis on composition and communication skills; four years for students entering social sciences or communications fields.
- B. Six semesters of mathematics (four semesters of algebra and two semesters of geometry). A semester of trigonometry is needed to permit students to enter the freshman courses in engineering and the mathematical and physical sciences.
- C. Two semesters of biological science.
- D. Two semesters of physical science (physics or chemistry).
Students majoring in the physical or mathematical sciences or engineering should take four semesters of physical science.
- E. Two or four semesters of foreign language. Students entering the College of Sciences and Humanities are encouraged to take six semesters of a foreign language.

A minimum of 1 semester of typing and one semester of computer training are also recommended for those who are college bound.

COLLEGE ADMISSIONS REQUIREMENTS BECOMING MORE STRICTLY DEFINED

Students applying for admission to college in the future may find admission requirements more precisely or strictly defined than in the past. The key word is requirements rather than recommendations. For example, freshman entering the University of Iowa's College of Liberal Arts are required to complete the following set of preparatory high school courses in addition to meeting already established admissions standards:

Four years of English/language arts; three years of mathematics (two years of algebra and one year of geometry); two years of a natural science (two years must be chosen from among chemistry, physics, and biology); and three years of social studies. Not required but strongly recommended will be high school courses in the arts and humanities, a computer course, and additional study in mathematics and foreign language.

Some departments at the university recommend additional high school courses for preparation.

COLLEGE VISITATION FOR SENIORS AND JUNIORS

Senior students will be excused two days and junior students will be excused for one day for a college visitation providing the following conditions have been met:

- 1. The Guidance Office will contact the Director of Admissions at the college to be visited.
- 2. Student must have a statement from the Director of Admissions confirming date of visitation.
- 3. Student must have written parental permission for visit.
- 4. Student must pick up "Permission for Make-Up Work before Absence" and Verification Slips from the Guidance Office prior to visitation.
- 5. "Make-Up Slip" must have instructor's final O.K. and be returned to the Guidance Office prior to the day of visitation.

Additional visitation days may be allowed in unusual circumstances but will be evaluated individually. A well-planned visit to a college may be of immeasurable value in selecting a college. However, the worth of the visit will depend to a large extent upon preparation for it. Points to remember regarding a visit:

- a. If possible, visit while classes are in session.
- b. Call or write the admissions office at least two weeks prior to the visit to request an appointment and/or tour.
- c. Know what information is available in the college catalog in order to avoid unnecessary questions. Think about what you need to know that is not in the literature.
- d. Prepare a data sheet about yourself giving grades, test scores, activities and interests.

JOB SHADOWING

Students will be allowed two days per year for job shadowing activities related to vocational education courses. The following process must be met for release from school for job shadowing activities:

1. Must be enrolled in Vocational Educational Program.
2. Must have a scheduled visitation with a business or industry in the Red Oak community.
3. Student must have written parental permission for visit.
4. Student must pick up "Permission for Make-Up Work Before Absence" slip from the Guidance Office prior to visitation.
5. Student must have the permission from the vocational instructor to participate in the shadowing activities.

LEVEL CHANGES

A student's ability level and placement in class are determined by prior test data and previous performance in course work. Very infrequently a student may need to change the level of a class in which the student is enrolled. To initiate a level change, the student should talk with the teacher and/or counselor. Parents will be contacted prior to any course change being done.

INDEPENDENT STUDY

The purpose of independent study is twofold: (1) to organize student exploration of a subject area so that a student may examine an area of interest in depth and under the direction of a faculty member or a department; and (2) to resolve a schedule conflict.

Plan for Independent Study:

1. Student contacts teacher or teachers under which independent study project class will be conducted.
2. Teacher approves, checks with department chairman, has student complete the form and sends the form to the counselor.
3. Counselor reviews the proposal, ascertains parental consent, signs the request and sends the form to the Principal for approval.
4. Principal will file the signed agreement and send a copy to the teacher, counselor, department chairman and student.
5. Progress report given as needed to counselor and parent in the event of unsatisfactory work.
6. Evaluation procedures will be agreed upon in writing in advance by the teacher and student.
7. Can be allowed but will be in addition to 7 other courses.

Guidelines for Participation:

1. Independent study courses are recommended only for grades 11 and 12.
2. Students are limited to one independent study course per semester.
3. The student and teacher advisor must have mutually agreeable free time for consultation and planning.
4. Students must complete all work on courses for credit at least one week prior to the close of the semester in which the work will be recorded.
5. All requests must be approved by the student's parent or guardian.
6. Students must complete all necessary regularly offered courses in a particular area before approval will be given for an independent study course unless this is to resolve a schedule conflict.

POST-SECONDARY ENROLLMENT OPTION

In 1987, the Post-secondary Enrollment Options Act was enacted to promote rigorous academic pursuits and to provide a wider variety of options to high school students enabling eleventh and twelfth grade students to enroll part-time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa. A ninth or tenth grade student who is identified as a gifted and talented student according to the Red Oak Community School District's criteria and procedures is eligible to enroll under this Act.

By **March 15** you must inform the high school of intent to participate in the program during the forthcoming year. All students interested in a post-secondary option should make application in writing to the school through the counselor or principal before enrolling. Authorization for approval of courses, institution, credit, and payment for courses must be obtained from the Board of Education in advance of the pursuance of post-secondary options, or the district assumes no responsibility or obligation.

For Post-Secondary Options approved in advance by the Board of Education, the district shall pay a tuition reimbursement account to an eligible post-secondary institution that has enrolled its resident eligible pupils as prescribed by law. The amount of tuition reimbursement for each separate course shall equal the lesser of:

1. The actual and customary costs of tuition, textbooks, materials, and fees directly related to the course taken by the eligible student.
2. Two hundred fifty dollars.

Any student wishing to participate in the post-secondary enrollment program must qualify as follows:

1. Each junior must have successfully completed two years of English, science and mathematics with an average grade point of 2.5 or higher on those subjects.
 2. Each senior must have successfully completed three years of English, science and mathematics with an average grade point of 2.5 or higher in those subjects.
- OR
3. Scored at the 50th percentile (Iowa norms) or higher on the Iowa Test of Educational Development.
- OR
4. Scored a 20 or above on the American College Testing (ACT).
 5. Scored at the 50th percentile or above on the Preliminary Scholastic Aptitude Test (PSAT).

In addition the following regulations apply:

1. A student must be enrolled in a minimum of four regular classes plus PE and a seminar class if enrolled in two or more post-secondary courses.
2. A student must be enrolled in a minimum of five regular classes plus PE and a seminar class if enrolled for only one post-secondary course.
3. Courses cannot be taken if a comparable course is offered by the Red Oak Community High School.
4. Courses taken must be nonsectarian.
5. A student may not audit a course.
6. This program is not eligible for summer courses.
7. It shall be the parent or guardian's responsibility to provide transportation to and from the post-secondary institution for the student.
8. Priority may be given by the institution to post-secondary students before enrolling 11th and 12th grade students in courses. However, once an 11th or 12th grade student has enrolled in a post-secondary course, the student cannot be displaced by another student for the duration of the course.

9. Any student not attaining a "C" or better in a post-secondary course or who drops a course before completion shall be ineligible to participate in this program the following "regular" semester.
10. Any student who drops a post-secondary course prior to completion shall be assigned a class and/or activity to fill that time void during the regular academic day for the remainder of the semester. The credit to be earned, if any, shall be determined at the time of schedule modification.
11. Poor attendance or improper social behavior relative to this program may result in the student becoming ineligible for the current as well as future semesters.
12. Hours earned by a student shall count for high school and may count toward college credit. Students will need to verify if the credits will transfer and be applied to the student's degree at the university/college of their choice.
13. Post-secondary credits earned by a student shall count toward their grade point average as well as their class rank, a maximum of six (6) high school credits can be accepted.
14. A student receiving a failing grade or who drops the class before completion may be responsible for the cost of the course.

CORRESPONDENCE COURSES

Students may choose to take a correspondence course to make-up for an elective course. This will be at the students' expense and only two (2) will be accepted. **Seniors--All correspondence courses must be completed thirty (30) days prior to graduation.**

SUMMER SCHOOL INSTRUCTION

Students may elect to take one course during the summer to make up for a failed course. This course will be offered by the Red Oak Alternative School. Any exceptions to this rule must be approved by the Board of Education as per board policy 603.2. The student/parent is responsible to pay the fee for the class.

VIRTUAL/ON-LINE COURSES

The board recognizes that on-line coursework may be a good alternative for students to not only meet graduation requirements but, also have the opportunity to take advanced or other courses not offered by the school district.

