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HIGH SCHOOL CREDITS

CREDITS

High school credits can be obtained at Northwest Iowa Community College for:

- a. transfer to the local school or
- b. application toward an NCC Adult High School Diploma

These credits can be earned at NCC through the Alternative High School or the Learning Center.

The Alternative High School is intended for individuals not in regular attendance at their local high school. It is a cooperative program between the local community school districts of Merged Area IV and NCC. Admission to the Alternative High School is limited to individuals who are referred by their local school district.

The Learning Center is meant to provide additional or make-up classes for students who are full-time students attending their regular high school. For anyone under 18 years of age or whose original class has not graduated, admission to the high school credit program requires written permission of the local community school and parent/guardian. Adults not of high school age may also earn credits through the Learning Center.

NCC ADULT HIGH SCHOOL DIPLOMA

Those individuals wishing to earn an NCC Adult High School Diploma must meet the following academic requirements:

- 7 semester credits Communications
- 4 semester credits Math
- 4 semester credits Science
- 2 semester credits U.S. History
- 1 semester credit American Government
- 18 semester credits approved electives
- 36 credits total

The Adult High School Diploma cannot be issued until the student is 18 years of age and his/her original class has graduated.

GRADING SCALE

The grading scale is as follows:

- | | |
|-----------|---|
| 94 - 100% | A |
| 86 - 93% | B |
| 78 - 85% | C |
| 70 - 77% | D |

HIGH SCHOOL CREDIT COURSES

MATH

MA 100-101	Basic Math
MA 102-103	Consumer Math
MA 112-113	Algebra I
MA 114-115	General Math
MA 120-121	Geometry
MA 130-131	Algebra II
MA 132-133	Business Math
MA 141	Trigonometry
MA 142	Statistics

ENGLISH

EN 211	English 2200
EN 212	Word Essentials
EN 215	Basics of English
EN 216-217	Intro to Literature
EN 218-219	Reading Improvement
EN 221	English 2600
EN 222-225	Independent Reading
EN 226-227	Intermediate Literature
EN 230	Basics of Oral Communication
EN 231	English 3200
EN 236-237	American Literature
EN 238-239	American Writers
EN 240	Basic Composition
EN 241	Composition

EN 242 Writing through Computer Appl.

EN 246-247 British Literature

SOCIAL STUDIES

SS 310	U.S. Geography
SS 312	Intro to Social Sciences
SS 320-321	World History
SS 322-323	World Geography
SS 330-331	American History
SS 332-333*	Integrated American Studies
SS 340	Government
SS 341	Economics
SS 343	Psychology
SS 345	Sociology
SS 347	You and the Law

SCIENCES

SC 401-402#	Health
SC 410-411	General Science
SC 412-413	Physical Science
SC 414-415	Earth Science
SC 420-421	Biology
SC 431	Astronomy
SC 440-441	Chemistry
SC 442-443	Anatomy & Physiology

BUSINESS

MA 132-133	Business Math
BU 511	Intro to Computer Appl.

BU 512 Advanced Computer Appl.

BU 520-521 Intro to Business

BU 533-534 Accounting

BU 540# Personal Finance

FAMILY & CONSUMER SCIENCES

CS 640* #	Life Experiences I
CS 641* #	Life Experiences II
CS 642*	Community Service
CS 643-644#	Teen Parenting
CS 645#	Child Development
CS 646-647	Family Living
CS 648#	Life Skills
CS 649#	Teen Dads
CS650	Nutrition & Wellness

FINE ARTS

FA 710 Art History

CAREERS

CA 012-013	World of Work
CA 014*	Work Experience Credit
CA 016*	Connections
CA 840	Nurse Aide
CA 841	Medication Aide
CA 842-843	EMT-B

TECHNOLOGIES

TE 910	Welding
TE 920	Intro to Auto Body

MATHEMATICS

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
MA100 Basic Mathematics and MA101	2	<u>Basic Mathematics</u> Steve Slavin & Ginny Crisonino 2 nd Ed. π r ² Publishing Co. 2006	Ch 1-4	First semester topics include whole numbers, exponents, square roots, fractions, arithmetic properties, and order of operations.
			Ch 5-9	Second semester topics include decimals, ratio, proportion, percents, integers, and geometry.
MA102 Consumer and Mathematics MA103	2	<u>Consumer Mathematics:</u> Kathleen M. Harmeyer, M.S. AGS Publishing, 2003	Ch 1-6	The first semester topics include earning money, buying food and clothing, managing a household, and buying and maintaining a car.
			Ch 7-12	The second semester topics include improving your home, traveling, budgeting, banking, investing, paying taxes, and preparing for a career.
MA112 Algebra I and MA113	2	<u>Beginning Algebra</u> John Tobey & Jeffrey Slater 4 th Ed. Prentice Hall, 1998	Ch 0-5	The first semester begins with a review of arithmetic skills followed by chapters on real numbers and variables, equations and inequalities, solving applied problems, exponents and polynomials, and factoring.
			Ch 6-10 Trigonometry	The second semester covers rational expressions and equations, graphing and functions, systems of equations, radicals, quadratic equations, and trigonometry.
MA114 General Math and MA115	2	<u>High School Mathematics</u> Debra R. Clithero et. al. Globe Book Company, 1989	Ch 1-8	First semester topics are whole numbers, decimals, fractions, metrics, and the customary measurement system.
			Ch 9-17	Second semester topics are graphs, statistics, ratio, proportion, percent, probability, geometry, and pre-algebra.

MATHEMATICS (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
MA120 Geometry and MA121	2	<u>Geometry Concepts and Applications</u> Cummins, Kanold, et.al. Glencoe McGraw Hill 2001	Ch 1-8	First semester topics are reasoning in geometry, segment measure, coordinate graphs, angles, parallel lines, triangles, congruence, quadrilaterals.
			Ch 9-16	Second semester topics include similarity, proportions, polygons, circles, area, volume, right triangle trigonometry, proofs, transformations.
MA130 Algebra II and MA131	2	<u>Intermediate Algebra</u> John Tobey & Jeffrey Slater 5 th Edition Prentice Hall, 2006	Ch 1-6	The course begins with a review of Algebra I followed by linear equations & inequalities, linear inequalities in 2 variables, polynomials, and rational expressions & equations
			Ch 7-11	The second semester covers rational exponents & radicals, quadratic equations & inequalities, conic sections, logarithmic & exponential functions.
MA132 Business Math and MA133	2	<u>Business Math</u> Schultheis and Kaczmariski Thompson/Southwestern 2006 16 th Edition	Ch1-7	First semester topics include gross & net pay, banking services, loans & credit cards, owning a home or car, and insurance.
			Ch 8-14	Second semester covers business statistics, business technologies, inventories, depreciation, discounts, income statements, & international business.
MA141 Trigonometry	1	<u>Trigonometry</u> TEMAC Encyclopedia Britannica Press	3	Topics covered include the functions of acute and right angles, solution of right and oblique triangles, and trigonometry and logarithmic tables.

MATHEMATICS (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
MA142 Statistics	1	<u>Statistics-Introductory Psych</u> Ronald A. Kinchla Behavioral Research Labs	1	The course includes data(variable, numbers, and graphs); distributions(absolute and relative); central tendency(mode, median, mean); variability (range, variance, standard deviation); types of distributions(symmetry, skewness, normal distribution, standard scores); sampling; and statistical inferences.