High school students may earn a maximum of six (6) credits to be applied toward graduation requirements by completing on-line courses offered through agencies approved by the board, such as the Iowa On-Line Learning. Credit from an on-line or virtual course may be earned only in the following circumstances:

- The course is not offered at the high school;
- The course will serve as a supplement to extend homebound instruction;
- The student has been expelled from the regular school setting, but educational services are to be continued; or
- The principal, with agreement from the student's teachers and parents, determines the student requires a differentiated or accelerated learning environment.

Students applying for permission to take a virtual course shall complete prerequisites and provide teacher/counselor recommendations to confirm the student possesses the maturity level needed to function effectively in an on-line learning environment. In addition, the express approval of the principal shall be obtained before a student enrolls in an on-line course. The school must receive an official record of the final grade before credit toward graduation will be recognized.

Provided courses are part of the student's regular school day coursework and within budgetary parameters, the costs for a virtual course, such as textbooks or school supplies, shall be borne by the school district or parents of the student for students enrolled full-time, depending on the circumstances associated with taking the course(s).

AG RELATED SUBJECT (MOC)

COURSE #	COURSE	LENGTH
1000-1001	Ag Related Subject (MOC)	All year

Ag Related Subject (MOC)

This program commences in the fall of each school year and will continue the full school year. This class is designed for seniors only. A student will receive 3 hours credit per semester for both the classroom and on-the-job training or a total of 6 credit hours for the year.

Ag Related Subject

all year

0195

Grade 12
Elective

This class is designed to help students gain experience in a chosen career path. It is not to be an extension of the student's summer or after school job. Topics of discussion will include: Job orientation, safety, employment acquisition, human relations, legal awareness, child labor regulations, store and personal security, study habits, basic communication skills, money management, taxes, wages, fringe benefits, basic math, first-aid skills, career planning and research.

The student wishing to take MOC must submit an application in their junior year (before registration) for entrance into the class. Students will be required to go through an interview before being accepted.

Students in MOC will be required to have a signed agreement between the student, parent, employer and instructor to be enrolled in the class. If a student is unable to acquire employment by the second class meeting, the student will be required to drop the class and change his/her schedule. Employment will not be with a relative.

Grading will be a letter grade for the coursework and the work experience will also be on a letter grade.

Students planning to enroll in MOC must have taken or be enrolled in a class related to the following job market areas:

Retail Sales, Small Animal Care, Secretarial, Drafting, Nursing Home, Medical, Grocery Store, Fitness Center, Construction, Banking, Journalism, Mechanics, Accounting, Ag Business and Lending, Electrical, Food Service Areas, Horticulture and Floriculture, Child Care, Lumberyard, and Nursery Landscaping.

These are examples of jobs and other areas not listed will be handled on an individual basis. Students will not be allowed to be self-employed nor work for a relative.

Class and Work attendance is a very important criterion for passage of this course. So it is vital that you attend Class and Work every day to assure passage of the course.

LANGUAGE ARTS DEPARTMENT

COURSE #	COURSE	LENGTH
0101-0102	Language Arts 9	all year
0103	Oral Communications	1 semester
0104-0105	Language Arts 10	all year
0106-0107	American Literature	all year
0108	*Advanced Communications	1 semester
0109	*Backgrounds in Literature	1 semester
0110	*Rhetoric	1 semester
0111-0112	*Advanced Placement English	all year
0113-0114	Yearbook	all year
0121	Reading	1 semester

* ONE OF THE ABOVE FOUR COURSES MUST BE COMPLETED IN THE SENIOR YEAR TO FULFILL THE SENIOR LANGUAGE ARTS REQUIREMENT.

<u>Language Arts 9</u>	all year	1001
Grade 9		
Required		
Credit: 2		

This is a two-semester course required of all freshmen. The course covers all of the following: short story, poetry, novel, mythology, and drama. Students will also be involved in a media center unit. This unit focuses on learning about and using various sources of information. The course emphasizes the development of organizational and critical thinking skills, as well as the continued growth of reading, writing, speaking, and listening skills.

<u>Oral Communications</u>	1 semester	1081
Grade 9 or 10		
Required		
Credit: 1		

Oral Communications is a one-semester course required for graduation. The course is usually completed by the end of the tenth grade. This class is designed to provide students with the fundamentals of presenting speeches. Students will present a number of informal and formal speeches. The fundamentals of listening and writing skills, as well as intrapersonal and interpersonal communication are basic parts of this class.

<u>Language Arts 10</u>	all year	1002
Grade 10		
Required		
Credit: 2		

The first semester students will read examples of plays and novels. They will write and speak about various works and gain experience with literary criticism based upon the critic's opinion. The second semester will be spent studying composition. All students have something to say, and this course will help them express their ideas into suitable forms. Students will engage in prewriting, writing, peer response, revising, proofreading, and publishing. Readings in fiction, autobiography, essay, and poetry will provide models for writing as well as generate ideas for student writing. Students will also gain experience in conducting, reporting, and documenting research.

<u>American Literature</u>	all year	1006
Grades 11		
Required		
Credit: 2		

Pre-requisite: Lang 9 & Lang 10 (Sem. 1)

This required class involves a study of 17th - 20th Century Literature. American Literature involves independent and small group work, project work, and large group discussion. There is an emphasis on personal evaluations of literature, both oral and written. The course is designed to increase the student's knowledge of the literature-history connection, hone skills in reading, writing, listening and speaking, and further develop critical thinking skills.

<u>Advanced Communications</u>	1 semester	1081
Grade 12 (only)		
Required*		
Credit: 1		

Pre-requisite: Amer. Literature

This course may be used to fulfill the senior English requirement. This one semester course will be a study of the communication process and the importance of effective communications in all aspects of life. Students will work on both their written and oral communication skills. They will utilize modern technology in producing flyers, brochures, and PowerPoint presentations. Special emphasis will be placed on communication skills needed for success in life, including a review of essential grammar and usage skills.

Backgrounds in Literature 1 semester 1010
 Grade 12 (only)
 Required*
 Credit: 1
Pre-requisite: Lang Arts 10 & Amer. Literature

This is a one semester survey course offering sample works of major authors that contributed to our literature from ancient to modern times. This course is designed to provide students with the knowledge and understanding of British literature. Class activities will include considerable reading, evaluation of major works, class discussions, writing exercises, and several projects.

Rhetoric 1 semester 1008
 Grade 12 (only)
 Required *
 Credit: 1
Pre-requisite: Lang. Arts 10 & Amer. Literature

This is a course in advanced composition and debate and is designed for the college-bound student. Writing tasks will include college application and scholarship essays, persuasive essay, and research paper including an emphasis on grammar, usage, and style. Students will also participate in team debates designed to emphasize principles of logic and persuasion, as well as review principles of effective public speaking.

Advanced Placement English all year 1013
 (Literature and Composition)
 Grade 12
 Credit: 2
 Required*
Pre-requisite: B or higher grade average in previous English classes and /or teacher recommendation.

AP English fulfills the senior English requirement. This is an honor course designed for the serious college bound student. AP English involves the careful reading of college-level literary works. Through such study, students sharpen their awareness of language and increase their sensitivity to literature as shared experience. AP students are also involved in both the study and practice of writing at the college level. In May of each year, AP English students are given the opportunity to take a nationally prepared and scored exam. Those students who score at a certain level on this exam may be given college credit for the high school AP English course. (The number of hours of credit is determined by the college.) The high school AP courses are recognized by almost all colleges, but students should check with the college(s) of their choice.

Yearbook all year 1902
 Grade 10-12
 Elective
 Credit: 2

This course deals with all phases of yearbook preparation: planning, design, layout, photography, copywriting, advertising, sales, assembly and distribution. The course will include information about preparation and printing, and hands on production experience in assembling the yearbook. The class is open to all students in grades 10-12 upon teacher approval.

Reading 1 semester 1031
 Grade 9-12
 Credit: 1
 Required

This is a required course for students who test below proficient (41%) on the Iowa Tests of Educational Development. Those who take this course will have required reading and also focus on developing reading fluency and comprehension. There are weekly vocabulary tests and small group activities to help students understand oral versions of short stories. There are limited opportunities to test out of this course.

FOREIGN LANGUAGE

COURSE #	COURSE	LENGTH
0200-0201	French I	all year
0202-0203	French II	all year
0204-0205	French III	all year
0206-0207	French IV	all year
0250-0251	Spanish I	all year
0252-0253	Spanish II	all year
0254-0255	Spanish III	all year
0256-0257	Spanish IV	all year

French I all year 1205
Grade 9-12
Elective
Credit: 2

Pre-requisite: at least a C in Language Arts or any other foreign language or teacher approval

French I challenges the student to expand his/her horizons through the study of the French language and the culture of the French-speaking world. This course focuses upon the development of everyday speaking, writing, reading, grammar, and comprehension skills. Emphasis is placed upon language use in realistic situations. In addition, the student is provided with many opportunities to explore various aspects of the culture and cuisine of French-speaking countries.

French II all year 1205
Grade 10-12
Elective
Credit: 2

Pre-requisite: French I with at least a C grade or teacher approval

French II continues the study of the French language and culture. The student will again focus on skills needed to converse readily in many situations. Grammar skills are reviewed and more difficult concepts are introduced. New vocabulary is constantly introduced through relevant reading selections. Students continue exploring culture, customs and cuisine of French-speaking countries.

French III all year 1205
Grade 11-12
Elective
Credit: 2

Pre-requisite: French II with at least a C grade or teacher approval

The French III student continues to use French in both everyday and more specific situations. Individual and group projects aid students in refining reading, writing, speaking, and comprehension skills. The student will continue to explore the culture and cuisine of French-speaking countries. The student will study French history and France's influence in the United States.

French IV all year 1205
Grade 12
Elective
Credit: 2

Pre-requisite: French III with at least a C grade or teacher approval

This course is a continuation of the study of French through writing, conversation and the reading of French literature. Emphasis remains upon the everyday life of person in French-speaking countries. Students are introduced to approval literary masterpieces by Antoine St. Exupery, Alexandre Dumas and Victor Hugo.

Spanish I all year 1201
Grade 9-12
Elective
Credit: 2
Pre-requisite: at least a C grade in Language Arts or any other foreign language or teacher approval

Spanish is a course developed for those students who would like to learn another language while exploring the culture and everyday life of the Spanish-speaking world. Emphasis is placed on learning the vocabulary and grammar needed to communicate in Spanish. Students also investigate the different areas of the world with Hispanic culture.

Spanish II all year 1201
Grade 10-12
Elective
Credit: 2
Pre-requisite: Spanish I with at least a C grade or teacher approval

As a continuation of Spanish I, students again expand and focus on their vocabulary and grammar skills. Emphasis continues to be on communication skills as well as the understanding and appreciation of Hispanic culture.

Spanish III & IV all year 1201
Grade 11-12
Elective
Credit: 2
Pre-requisite: Spanish II / III with at least a C grade or teacher approval

Students begin an in-depth look at Spanish history, literature, art, and culture. Conversation and reading skills are reviewed and practiced and grammar structures are analyzed. Students are introduced to famous literary masterpieces such as Don Quixote and "EnPaz". Emphasis continues to be placed on the everyday life of persons in Spanish-speaking countries. Spanish IV students teach basic Spanish to elementary students.

SOCIAL STUDIES

COURSE #	COURSE	LENGTH
0400	World Area Studies	1 semester
0401-0402	U.S. History: 1865 to Present	all year
0403	Western Civilization	1 semester
0404	Psychology	1 semester (fall)
0405	Topics in Psychology	1 semester (spring)
0406	Social Problems	1 semester
0407	21st Century World Problems	1 semester
0408-0409	Advanced Placement U.S. History	all year
0410	*Economics	1 semester
0411	*Government	1 semester

***Must be taken to fulfill the senior requirement.**

World Area Studies 1 semester 2714
Grade 9-10
Required
Credit: 1

The focus will be on developing an understanding of diverse world cultures and the relationships that exist between the many different cultures, which continue to play an increasingly greater role in one interdependent global society. Emphasis will also be placed on reinforcement and enhancement of physical geography skills.

U.S. History: 1865 to Present all year 2724
Grade 10-11
Required
Credit: 2

American History depicts the American way of life from 1865 (political, social, economic) to the present. It will give students a greater appreciation of our freedom and independence by learning of the struggles involved in establishing our heritage.

Western Civilization 1 semester 2753
Grade 10-12
Elective
Credit: 1

This course involves the study of civilizations that contributed to development of the present cultures in Europe and the United States. Topics covered include: Egypt, Greece, Rome, the Middle Ages, the Renaissance Reformation. This class is valuable background for many required college history classes.

Psychology fall semester 2771
Grade 10-12
Elective
Credit: 1

Psychology is designed to assist young people in a better understanding of themselves and others. Topics discussed include: history of the science of psychology theories, basic vocabulary, genetics, development, biological influences on personality, personality disturbances, treatment, drugs and alcoholism, tests, mental retardation, savants and giftedness. A variety of instructional methods are used to encourage the student to enjoy learning.

Topics in Psychology spring semester 2772
Grade 10-12
Elective
Credit: 1

Topics in Psychology involves the student in a variety of subjects such as memory, learning, motivation, stress, personality types, gender roles, sensory information, gang, cults and conformity. Students will work together to produce a learning center as a semester project.

<u>Social Problems</u>	1 semester	2751
Grade 11-12		
Elective		
Credit: 1		

The class examines contemporary social problems in the world today, especially in the U.S. The approach attempts to open up your thinking and show you the different ways of looking at an issue. No attempt is made to persuade you into thinking one way; we just examine the issues. Some of the issues studied are chemical dependency, human sexuality, sex roles and inequality, crime and criminals, violence, aging, family stress, prejudice and discrimination and the population crisis. Projects, research papers, worksheets, speakers, field trips and tests are the teaching methods utilized. This class will be offered only the 1st semester.

<u>21st Century World Problems</u>	1 semester	2752
Grade 11-12		
Elective		
Credit: 1		

Most of the problems of today's world are rooted in the past. In this class students will examine world events of the 20th Century for the purpose of understanding today's problems and future trends. World developments in all regions of the world will be studied. Current world problems will be studied and emphasis will be given to the major issues of the day. Everything from wars to environmental issues will be a concern of the class. This class will be offered only the second semester.

<u>Advanced Placement U.S. History</u>	all year	2725
Grade 11-12		
Elective		
Credit: 2		

Pre-requisite: 3.00 GPA or approval by department

A one year comprehensive study of U.S. History from Discovery Age to present. This course will prepare students for entry-level college history courses. Students will improve their reading, writing and analysis skills. There is a possibility that students enrolled in A.P. History will be able to earn college credit by scoring high enough on the College Board A.P. History test given in May of each year.

<u>Economics</u>	1 semester	2741
Grade 12		
Required		
Credit: 1		

Economics is a one-semester class for all seniors. It is a requirement for graduation. It covers introductory economic concepts including: U.S. economy, supply and demand, stock market, taxes, U.S. government policies, unemployment, and business in the United States. Numerous activities and guest speakers are utilized.

<u>Government</u>	1 semester	2730
Grade 12		
Required		
Credit: 1		

This course deals with government procedures and decision making at local, state, and national levels. It is intended to prepare young people for participation in American democracy. Emphasis is placed on metropolitan and rural problems, civil liberties, cooperation and competition among our branches of government, with the major focus on the political behavior of the current time. The major objective of the course is to encourage personal observation of all levels of government, to provide essential and meaningful understandings in developing respect and loyalty, and to encourage active participation in government activities.

MATHEMATICS

COURSE#	COURSE	LENGTH
0302-0303	Business Math	all year
0308-0309	Algebra I *	all year
0310-0311	Algebra II *	all year
0312-0313	Geometry *	all year
0314	Trigonometry	1 semester
0315	Probability and Statistics	1 semester
0318	Computer Programming	1 semester
0326-0327	Algebra A	all year
0328-0329	Algebra B	all year
0330	Intro to Calculus	1 semester

*** Please note: in order to enroll for 2nd semester of these courses, one must successfully pass 1st semester.**

Grade 10-12

Elective

Credit: 2

This course is the study of arithmetic of everyday usage. Activities include making deposit slips, checks, sales slips, invoices, purchases, sales record forms, payrolls, commissions, promissory notes, savings and investment budgets, etc. Other topics to be covered will include instruments for borrowing money, methods of saving and investing, home expenses, transportation costs, taxes, and buying and selling problems as related to business enterprises. This course has personal value to all students and is especially applicable to those pursuing business and vocational careers. (This course may be taken to fulfill mathematics requirement.)

Algebra I

all year

2031

Grade 9

Elective

Credit: 2

Pre-requisite: C average in 8th grade math or Algebra A

This course is a study of equations, functions, coordinate systems, and applications of each in problem solving. Algebra I should be considered the first in a series of college preparatory courses in the mathematics curriculum. 2nd semester is open only to those who successfully pass 1st semester.