ENGLISH

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
EN211 English 2200	1	<u>English 2200</u> Joseph C. Blumenthal Harcourt, Brace & Jovanovich 1994	1	This course covers grammar and its usage, the development of effective sentences, and spelling and punctuation.
EN212 Word Essentials	1	<u>Vocabulary 1000</u> Morton J Cronin, 2 nd Ed. <u>Spelling 1500</u> V. N. Hook, 3 rd Ed. Harcourt, Brace & Jovanovich 1986	2	Vocabulary 1000 centers around Latin and Greek prefixes. It teaches prefixes, roots and suffixes, thereby strengthening understanding of familiar words and providing clues to the meaning of unfamiliar words. It also aims at adding new words to the student's vocabulary. Spelling 1500 takes a look at word endings, possessives, plurals, and troublesome words in the various subjects.
EN215 Basics of English	1	<u>Basics of English</u> Lee Deighton Harcourt, Brace & Jovanovich 1979	3	This course is made up of three books. <u>Grammar and Usage</u> looks at classes of words, sentences and their parts, usage, punctuation, and capitalization. <u>Reading and Vocabulary</u> looks at prefixes and suffixes, literal and figurative language, and practical reading. <u>Spelling</u> includes sections on sounds and letters, unaccented vowels, diagrams, final e, final y, el and le, and rules for select sounds and doubling.
EN216 Intro to and Literature EN217	2	<u>Globe Literature, Purple Level</u> Robert R. Potter Globe Book Company, 1990	Units 1,2,3	This freshman level course presents both classic and contemporary literature. It is designed to help the student analyze, appreciate, and enjoy literature and puts particular emphasis on literary skills and vocabulary. Each unit is organized around a theme and focuses on a particular genre. Themes included in the first semester are Looking at Love, The Un known, and Suspense with focuses on poetry, fiction, and drama.

ENGLISH (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
			Units 4,5,6	The second semester focuses on nonfiction, fiction and poetry and includes the themes Discoveries, Heroes, and Generations.
EN218 and EN219 Reading Improvement	2	<u>Be A Better Reader Level E</u> <u>Be A Better Reader Level F</u> Nila Banton Smith, 7 th Ed. Globe Fearon Educational Publishers	2 Level E	This course is designed to help improve reading skills by teaching the comprehension and study skills needed to read, understand, and enjoy all types of material from library books to textbooks. Each level has six units. Each unit has lessons dealing with literature, social studies, science, and mathematics selections plus one or more lessons focusing on comprehension and study skills and one lesson on a practical life skill.
			Level F	The second semester focuses on reading various forms, maps, and mathematical concepts.
EN221 English 2600	1	<u>English 2600</u> Joseph C. Blumenthal Harcourt, Brace & Jovanovich 1994	1	This course in grammar and its usage builds on English 2200 and the development of effective sentences using phrases and clauses.
EN222, EN223, EN224, EN225 Independent Reading	4	Selection of Novels		This course encourages students to read, analyze, and enjoy literature in novel form and can be taken four times using different books each time. Students choose novels from a list that is organized according to literature themes and must read enough books to total at least 5 points, with books assigned different point values as indicated on the book list.
EN226 and EN227 Intermediate Literature	2	<u>Globe Literature, Green Level</u> Robert R. Potter/Roger B. Goodman Globe Book Company, 1990	Units 1,2,3	This sophomore level course presents both classic and contemporary literature. It is designed to help the student analyze, appreciate, and enjoy literature. Vocabulary and literary skills are emphasized throughout the course. Each unit is organized around a theme and focuses on a particular genre. Themes in the first semester are Priorities, The Unexpected, and Insights with focuses on fiction and poetry.

ENGLISH (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
			Units 4,5,6	Second semester focuses on nonfiction, poetry, And drama and includes the themes Conflicts, Reality, and Relationships.
EN230 Basics of Oral Communication	1	<u>Basics of Oral Communication</u> Paul R. Timm South-Western Publishing, 1998	1 and video	This course focuses on communication skills used in daily living and in business. Four levels of skill development are covered: Awareness Skills – the role of communication in life, Basic Skills – the parts of a successful presentation, Personal Style Skills – the use of affective language and visual aids, and Application Skills – the utilization of communication skills in telephone use, meetings, and interviews.
EN231 English 3200	1	<u>English 3200</u> Blumenthal Harcourt, Brace & Jovanovich 1994	1	This course deals with devices of sentence construction and types of subordination. It covers placing of modifiers, dangling construction, parallelism, the reference of pronouns, and other grammatical concepts.
EN236 American Lit and EN237	2	<u>Adventures in American Literature</u> , Pegasus Edition Harcourt, Brace & Jovanovich 1989	Units 1-5	This course focuses on early American literature: Beginnings of the American Tradition (to 1760), the Revolutionary Period (1760-1800), the first American writers of Romanticism (1800-1840), some of the major literary figures of 19 th century (1840-1860), a shift from romanticism to realism, local-color movement, & the Civil War (1860-1890).
			Units 6-10	American Literature covered in the second semester includes literature in modern America—modern fiction, poetry, non-fiction and drama.
EN238 American and Writers EN239	2	<u>Explore: A Course in Literature</u> Molly Harrington Dugan American Guidance Service Inc 1991	Units 1-4	First semester covers colonial times through 1900. Genres include poetry, short stories, speeches, and essays.

SOCIAL STUDIES

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
SS310 U.S Geography	1	<u>Our United States Geography</u> Beverly Vaillancourt The People's Publishing Group, Inc. 1994 <u>Follett Student Atlas</u> Follett Publishing Co., 1975 www.unitedstreaming.com	Units 1-8	This course covers the seven regions of the U.S.: the New England States, the Middle Atlantic States, the Southeast, the North Central States, the South Central States, the Rocky Mountain States, and the Pacific States, including Alaska and Hawaii. Through the use of the five themes of geography (location, place, human-environment interaction, movement, and region), the cultural and physical characteristics of the regions are studied. A video presentation illustrates some of the features that make each region unique.
SS312 Introduction to Social Sciences	1	<u>Introduction to the Social Sciences</u> , Revised Edition John Jay Bonstingl Prentice Hall, 1996	Units 1-10	This course is designed to help students achieve a basic understanding of seven social sciences-- psychology, sociology, anthropology, political science, geography, history, and economics--and introduces students to the critical thinking and study skills that they need in order to study these social sciences.
SS320 World History and SS321	2	<u>World History: Patterns of Interaction</u> Beck, Black, Krieger, Naylor, & Shabaka McDougal Littell, 2005	Units 1-4 Ch 1-20	There are eight significant recurring themes; power and authority, religious and ethical systems, revolution, interaction with environment, economics, cultural interaction, empire building, and science and technology. These themes show that from America to Africa to Asia people share common likenesses, confront similar obstacles, and achieve similar goals. The first semester covers the period from 4 million BC to 1800 AD.
			Units 5-8 Ch 21-30	The second semester covers the years from 1500 AD to the present.

SOCIAL STUDIES (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
SS322 World Geography and SS323	2	<u>World Geography: Building a Global Perspective</u> Thomas Baerwald & Celeste Fraser Prentice Hall, 2002	Units 1-4 Ch 1-17	This course relates the five geographic themes--location, place, human-environment interaction, movement, and regions—to promote a student’s understanding of a region, its people, and its problems. Regional atlas chapters present a visual overview of the region using maps, graphs, and charts. Country-by-country chapters explore the geographic aspect of countries within the region. The first semester introduces students to the five themes of geography and applies these themes to the regions of the US, Canada, Latin America, and Western Europe.
			Units 5-10 Ch 18-34	The second semester continues to apply the themes to Eastern Europe, Northern Eurasia, Southwest Asia, Africa, South Asia, and East Asia and the Pacific World.
SS330 American History and SS331	2	<u>Creating America: A History of the United States.</u> Jesus Garcia et. al. McDougal Littell, 2001	Units 1-4 Ch 1-14	The first semester of this U.S. History course begins with the exploration of the Americas and the settlement of the colonies. It covers the struggle for independence and the growth of the young nation.
			Units 5-8 Ch 15-32	The second semester begins with events leading to the Civil War and the reconstruction period that followed. It traces the nation’s expansion policies, industrial growth, international policies, and technological and economic changes to the new millennium.
SS332 * Integrated American Studies	2	<u>Lewis & Clark The Journey of the Corps of Discovery.</u> Dayton Duncan & Ken Burns 1997	1 and video	This course examines historical events using a cross-curricular approach. The first credit focuses on the Lewis and Clark expedition. Through readings, viewing the video, field trips, and various activities, students will learn about the expedition, its importance and its place in American History. This credit only available through the Alternative High School.