Algebra II

all year

2041

Grade 10-12

Elective

Credit: 2

Pre-requisite: C average or above in Algebra I or Algebra A and B

This is an integrated course in algebra and trigonometry containing the modern mathematical viewpoints. Emphasis is placed on mathematical structure, various number systems, from natural to complex numbers and the properties of each. This course is the second in a series of college preparatory courses. 2nd semester is open only to those who successfully pass 1st semester.

Geometry

all year

2034

Grade 10-12

Elective

Credit: 2

Pre-requisite: C average or above in Algebra I or Algebra A and B

A standard study of euclidean plane geometry with a strong emphasis on the solving of geometric proofs. Included are brief studies of logic, trigonometric functions and coordinate geometry. This is a two semester course. 2nd semester is open only to those who successfully passed 1st semester geometry. This course is for every student who plans on attending college.

Trigonometry

1 semester

2043

Grade 11-12

Elective

Credit: 1

Pre-requisite: 1 year Geometry and completed the 1st semester of Algebra II with a B average or above in both

An intense study of trigonometry functions and relationships. Major emphasis is placed on the solving of triangles, trigonometric identities, use of vectors, and transformations. This course is highly recommended for those going to college.

25

Probability & Statistics

1 semester

2063

Grade 11-12

Elective

Credit: 1

Pre-requisite: B in Geometry and/or Algebra II

An introductory course that explores the uses of surveys, polls, product testing, quality control, standardized testing, and other different fields that require intelligent analysis of data. The main emphasis will be on the collecting, analyzing, and interpreting data and on finding the measure of the likelihood that a given event will occur.

Computer Programming

1 semester

0323

Grades 11-12

Elective

Credit: 1

Pre-requisite: Grade C or better in Algebra II

Class size: 15

Students will be introduced to computer programming through a language that requires no previous experience in programming. The course is aimed at developing good structured programming techniques which allows the student to use the computer effectively as a problem-solving tool. Language used will include Visual BASIC.

Algebra A

all year

2031

Grade 9-10

Elective

Credit: 2

This year long course is an integrated hands-on approach to many of the subjects covered in Algebra I. This course is designed to help high school students develop and refine job-related math skills. The overall course includes material that focuses on arithmetic operations, problem-solving techniques, estimation of answers, measurement skills, data handling, simple statistics, and the use of algebraic formulas to solve problems. The emphasis is on the ability to understand and apply functional mathematics to solve problems in the world.

Algebra B

all year

2031

Grade 10-11

Elective

Credit: 2

Pre-requisite: Successful completion of Algebra A

This year long course is a continuation of Integrated Algebra with a hands-on approach to many of the subject covered in Algebra I. The course content parallels Algebra I over two (2) years, with an emphasis on problem solving and application.

Intro. to Calculus

1 semester

2053

Grade 11-12

Elective

Credit: 1

Pre-requisite: Algebra II, Geometry and Trigonometry with a B average or above in all three

This course is designed for those wanting to strengthen their background for Calculus I at the collegiate or AP level. It will introduce Calculus concepts and reinforce Algebraic and Geometric principles as they relate to Calculus. This is a pre-requisite for College Calculus I.

COURSE#	COURSE	LENGTH
0600-0601	Physical Science	all year
0602-0603	Biology	all year
0604	Environmental Studies	1 semester
0605	Science, Technology and Society	1 semester
0606-0607	Anatomy	all year
0608-0609	Chemistry	all year
0610-0611	Physics	all year

Grade 9
Required
Credit: 2

An introductory course to the study of matter (chemistry) and energy (physics). General topics of study include machines, electricity and magnetism, sound, heat, light, weather and climate, and the particle model of matter. Extensive use is made of the laboratory to assist students in their understanding of important science concepts, processes, and ideas. Emphasis is placed on the understanding of the interrelationships among science, technology, and society.

Biology all year 1711
Grade 10
Required
Credit: 2

Biology is the study of living organisms that asks the questions what does it mean to be alive, and how do living things do some of the things they do. Biology is all about different relationships of organisms in an environment and this class will discuss all of these relationships as well as the relationships of the different levels of organization of living organisms. Lab work will also be utilized to aid in the educational process.

Environmental Studies 1 semester 1751
Grade 11-12
Elective
Credit: 1

Environmental principles and topics will be studied in this course. Emphasis is placed on ecological awareness, current environmental issues and development of skills needed for citizen action and involvement in environmental management. Areas of concern to be investigated are resource management, environmental pollution, human interaction with the environment and current fishing laws. Environmental studies include individual and group reports, projects and laboratory investigations.

Science, Technology, and Society 1 semester 1781
Grade 11-12
Elective
Credit: 1

This semester class is open to college and non-college bound students. Essential concepts in basic science will be covered, by looking at the connections between science, technology, and society. Areas of concern that will be examined include the changing earth, weather, energy and society, the expanding universe, radiation, and toxic wastes. This course is aimed at teaching science literacy to the students who will not become professional scientists.

Anatomy all year 1713
Grade 11-12
Elective
Credit: 2

Pre-requisite: Grade B or higher in Biology or instructor permission

Anatomy is a work intensive course focusing on describing and explaining the fundamental facts and principles of human structure and function. The class will cover an in-depth look at the structural levels of organization and follow them from the chemical level all the way to the organism level. Lab will be utilized to aid in the learning process. Anatomy is highly recommended for the student planning on a health career.

Chemistry all year 1721

Grade 11-12

Elective

Credit: 2

Pre-requisite: Algebra I

Chemistry is a survey course of inorganic chemistry. The properties of the elements, their compounds, reactions, and practical uses constitute the main portion of the course. One or more labs accompany each unit of study. College bound students should consider this course a must. This is a suitable course for the average and above average student. Safety goggles and a calculator are required. A scientific calculator is recommended.

Physics

all year

1731

Grade 12

Elective

Credit: 2

Pre-requisite: grade B or higher in Algebra I or instructor approval

A survey of the basic fields of physics including mechanics, heat, light, sounds, electricity, and nuclear physics is presented. Since physics is an attempt to describe the physical world in mathematical terms, this course makes use of many mathematical equations. One or more labs accompany each unit of study. This course is highly recommended for students planning to take additional science courses in college. A calculator is required, a scientific calculator is recommended.

COURSE#	COURSE	LENGTH
0500	Keyboarding	1 semester
0501	Computer Applications I	1 semester
0502	Computer Applications II	1 semester
0503	Computer Applications III	1 semester (fall)
0504	Computer Applications IV	1 semester (spring)
0505	Introduction to Business 1	1 semester (fall)
0506	Introduction to Business 2	1 semester (spring)
0507	Entrepreneurship	1 semester (fall)
0508	Business Law	1 semester
0509	Bank & Finance	1 semester (spring)
0510	Accounting I	1 semester
0511	Accounting II	1 semester
0512	Accounting III	1 semester (fall)
0513	Accounting IV	1 semester (spring)
0007-0008	Technology Assistant	all year

Grade 9-12
Elective
Credit: 1

This course consists of learning to operate the keyboard and developing speed and accuracy on the keyboard. Students will also learn to set up various documents including memos, letters, tables, and reports. This course is a prerequisite for all computer classes. Students who feel they have sufficient keyboarding skills may waive this prerequisite by passing a speed test and receiving permission from one of the business teachers or by passing a speed test at the middle school level.

Computer Applications I 1 semester 0205
Grade 9-12
Elective
Credit: 1

This course will offer an introduction to Microsoft Word, Microsoft Excel, PowerPoint, and Publisher. This will be a general introduction to computer programs and will be the first of four sequential classes to be offered by the business department. It is highly recommended for all students especially the college bound.

Computer Applications II 1 semester 0302
Grade 9-12
Elective
Credit: 1

Pre-requisite: Computer Appl. I

This course will be a continuation of Computer Applications I. Students will continue to learn more features of several programs including Microsoft Word, Excel, PowerPoint and Publisher. Units covered will include mail merge, graphs and charts, adding sound to slide shows, changing color schemes and backgrounds, creating brochures and newsletters, using scanned pictures in documents, etc.

Computer Applications III fall semester 0303
Grades 10-12
Elective
Credit: 1

Pre-requisite: Computer Appl. II

This course will be a continuation of Computer Applications II. Students will learn more advanced features in Microsoft Word, Excel, and PowerPoint. In addition, students will use Microsoft Publisher and a scanner to create a family calendar.