SOCIAL STUDIES (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
SS340 American Government	1	<u>American Government</u> Steven Kelmar Holt, Rinehart, & Winston, 1999	1 Ch 1-20	The course teaches the principles of government and encourages students to explore how government works in their everyday lives. Topics include the origin and role of the U.S. Government; the Constitution; federalism; the legislative, executive, and judicial branches; civil rights; interest groups; political parties; the electoral process; and state governments.
SS341 Economics	1	<u>Economics, Principles & Applications,</u> Henry F. Billings, 2 nd Ed. EMC Publishing, 1995	1 Ch 1-23	This course provides an introduction to the free enterprise system (Unit 1), microeconomics (Unit 2), macroeconomics (Unit 3), and global economics (Unit 4). In addition, the text contains critical thinking features that encourage students to apply the seven-step decision making process to solve economic problems.
SS343 Psychology	1	<u>Understanding Psychology</u> Anne V. Gormly et. al Glencoe: MacMillan/McGraw Hill, 1992	1 Ch 1-15	This course acquaints students with the fundamentals of human behavior and mental processes. Through this text, students gain insight into the complexity and diversity of human behavior and receive practical information on how to deal with situations in everyday living. The basic concepts covered in the text are representative of materials presented in an introductory psychology course.
SS345 Sociology	1	<u>Sociology and You</u> Shepard and Greene Glencoe McGraw Hill, 2003	1 Ch 1-17	Units of study are sociological perspectives, cultural and social structures, social inequality, social institutions, and social change. Examples and situations that relate to students' experiences and understanding are used throughout the course.

SOCIAL STUDIES (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
SS347 You and the Law	1	<u>You and the Law</u> Debra Goldentyer, J.D. South-Western Publishing Co. 1993	1 & Videos Ch 1-19	This course is an introduction to personal, practical law. It is designed to prepare students to recognize and understand how the law works in their communities and throughout the country. It shows students how the law strives to promote fairness, equal justice, and individual rights so that they will understand the value of acting as responsible citizens. The aim of this course is to give students a working knowledge of the law--to help them avoid legal problems and show them how to handle problems of this type if they occur.

SCIENCE

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
SC401# Health and SC402#	2	<u>Prentice Hall Health</u> Pruitt, Allegrante, Prothrow-Smith, 2007	Units 1-4	This course presents material high school students need in order to understand how to become and stay healthy. The text covers topics of mental health, social health, nutrition, and physical fitness. This course fulfills Life Skills requirements.
			Units 5-8	Second semester covers topics of substance abuse, human development, preventing disease, community health, and safety. This course fulfills Life Skills requirements.
SC410 General and Science SC411	2	<u>General Science</u> , Lucy Jane Bledsoe, 2 nd Ed. Globe Fearon Educational Publisher, 1994	Units 1-2 Ch 1-13	This course teaches the basic concepts and principles of life, earth, and physical science. The first semester focuses on the scientific method, the metric system, and life science, including the classification system, genetics, evolution, and the human body.
			Units 3-4 Ch 14-28	The second semester focuses on earth and physical science concepts, including the properties of matter; energy, force, and motion; work and machines; heat, light and sound; electricity and magnetism; energy resources; and computer technology.
SC412 Physical Science and SC413	2	<u>Physical Science (Merrill)</u> Smith, Ballinger, Thompson Glencoe, 1993	Ch 1-14	First semester Physical Science covers the following topics: physical science basics, energy and motion, the nature of matter, and kinds of substances.
			Ch 15-25	Second semester topics include interactions of matter, waves, light and sound, and electricity and energy resources.

SCIENCE (Continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
SC414 Earth Science and SC415	2	<u>Earth Science (Merrill)</u> Snyder, Feather, Hesser Glencoe, 1993	Ch 1-12 Ch 13-24	First semester Earth Science includes the foundations of earth science, rocks and minerals, the changing surface of earth, and the earth's air and water. During the second semester, the topics covered are the earth's internal processes, change and earth's history, earth's resources, and astronomy.
SC420 Biology and SC421	2	<u>Biology</u> Leonard Bernstein Globe Book Company, 1990	Ch 1-19 Ch 20-37	Biology covers the nature of living things, simple organisms, plant structure and function, invertebrates and vertebrates. Second semester topics include human biology, human health, heredity and genetics, change through time and evolution, and ecology.
SC431 Astronomy	1	<u>Programmed Astronomy</u> Book 1 - The Solar System Book 2 - The Night Sky Neil Sullivan Mc Graw Hill Book Co., 1972	2	The first text of this course deals with the solar system. The second discusses our galaxy and its place in the universe. The course stresses the actual observation and description of the night sky, and the relationship between the heavenly bodies.
SC440 Chemistry and SC441	2	<u>Principles of Chemistry</u> Frank Harris Behavioral Research Labs 1972	8 Books 1-4	<u>Microscopic Chemistry</u> deals with phenomena that are comprehensible without reference to the details of atomic and molecular structure. <u>Atomic and Molecular Structure</u> uses the principles of quantum mechanics to describe the structures of atoms and molecules. It explains the stability of atoms, the formation of bonds, and the factors governing molecular conformation.

SCIENCE (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
			Books 5-8	<u>Kinetics of Chemical Reactions and Chemical Equilibrium</u> covers the effects of temperature, pressure, and catalysts on rates of reaction. It describes chemical equilibria and discusses the relationship between electrical potential and equilibrium. <u>Descriptive Chemistry</u> presents selected topics in classical and modern inorganic chemistry.
SC442 Anatomy & and Physiology SC443	2	<u>Essentials of Human Anatomy & Physiology</u> , John W. Hole, Jr., 5 th Ed. Wm. C. Brown , 1995	Ch 1-11	The first semester covers the structure and function of cells and tissues. It introduces membranes as organs, the integumentary system, the skeletal system, and the muscular system.
			Ch 12-20	The second semester covers the nervous, endocrine, digestive, respiratory, circulatory, lymphatic, reproductive and urinary systems. It also covers the early growth and development of the fetus.

BUSINESS EDUCATION

<u>NAME OF COURSE</u>	<u>NO OF CREDITS</u>	<u>TEXT, AUTHOR AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
MA132 Business Math and MA133	2	<u>Business Math</u> Schultheis and Kaczmariski Thompson/Southwestern 2006 16 th Edition	Ch 1-7	First semester topics include gross & net pay, banking services, loans & credit cards, owning a home or car, and insurance.
			Ch 8-14	Second semester covers business statistics, business technologies, inventories, depreciation, discounts, income statements, & international detail covering business and sales.
BU511 Intro to Computer Applications	1	<u>Microsoft Office 2007</u> Shelley, Cashman, Vermaat Thomson Course Technology 2008	1 and software	This course teaches the basics of computers Along with the Microsoft applications Office 2007, Word, Excel, and Powerpoint.
BU512 Advanced Computer Applications	1	<u>Microsoft Office 2007</u> Shelley, Cashman, Vermaat Thomson Course Technology 2008	1 and software	This course teaches more advanced skills for Microsoft applications Office 2007, Word, Excel, and PowerPoint as well as a comprehensive look at Access. In addition, students will be introduced to some work on Web Pages and Microsoft Outlook.
BU520 Intro to and Business BU521	2	<u>Intro to Business</u> Egglund, Diabay, Burrow, and Ristau, 4th ed. South-Western, 2000	Units 1-6 Ch 1-21	This course introduces students to the business concepts and skills required in today's market-place. The first semester topics are Our Economic Environment, Business Operations, Business and Government in our Global Economy, Small-Business Management, Technology for Business Decisions, and Careers in Our Global Economy.
			Units 7-12 Ch 22-44	The second semester topics are Consumers in the Economy, Financial Institutions and Banking Services, Credit in Our Economy, Savings and Investment Strategies, and Risk Management.