Computer Applications IV spring semester 0303
Grade 12 ONLY
Elective
Credit: 1

Pre-requisite: Computer Appl. III

In this course, seniors will use the Microsoft Access program to create and query databases. Databases are used by nearly all businesses and help prepare students for skills they will use in the workforce. Students will also use Microsoft Front Page to learn to develop and design Web pages.

Grade 11-12 (or by teacher approval)
Elective
Credit: 1

This course is designed to teach the principles and fundamentals of recording business transactions, the preparation of statements, and interpretation of all phases. Applicable to all curricula and strongly recommended for students of secretarial science. Average success in mathematics is essential for success in bookkeeping.

<u>Accounting II</u> Grade 11-12 Elective Credit: 1 Pre-requisite: Accounting I	1 semester	0207
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This course is a continuation of Accounting I. The student gains a deeper knowledge about record keeping that cannot be covered satisfactorily in the beginning course, increases his/her knowledge in order to maintain proper financial records. Applicable to all curricula and especially to business students.

<u>Accounting III</u> <u>Accounting IV</u> Grade 11-12 Elective Credit: 1 each Pre-requisite: Accounting I & II	fall semester spring semester	0207 0207
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Accounting III and IV are each semester elective courses of study designed to improve and develop the skills and understandings learned in Accounting I. The course emphasizes partnership, corporation, and cost accounting. Alternative methods of handling the same subject matter are discussed and learned. In addition, emphasis is placed on decision-making in regard to determining which method of handling a particular concept would be most appropriate. Understanding accounting principles and practices is necessary in all areas of business. Accounting is considered the language of business. Therefore, detailed study of accounting concepts and procedures is important to those who wish to enter the work force or further their education in business upon graduation from high school. A wide range of topics are studied including departmentalization of merchandising businesses, cost accounting for a merchandising business, alternate ways of recording bad debts, depreciation, inventory controls, managerial accounting, etc.

Technology Assistant By Instructor Approval Only Elective Credit: 2 Pre-requisite: Enrolled in or completed the Computer Hardware/Software Basics class.	all year	0397
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Students in this course will work directly with the District Technology Coordinator in everyday management of technology in the district. Students will assist with computer maintenance, repairs, software installation, and network management. Students enrolled in this course should have a strong background in computer technology, a strong work ethic, and the ability to work independently. Because of the nature of technology, it is important that students in this class are trustworthy. It is recommended that students have completed or plan to complete the Computer Hardware/Software Basics class. **Students who wish to enroll in this class must have instructor approval.**

COURSE#	COURSE	LENGTH
0700	Studio Art	1 semester
0701	Pottery Making	1 semester
0712	Advanced Studio Art	1 semester
0702-0703	Mixed Chorus	all year
0704-0705	Concert Choir (By audition)	all year
0706-0707	Band	all year
0709	Music Theory	1 semester

Credit: 1

Studio Art is a course designed to meet the problem of scheduling. There are 24 units with an emphasis placed on commercial art and illustration. The units are sequential and yet offer the student the option of starting at any point without repeating the same material. It would take a student 8 semesters to cover all the units. **You may only take this course once a year.**

Pottery Making 1 semester 1164
Grade 10-12
Elective
Credit: 1

A course in working with clay. Emphasis will be on construction techniques and the potters wheel. Pride in craftsmanship is a must for this course. An additional lab fee will be imposed for the amount of materials used. May be repeated for credit with instructor's permission. **You may only take this course once a year.**

Advanced Studio Art 1 semester 1181
Grade 11-12
Elective
Credit: 1

Enrollment by instructor approval

Advanced Studio Art is a course for the serious art student. Students will be required to provide a portfolio and purchase their own materials. Portfolio development, slide making, and resume development will be included. This class is available for all students with instructor approval. **You may only take this course once a year.**

Mixed Chorus all year 1130
Grade 9
Elective
Credit: 2

This course is offered to any 9th grade student wishing to continue with performance in the high school. Students will receive 1 credit per semester towards graduation. Performances will include the fall, Christmas and spring concerts and students will be eligible to audition for the 9th grade All-State Chorus, spring contest and for the high school contest and for the high school concert choir. Emphasis will be on proper vocal production, breathing technique, and musicianship.

Concert Choir all year 1130
Grade 10-12
Elective
Credit: 2

This course provides the opportunities of listening to, studying, and performing vocal music of all periods. Emphasis is on basic musicianship, which includes the technical and artistic aspects of singing. Activities provided are the Fall, Christmas, Winter, and Spring Concerts, All-State, Minnisingers, large and small group contests, festivals and clinics, and small group performances. **Students must audition to enroll in this class.**

Band all year 1121
Grade 9-12

Elective
Credit: 2

Permission of instructor

Band is a course in the fundamentals of musicianship through applied instrumental music. It helps develop knowledge and understanding of music as well as skill in playing an instrument. Band provides opportunities for growth as an ensemble through the study and performance of a wide variety of quality literature. Activities include Marching Band, Color Guard, Concert Band, Pep Band, Jazz Band, contest activities, All-State, and District Honor Bands.

Music Theory

1 semester

1141

Grade 11-12

Elective

Credit: 1

Pre-requisite: Theory students will be enrolled in chorus or band for the year, enrollment by instructor permission only.

This course is offered for any 11th or 12th grade serious music student, especially those with goals of a major or minor in music at the college level. Teacher approval required. The course will include the study of basic theory fundamentals. **This course may be taken only once during high school.**

COURSE#	COURSE	LENGTH
0800	Intro. to Mechanical Design	1 semester
0801	Architectural Design	1 semester (fall)
0802	CAD Design	1 semester (fall)
0803	Engineering Design Technology	1 semester (spring) every day
0804	Manufacturing	1 semester
0805	Electricity	1 semester
0806-0807	Principles of Technology	all year
0808-0809	Woods I	all year
0820/CON 141	Basic Construction Skills	1 st semester
0828/0829/CON 155	Carpentry Level 1	1 st semester
0821,0825,0830,0831/CON 183/184	Construction Lab 1A and 1B	2 nd semester
0822,0826/CON 156	Carpentry Level 2	1 st semester
0823,0827,0832,0833/CON 188/189	Construction Lab 2A and 2B	2 nd semester
0850-0851	Agribusiness I	all year
0852-0853	Agribusiness II	all year
0854-0855	Agribusiness III	all year
0856-0857	Agribusiness IV	all year
0858	Agricultural Mechanics	all year
0859	Horticulture	1 semester
0860	Advanced Agribusiness/Mechanics	1 semester

Elective
Credit: 1

This course is the first of three sequential courses that make up the Engineering related design program. Introduction to Mechanical Design will provide the basic skills needed to pursue advanced courses in the program or appreciate the skills needed to explore an occupation in an Engineering related field. Learned concepts will include: reading and scaling techniques, construction of lines and letters, geometric construction, orthographic views, dimensioning and sectional views, and computer-aided design (CAD) concepts. **This course is a pre-requisite for Architectural Design, CAD Design, or Engineering Design.**

Architectural Design 1 semester 0703
Grades 10-12 (fall semester)
Elective
Credit: 1

Pre-requisite: Intro to Mechanical Design

This program is the second in a series of Engineering related courses in the design program. You must have taken Introduction to Mechanical Design to enter this class. A broad spectrum of drafting techniques and areas will be covered. Learned concepts include: pictorial views, drawing specifications, and perspective views will be mastered before designing: various floor plans, foundation plan, and building perspectives.

CAD Design 1 semester 0707
Grade 10-12 (fall semester)
Elective
Credit: 1

Pre-requisite: Intro to Mechanical Design

This program is the second in a series of engineering related programs. Students must have taken Intro to Mechanical Design to enter this class. In Computer Aided Drafting the students will use the knowledge and techniques learned in the Intro. to Mechanical Design class. They will be doing the same types of drawings that they did in Design 1, only this time they will be doing the drawings on a computer. Companies are getting rid of their pencils, drawing boards, and scales. Computers and CAD software help drafters prepare drawings quicker and more accurately. The key word is "help". The process of drafting still requires the knowledge and experience of the drafter.

Engineering Design Technology 1 semester 0706
Grade 10-12 (spring semester, everyday)
Elective
Credit: 2

Pre-requisite: Intro to Mechanical Design and CAD Design

EDT is the last course in a series of three in the design program. This is an advanced course for more in-depth study of mechanical and working drawings. Students wishing to take this course must have completed Introduction to Mechanical Design and CAD Design. Learned concepts include: precision measuring instruments, tolerance, keyways, gears and cams, thread and weld assemblies, cast and plastic molded drawings, piping components, fluid power schematic, sheet metal layouts, exploded assembly drawings and electronic diagrams. Manual and computer drawing techniques will be used in this course.