BUSINESS EDUCATION (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
BU533 Accounting I and BU534	2	<u>Century 21 Accounting</u> Ross, Hanson, Gilbertson, Lehman & Swanson, 6 th Ed. Southwestern Publishing Co. 1995	Ch 1-18 Bus sim	This course provides the fundamentals of double-entry record keeping as applied to a service business organized as a proprietorship and a merchandising business organized as a partnership. A business simulation will be completed.
			Ch 19-28 Bus sim	The second semester provides the fundamentals of double-entry record keeping as applied to a merchandising business organized as a corporation. The forming and dissolving of business organization is also taught, and a business simulation will be completed.
BU540# Personal Finance	1	<u>Financial Fitness for Life Bringing Home the Gold</u> Morton, Schug National Council on Economic Education, 2001	Ch 1-5	This course is designed to help students develop financial fitness. Developing financial fitness is like developing physical fitness. Both require developing a knowledge base and then applying it. The course stresses that financial fitness, like physical fitness, is not achieved and maintained without continual work. The course is divided into 5 sections each with a theme: the economic way of thinking, earning income, saving, spending and using credit, and money management.

FAMILY & CONSUMER SCIENCES

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT , AUTHOR AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
CS640*# Life Experiences I	1	Instructor Developed Materials	None	This is an instructor-developed activity where students participate in field trips, business and industry tours, listen to speakers, participate in community activities, and join in recreational activities. Students may earn a maximum of 1 L.E. credit per school year.
CS641*# Life Experiences II	1	None	None	This is a student-organized activity within a community program. It must include a minimum of 30 contact hours; however, students must finish the entire program to be eligible for the credit. Students may earn a maximum of 1 L.E. credit per school year.
CS642* Community Service	1	None	None	Students may earn 1 credit for performing community service. A minimum of 90 volunteer hours must be completed with a service-oriented organization such as a hospital, day care center, etc. In addition, students must keep a journal of their activities and write a 2-3 page essay.
CS643# Teen Parenting and CS644#	2	<u>Your Pregnancy and Newborn Journey</u> Your Baby's First Year Jeanne Warren Lindsay & Jean Brunelli PHN Morning Glory Press 2000 <u>Discipline from Birth to Three</u> <u>The Challenge of Toddlers</u> Jeanne Warren Lindsay & Sally McCollough Morning Glory Press 1998	4	Teen Parenting is a course designed to offer an introduction to the issues facing a teen parent. First semester topics cover pregnancy, newborns, and baby's first year. Second semester topics cover discipline from birth until age three and toddlers.

FAMILY & CONSUMER SCIENCES (continued)

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT , AUTHOR AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
CS645# Child Development	1	<u>The Developing Child</u> Brisbane, 6 th Ed. Glencoe, 1994	Ch 1-20	This course introduces students to child development, parenting decisions and skills, and career opportunities which involve working with children. Some of the topics addressed are basic skills, management, critical thinking, balancing work and family life, teen pregnancy, and health and safety.
CS646 Family Living and CS647	2	<u>Families Today</u> Connie R. Sasse, CFCS 4 th Ed. McGraw Hill, 2004	Ch 1-15 Ch 16-34	This course is designed to help students learn about family structure and the issues faced by families today. The 1 st semester deals with the family foundation, relationships within the family, problem solving and how to use available resources, handling change, divorce and remarriage, crises, and death. The 2 nd semester covers relationships outside the family, an individual's character and personal development, money management and career planning, choosing a partner, marriage, and parenting.
CS648# Life Skills	1	<u>The 7 Habits of Highly Effective Teens</u> Covey, 1998	1	Life Skills is designed to help students learn seven valuable principles and also learn to apply these principles to their individual lives. This course focuses on helping students improve self-image, build friendships, resist peer pressure, and achieve goals. This course will require students to read the text in its entirety. Students will take periodic reading quizzes to prove they have read the material.

FAMILY & CONSUMER SCIENCES (continued)

CS649# Teen Dads	1	<u>Teen Dads Rights, Responsibilities, and Joys</u> Jeanne Warren Lindsay Morning Glory Press 2001 <u>Discipline from Birth to Three</u> Jeanne Warren Lindsay & Sally McCollough Morning Glory Press, 1998	2	Teen Dads is a course designed to offer an introduction to the issues facing a teen parent. The course covers issues facing teen dads including understanding pregnancy, knowing a father's rights and responsibilities, and the challenges of disciplining.
CS650 Nutrition and Wellness	1	<u>Nutrition & Wellness</u> Roberta Larson Duyff Glencoe Pub 2004	Ch 1-32	This course will help you make wise food choices for active living and weight maintenance. Features emphasize enjoyment of food, understanding nutrition guidelines, and fitness options that include critical thinking skills and applications for daily life. Units include "Food in Your Life", "Nutrition for Health", "Making Food Choices," "Fitness and Food," "Focus on Foods," and "Creative Combinations." Each set of two chapters involves reading, text questions, worksheets, and a test.

FINE ARTS

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
FA710 Art History	1	<u>Short Lessons in Art History</u> Phyllis Clausen Barker J. Weston Walch, 1987	1	This course introduces students to a brief overview of art history from the Renaissance through the 20 th Century, specifically in the area of painting. Students will become familiar with different styles of painting, artists who used these styles, and some of the history which affected these styles. Students will also demonstrate their knowledge through completion of art projects.

CAREERS

<u>NAME OF COURSE</u>		<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
CA012	World of	2	<u>Succeeding in the World of Work</u> Kimbrell & Vineyard Glencoe Publishers	Ch 1-12	This course emphasizes self-assessment, exploring careers, finding a job, and joining the workforce. This course is a prerequisite to the Work Experience course.
CA013	Work			Ch 13-25	
CA014*	Work Experience Credit	1-			Work experience credits are available to students who have successfully completed one semester of World of Work. For each credit, students must show proof of working 150 clock hours (e.g. pay check stubs, time cards) and have his/her supervisor complete an evaluation form. Grades for work experience credits are agreed upon by the work site supervisor and the instructors. Students may earn a maximum of one Work Experience credit per semester.
CA016*	Connections	1	<u>Connections</u> S. Buie, M. Sander EMCParadigm Publishing Co.	1 and software	This computer-based course focuses on applied reading, writing, and math skills using computer simulations of real-life workplace situations. Students will read a wide variety of business documents, calculate and solve math problems, and determine the appropriate decision or action to solve the workplace program. Completion of a career assessment program and a follow-up paper are also required. Writing is reinforced across all of the projects.
CA840	Nurse Aide	1			This course meets the requirements for taking the Nursing Assistant Certification Exam which qualifies personnel for working as nursing assistants in long-term care. The purpose of the course is to develop the basic skills to care for the elderly. A uniform and a watch with a second hand are required for the clinical portion of the course. Offered through CE.

CAREERS

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
CA841 Medication Aide	1			This course will prepare the participant to safely administer non-parenteral medications in nursing facilities and related areas. Prerequisite: must be a certified nurse aide, employed at your facility for six months, and submit a letter of recommendation before taking the course. Offered through Continuing Education
CA842-843 EMT-B	2			This course has been developed to prepare individuals to provide quality pre-hospital emergency care. This course is the minimum standard to be a primary attendant on a transport ambulance service. This course will cover the 1994 U.S. DOT curriculum. Prerequisites: must be 17 years old at the start of class, be proficient in reading, writing, and speaking English, and physically capable of performing basic EMT skills. Offered through Continuing Education

TECHNOLOGIES

<u>NAME OF COURSE</u>	<u>NO. OF CREDITS</u>	<u>TEXT, AUTHOR, AND NAME OF PUBLISHER</u>	<u>NO. OF VOLUMES</u>	<u>DESCRIPTION OF COURSE</u>
TE910 Welding	1			Offered through Continuing Education.
TE920 Intro to Auto Body	1			This course is exploratory in nature. Students will be introduced to a variety of skills used in the auto body industry. Lab projects in welding, dent removal, and painting will give the student an opportunity to experience first hand applications of these skills. (Offered through Student Services.)