Manufacturing 1 semester 1612
Grade 9-12
Elective
Credit: 1

Manufacturing provides the study of materials and processes used in industry. Characteristics of metals and plastics will be covered to access applications. Areas of study will include sheet metal, welding, machine tooling and foundry. The foundry unit will be twofold by studying cast metals and cast plastics. Plastics processes include injection molding. Laboratory experiences will enhance classroom activities through hands-on projects. A fee for some materials will be assessed to the student.

Electricity 1 semester 0462
Grade 10-12

Elective
Credit: 1

This course is designed for students interested in exploring a career in the electricity or electronics field. Areas of discussion will include electrical safety, electron theory, characteristics of resistors and circuit breakers, Ohm's law, and series, parallel, and combination circuits. The course of study will include a limited amount of house electrical systems.

Principles of Technology all year 1732
Grades 10-12

Elective:
Credit: 2

Pre-requisite: Algebra I

Principles of Technology is a course in applied science for those who plan to pursue careers as technicians or those who want to keep pace with the advantages of technology. Principles of Technology helps make scientific concepts understandable through hands-on learning in challenging laboratory settings. Areas of discussion will include mechanical, fluid, electrical and thermal energy systems.

Woods I all year 0417
Grades 10-12

Elective
Credit: 2

Pre-requisite: Intro to Mechanical Design

This course is designed to introduce students to the following woodworking machines: radial arm saw, jointer, table saw, band saw, jig saw, turning lathe, drill press, saber saw, router, sanding machines and surfacer. Students will be expected to learn how to properly care for and use these machines. An extensive safety unit over the machines will also be included in the course of study. The students will not only learn through instruction but will learn by actually using the machines in the construction of an assigned project. Sanding and finishing woodworking projects will also be covered.

Basic Construction Skills /Carpentry Level 1 1st semester 0414
Construction Lab 1A/Construction Lab 1B 2nd semester 0414
Grades 11-12

Elective

Credit: 8 total for the year

Must take the ASSET/COMPASS test

Pre-requisite: Woods I

This course is offered to juniors and seniors wanting to develop adequate skills to become employable as a carpenter's assistant. During this program students will build a home from start to finish. This course is articulated with Southwestern Community College's Carpentry and Building Trades Program. Students can earn 5 college credits and can take this class in place of SWCC's "Basic Construction Skills" and "Carpentry Level One". Approval of the instructor is necessary.

Carpentry Level 2 1st semester 0497
Construction Lab 2A/Construction Lab 2B 2nd semester 0497
Grade 12

Elective

Credit: 8 total for the year

Must take the ASSET/COMPASS test

Pre-requisite: Basic Construction Skills/Carpentry Level 1 and Construction Lab 1A/Construction Lab 1B

This course is open to seniors that have completed Carpentry I and are interested in pursuing careers in the carpentry field. During this program students will build a home from start to finish. This course is articulated with Southwestern Community College's Carpentry and Building Trades Program. Students can earn 5 college credits for this course, which can be taken in place of SWCC's "Carpentry Level Two". Approval of instructor is necessary.

Ag business classes are designed to train and acquaint the student with the number one employer in both Iowa and the United States. The classes are designed to assist you in securing a job after high school or attending a post-secondary institution. Ag business classes also allow the individual student to develop leadership skills while working with the FFA organization to assist you with your future endeavors. There also are semester courses in Ag Mechanics and Horticulture for the student who likes to work with their hands.

<u>Agribusiness I</u>	all year	0101
Grade 9-10		
Elective		
Credit: 2		

Ag I is an exciting course dealing with introducing agriculture as the number one employer in the United States. This course is an overview of the agriculture industry by exploring areas of livestock breeds, career options in agriscience, history of agriculture globally, nationally, and locally. Students will also explore areas of aquaculture, food sciences, plant sciences, and soil sciences. By the end of the year, students will also have a basic understanding of FFA and have in place a supervised agriculture experience (SAE) project.

<u>Agribusiness II</u>	all year	0115
Grade 10-11		
Elective		
Credit: 2		

Ag II will explore the area of animal science and crop production. In animal science we will cover history, breeds, meats evaluation, and management practices of cattle, sheep, swine, and horses. In the area of crop science we will cover the development of corn and soybean varieties, and crop management practices associated with raising crops. We will also look at the GPS/GIS system and the potential it has in the crop science area. Each student will be required to have a supervised agriculture experience project.

<u>Agribusiness III</u>	all year	0104
Grade 11-12		
Elective		
Credit: 2		

In Ag business III we will look at the importance of Biotechnology in agriculture and also the major issues associated with this controversial area of agriculture. We will also look at Animal Anatomy, Physiology, Nutrition, Herd Health, Livestock Diseases and Management of the major species of livestock. Each student will be required to have a working SAE project.

<u>Agribusiness IV</u>	all year	0107
Grade 12		
Elective		
Credit: 2		

Ag IV is designed for the individual who is serious about pursuing a career in the agricultural field. In Ag IV we will explore the different types of marketing, the futures marketing methods, record keeping, insurance needs, ag law, leasing and lease agreements, labor management, communication, and management is agriscience. Ag IV students will be required to have a working SAE project in place.

<u>Agricultural Mechanics</u>	all year	0103
Grade 11-12		

Elective
Credit: 2

Ag Mechanics is a yearlong course that will cover basic hand and power tools used in the field of agriculture. Emphasis will also be placed on shop safety while working in the field of agriculture. Semester 1 will cover small engine care and maintenance with a look at the following areas of the small engine industry: engine classification, small engine development, fire safety, small engine tools, engine components, four stroke engines, two stroke engines, diesel engines, electrical systems, fuel systems and engine troubleshooting. Semester 2 will cover welding principles with emphasis in welding techniques related to oxyacetylene welding, arc welding, Metal Inert Gas welding, soldering, braze and brazing welding. The student will also learn to ID metals and metal properties.

Horticulture 1 semester 0108
Grade 10-12
Elective
Credit: 1

Horticulture is a semester course that covers the exciting areas of lawn turf-grass establishment and management, small fruit gardens, vegetable gardens, floral designs and crafts, using plants in the landscape, container grown plants, pest control, greenhouses, plant propagation, and plant science. There will be a lot of hands on activities.

Advanced Agriculture Mechanics 1 semester 0103
Grade 11-12
Elective
Credit: 1
Need instructor permission

This course is designed for the advanced student in agriculture who desires to pursue a specific goal in an agricultural field. It will take the instructors permission to enter the class. The student will work independently on projects that utilize advanced techniques and material. Students wishing to pursue Advanced Ag Mech will need to submit a written action plan for review and acceptance to the program. The student must have at least two full years of Ag classes.

COURSE#	COURSE	LENGTH
0900	FACS For You	1 semester (fall)
0901	Food Choices	1 semester
0902	Food Careers	1 semester
0903	Global Foods	1 semester
0904	A House or a Home	1 semester
0905	Parenting	1 semester
0906	Adult Living	1 semester
0908	Clothing Technology	1 semester
0909	Health 1	1 semester (fall)
0910	Health 2	1 semester (spring)

Elective
Credit: 1

This course is designed so you can sample each of the core topics found in the high school semester course offerings. Topics to be covered each semester are personal and family relationships, caring for children, time and money management, food and nutrition, and clothing care and construction and career information. It is highly recommended to 9th or 10th grade students that are not sure about what courses to take in Family & Consumer Science. **Offered 1st semester only.**

Food Choices 1 semester 0503
Grade 9-12
Elective
Credit: 1

This course focuses on basic kitchen survival. Through cooking labs, a clearer understanding of how ingredients interact in a recipe will occur. Labs emphasizing eggs, quick breads, dairy products and pastry will be the basis of the curriculum. The course includes reading and studying about various topics like labels, nutrition and food handling practices.

Food Careers 1 semester 0503
Grade 10-12
Elective
Credit: 1

Pre-requisite: Food Choices

This course is designed for students who enjoy working in the food service industry. When enrolled in this course, the students will practice offering a restaurant and catering business during the semester. Also, the course offerings may include preparation of breads, pasta, soups, and poultry. Emphasis will also include meal planning with consideration to health needs. This course will be offered during the lunch hour - Block 5 or 6.

Global Foods 1 semester 0503
Grade 10-12
Elective
Credit: 1

This course offers students with hands on food preparation. The emphasis of the course will be studying and preparing foods from foreign countries like: France, China, Italy and others. Traditional foods and customs will be studied. Also included in the class are regional foods from the United States. Yeast breads, spices and herbs and microwaving experiences will round off the class.

A House or a Home 1 semester 0523
Grade 10-12
Elective
Credit: 1

How you turn a house into a home that reflects you is one aspect of this course. Units of study to accomplish this will be personal values and their affect on housing choices, housing available, leases and laws governing housing, financing a home, energy use in your home, furnishing and decorating your place, interior and exterior finishes. There will be many individualized projects using computer programs, trips into the community, and planning your ideal house. A unit on Red Oak's historical and contemporary homes may also be included.

Parenting 1 semester 0505
Grade 11-12

Elective
Credit: 1

This course is designed to focus on the student as a future parent within our society. Special emphasis will be on family planning, prenatal care, the birth process and especially on the child as they grow physically, emotionally and intellectually through all the growing stages. A special look will be given to problems within families today such as child abuse and neglect, discipline, and special emotional problems. This course is valuable for students anticipating becoming a parent some day or for students wanting to work in early child education or care facilities for children.

Adult Living 1 semester 0515
Grade 11-12
Elective
Credit: 1

"Making it on your own." This course will offer you an opportunity to practice many life skills before you need them. Skills to learn are managing your money, finding a place to live, feeding yourself economically, clothing care and selection, and designing a healthy lifestyle for yourself as an adult. Recommended for both college bound and work bound students. Communication and family relationships are stressed.

Clothing Technology 1 semester 0506
Grade 10-12
Elective
Credit: 1

This elective course is designed to help students understand the role of clothing in their lives. Areas of study include fashion and clothing selection, fibers and fabrics, clothing care and repair. Technology will be used in the construction of sewing projects. The students are responsible for the purchase of all materials needed to complete individual projects.

Health 1 fall semester only 1401
Grade: 9-12
Elective
Credit: 1

This semester course will provide students with knowledge, skills and resources to help lead a healthy lifestyle. Topics covered will include health skills for the health consumer, physical activity, nutrition, personal care of the body and the body systems, injury prevention and environmental health.

Health 2 spring semester only 1401
Grade: 9-12
Elective
Credit: 1

This elective semester course focuses on the health issues facing today's adolescent. Areas of study include mental health, promoting safe and healthy relationships, human growth and development and disease prevention including STI's and HIV/AIDS.

COURSE#	COURSE	LENGTH
0001	Physical Education	1 semester
0005	Weight Training/Conditioning	1 semester
0013	Aerobic/Fitness	1 semester
0002	Boomerang	1 semester

Required
Credit: 1

Every student is required to enroll in physical education for one semester per year unless he or she presents a written excuse from a doctor. Student's limitations and disabilities will be considered individually and, when possible, an adaptive program will be set up. Students are assigned a letter grade A – F. The grade a student earns will be figured into the student's grade point average. Under this policy the following rules would apply:

1. Students will not be required to make-up absences and will be given three (3) illness absences without penalty.
2. The only other absences that will be excused are school sponsored functions or a medical excuse from a doctor.
3. Student absences may be made up at the student's desire, with a written assignment.
4. Non-suits, non-participation or unexcused absences may not be made up and will count against the student's grade.
5. Students will be graded on effort and participation in class. Every two (2) unexcused absences will result in the drop of a letter grade. Emphasis is placed on physical fitness, physical vigor, and desirable health habits, safety and sanitation. Students will be afforded the opportunity to learn new activities, improve their skills in these activities, further develop their character and learn proper use of their leisure time.
6. **Grading:** Your grade will be based on participation and dressing out for class.
 - dressing out = 3 points (daily)
 - effort + participation = 7 points (daily)

Weight Training/Conditioning

1 semester

2322

Grade 9-12

Elective and can fulfill

PE requirement

Credit: 1

Grading will be based on your effort, participation and dressing out. All students taking this course should be ready and willing to either build or tone muscle and improve your physical conditioning and agility. This course is an elective and if you choose to take it be prepared to work hard. Do not take this course just to fulfill your PE credits; it is intended for students who want to improve their overall physical skill and conditioning.

All students will be required to follow a lifting program. Students that are involved in athletics will follow a lifting schedule set for their specific sport. Students not involved in athletics will follow a program set up by the lifting instructor. The conditioning aspect of class involves form running and sprints to warm-up at the beginning of class and running, jump ropes, agility drills and circuit training at the end of class.

The grade a student earns will be figured into the student's grade point average. Under this policy the following rules would apply:

1. Students will not be required to make-up absences and will be given three (3) illness absences without penalty.
2. The only other absences that will be excused are school sponsored functions or a medical excuse from a doctor.
3. Student absences may be made up at the student's desire, with a written assignment.
4. Non-suits, non-participation or unexcused absences may not be made up and will count against the student's grade. Students who take a non-suit will be required to walk during that class period.
5. **Grading:** Your grade will be based on participation and dressing out for class.
 - dressing out = 3 points (daily)
 - effort + participation = 7 points (daily)

Aerobic/Fitness

1 semester

2314

Grade 9-12

Elective and can fulfill
PE requirement
Credit: 1

Grading will be based on your effort, participation and dressing out. All students taking this class should be ready and willing to participate in aerobic exercises along with light weights to tone your bodies. This includes exercise videos, possible jazzercise and short discussion about nutrition and healthy eating habits. Students are assigned a letter grade A – F. The grade a student earns will be figured into the student's grade point average. Under this policy the following rules would apply:

1. Students will not be required to make-up absences and will be given three (3) illness absences without penalty.
2. The only other absences that will be excused are school sponsored functions or a medical excuse from a doctor.
3. Student absences may be made up at the student's desire, with a written assignment.
4. Non-suits, non-participation or unexcused absences may not be made up and will count against the student's grade.
5. Students will be graded on effort and participation in class. Every two (2) unexcused absences will result in the drop of a letter grade. Emphasis is placed on physical fitness, physical vigor, desirable health habits, safety and sanitation. Students will be afforded the opportunity to learn new activities, improve their skills in these activities, further develop their character and learn proper use of their leisure time.
6. **Grading:** Your grade will be based on participation and dressing out for class.
 - dressing out = 3 points (daily)
 - effort + participation = 7 points (daily)

Boomerang
Grade 9-12
Credit: 1

1 semester

0841

Good character can be defined as virtue and habits of moral action. Boomerang is a character education program, which includes cross age teaching between the high school students and a class of elementary students. The class is built around the six pillars of character including: caring, respect, trustworthiness, fairness, responsibility and citizenship. The high school students attempt to teach good character through the classroom activities as well as through example and role modeling. Each week the students prepare, practice and present a lesson to students in an elementary class. Students are allowed into this class based on teacher referral and evaluations. **Since being a good role model is such an important part of this class, any student who is found to be in violation of the "Good Conduct Policy" will not be allowed in the class. If a student violates the "Good Conduct Policy" while enrolled in the class, she/he will be dropped from Boomerang with a failing grade.**

****To be considered, students must be nominated by a faculty member.****

COURSE#	COURSE	LENGTH
2000-2001	E.B.C.E.	all year
0258-0259	ESL (English as a Second Language)	all year
0003	Honors Seminar	all year

SPECIAL EDUCATION CLASSES ARE DESIGNED AND OFFERED AS DETERMINED BY TEAM GENERATED INDIVIDUALIZED EDUCATION PROGRAMS.

Grade 11-12
Credit: 1 per period

This course is designed to expose staffed students to real life career situations by getting them out in the community in local businesses. Students also meet approximately twice a month in a classroom setting to discuss post high school job and education choices and learn how to write resumes and cover letters. They also discuss situations that have or may come up in the course of this experience or later employment. The students are not paid for their work.

ESL (English as a Second Language) all year 1061
Grade 9-12
Credit: 1

An ESL program is available at the Red Oak Community School District for those identified students. This is a federally funded program designed to help speakers of other languages learn English while attending school. ESL classes are conducted in a separate classroom with appropriately licensed personnel. The ESL teacher meets regularly with classroom teachers to discuss fluency levels and individual needs.

Honors Seminar all year 0862
Grades 9-12
Elective
Credit: 1

MUST BE AN IDENTIFIED ELO STUDENT

This course is designed to provide identified gifted and talented students with extended learning opportunities. Students are encouraged to develop personal research projects, compete in academically and/or artistically based contests, prepare for and take college entrance exams, or become involved in activities that include community service or leadership activities. Students write a project plan of action together with the instructor to be assessed and evaluated throughout the year. An example of one project would be a college planning/career exploration portfolio. One section would highlight the student's high school record: academic courses, extra-curricular activities, contest participation, community service, achievements and awards. A second section would focus on career exploration where the student would research possible careers and college requirements to prepare for that career: admission requirements, application materials, financial costs, job shadowing and college visits.

COURSE#	COURSE	LENGTH
5325/MAT 127	College Algebra III & Trig	1 semester
5516/NET 122	Computer Hardware Basics	1 semester
5517/NET 132	Operating Systems Software Basics	1 semester
5520/NET 138	Windows XP Professional	1 semester
5521/NET313	Window Server	1 semester
5525/NET 212	CISCO Networking	1 semester
5526/NET 222	CISCO Routers	1 semester
5906/CSC 110	College Introduction to Computers	1 semester
5524/BCA 215	College Computer Business Applications	1 semester
0091	Health Occupations I	1 semester
0092	Health Occupations II(CNA)	1 semester
0094/HSC 114	College Medical Terminology	1 semester
5903/EMS 210	College EMT Basic	1 semester
5901/PNN 208	College Pharmacology Basics	1 semester

Credit: 1

Pre-requisite: Algebra I & II, Geometry, and Trigonometry with a grade of C or better. **Students must complete eligibility requirements as outlined under “Post-Secondary Enrollment Option” on pgs. 11-12. **All students must take the ACT and score a 19 or higher or take the ASSET/COMPASS test in order to enroll in this course.

This course is a modern integrated study of algebra and trigonometry. Topics covered: real number system, functions, graphs, trigonometric functions, exponential functions, logarithmic functions, complex number system, polynomial functions, matrices, and solutions of triangles.

Computer Hardware Basics 1 semester 3500

Grade 11-12

Elective

Credit: 1

Pre-requisite: Algebra I & II and Physical Science with a grade of C or better. **All students must take the ASSET/COMPASS test in order to enroll in this course.

Students will be trained to properly install, configure, upgrade, troubleshoot and repair microcomputer hardware. This will include having basic knowledge of desktop and portable systems, basic networking concepts and printers. Students will also be asked to demonstrate knowledge of safety and common preventive maintenance procedures. This course will prepare students to take CompTIA's A+ Certification exam.

Operating Systems Software Basics 1 semester 3500

Grade 11-12

Elective

Credit: 1

Pre-requisite: Computer Hardware Basics

Students will be expected to demonstrate knowledge of DOS, Windows 3.x, and Windows 95 for installing, configuring, upgrading, troubleshooting, and repairing microcomputer systems. Emphasis will be placed on: function, structure, operation, and file management; memory management; installation, configuring and upgrading; diagnosing, troubleshooting and networks. This course will prepare students to take CompTIA's A+ Certification exam.

Windows XP Professional 1 semester 0316

Grade 11-12

Elective

Credit: 1

Pre-requisite: Algebra I & II and Physical Science with a grade C or better. ** All students must take the ASSET/COMPASS test to enroll in the course.

The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Microsoft Windows XP Professional in a variety of stand-alone and network operating system environments. It provides in-depth, hands-on training for Information Technology (IT) professionals responsible for planning, implementation, management and support of Window XP Professional. This course is based on the final, retail release of Windows XP Professional.

Windows Server 1 semester 0316

Grade 11-12

Elective

Credit: 1

Pre-requisite: Window XP Professional

This course provides students with the knowledge and skills to manage accounts and resources in a Microsoft Windows Server 2003 environment. The course is intended for systems administrator and systems engineer candidates who are responsible for managing accounts and resources. These tasks include managing user, computer and group accounts; managing access to network resources; managing printers; managing an organizational unit in a network based on Active Directory directory service; and implementing Group Policy to manage users and computers.

This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server 2003 curriculum.

CISCO Networking 1 semester 0318

Grade 12

Elective

Credit: 1

Pre-requisite: Computer Hardware/Software Basics

CISCO Networking is the first of four courses leading to the CISCO Certified Network Associate (CCNA) designation. This course introduces CISCO Networking Academy Program students to the networking field. The course focuses on the following: Network Terminology, Network Protocols, LANs, WANs, OSI Model, Cabling, Cabling Tools, Routers, Router Programming, Ethernet, IP Addressing and Network Standards. In addition, the course provides instruction and training in the proper care, maintenance and use of networking software, tools and equipment.

CISCO Routers 1 semester 0318
Grade 12
Elective
Credit: 1

Pre-requisite: CISCO Networking

CISCO Routers is the second of four CISCO Certified Network Associate (CCNA) courses leading to the CCNA designation. The second CCNA course focuses on initial router configuration, CISCO IOS software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage CISCO IOS software, configure routing protocol on routers and set the access lists to control the access to routers.

College Introduction to Computers 1 semester 3500
Grade 11-12
Elective
Credit: 1

****All students must take the ASSET/COMPASS test to enroll in this class**

An introductory course surveying computer topics to include history, hardware, software, terminology, communications, computer ethics and societal impact. Introductory modules for MS Office programs will also be included.

College Computer Business Applications 1 semester 3500
Grade 11-12
Elective
Credit: 1

Pre-requisite: CSC 110 Intro to Computers or equivalent or instructor approval **All students must take the ASSET/COMPASS test to enroll in this class

This is a course for experienced computer users. This is an upper level applications course utilizing Microsoft Office programs. Special attention will be given to program integration and applying skills to business situations.

Health Occupations I 1 semester 1501
Grade 11-12
Elective
Credit: 2

****All students must take the ASSET/COMPASS test in order to enroll in this class**

This class is designed for students to learn the skills and characteristics expected for professional preparation and employability in various health careers. Provides an overview of the health industry, current trends and issues. Study the work environment as it related to health and safety regulations. The student could be eligible for CPR certification.

Health Occupations II(CNA) 1 semester 1599
Grade 11-12
Elective

Credit: 1

Pre-requisite: Health Occupations I

Upon completion of Health Careers II(CNA), students will be eligible to take certification testing in CNA I. This course meets the training requirement of the OBRA for aides working in nursing facilities and skilled nursing facilities. Students learn basic care giving skills and concepts to provide safe, effective resident care.

There is a fee to take the CNA test that the student will have to pay.

College Medical Terminology

1 semester

0094

Grade 11-12

Elective

Credit: 1

Designed to help logically understand medical terms. Basic prefixes, suffixes, and root words are emphasized as a method of acquiring and retaining knowledge. Exercises stressing the spelling, pronunciation, and usage of medical terms are included.

College EMT Basic

1 semester

3400

Grade 11-12

Elective

Credit: 2

Pre-requisite: Health Occupations I and age 17 and CPR certification. All students must take the ASSET/COMPASS test to enroll in this class.

This class is designed to instruct a student to the level of EMT Basic including all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. After successful completion of the program, student will be eligible to take the certification test.

College Pharmacology Basics

1 semester

3400

Grade 11-12

Elective

Credit: 1

****All students must take the ASSET/COMPASS test to enroll in this class**

Pharmacology enables the student to learn basic principles of drug therapy, including related terminology and legislation, drug properties and the nurse's role and responsibility for the patients receiving the drug therapy. This course will be integrated into all areas of nursing. It will provide the student a knowledge base of pharmacology upon which to build his/her related course of study.

You may check the clearinghouse Web site at www.clearinghouse.net to make sure your son or daughter is taking approved courses.

Online registration: The preferred method is to register online. Go online to www.ncaaclearinghouse.net. **Select Prospective Student-Athletes** and click on **Domestic Student Release Form** or **Foreign Student Release Form**. Complete the SRF form online, and include your credit or debit card information to pay the fee. Then follow instructions to complete the transaction. Print both Copy 1 and Copy 2 of the transcript release form, sign them and give both to your high school counselor. You can print out additional copies of the completed form for your records.

We strongly suggest that prospective student-athletes at your school who plan to participate in intercollegiate Athletics at an NCAA Division I or II institution use this online registration, rather than completing the paper form.

If a prospective student-athlete wishes to pay by check or money order, the student must complete the paper form. You may access additional forms by visiting the NCAA Web site at www.ncaa.org. From the home page, pull down the Parent/Prospect page from the Custom Home Pages pull-down menu. From there, click on "Guide for the College-Bound Student-Athlete".

***** NCAA requires that your ACT and/or SAT scores be sent directly to them, use the code 9999 on the test registration form. *****

