

# *Course Descriptions at Gardiner High School*

## **ENGLISH LANGUAGE ARTS**

**4 units required for graduation**

### **ENGLISH I 1001**

*Grade: 9*

*Prerequisite: None.*

*Credit: 1*

English I will include oral communication, literature, and composition skills. Covered in the genre-focused study of world literature will be short stories, plays, novels, essays, and poetry and their historical contexts. The study of composition skills in the ninth grade will focus on organization and elaboration of multi-paragraph essays for various purposes and modes of writing as well as the polishing of usage and mechanical skills. Special emphasis will be placed on organizing logical arguments to persuade.

### **ENGLISH 2 1002**

*Grade: 10*

*Prerequisite: Successful completion of English I.*

*Credit: 1*

This is an integrated English Language Arts course incorporating skills in critical reading, speaking and listening, technology, and multiple forms of writing. Students will read both multicultural fiction and non-fiction and participate in whole class discussions on a single book, as well as small literature circles revolving around student-selected texts. Writing to know is the primary focus of English 10. The Multi-genre research project is a portfolio of student writing resulting from the research on a student-selected topic chosen at the beginning of the year. Throughout the year, students will generate a variety of genres from their research and will present that research to both peers and experts in a given area.

## **ENGLISH 3 1003**

*Grade: 11*

*Prerequisite: Successful completion of English 2*

*Credit: 1*

English 3 will emphasize American Literature in its historical contexts and communication through oral media as well as longer written compositions with increasingly sophisticated requirements of ideas, expression, mechanical and usage control. Emphasis will be on business forms of writing, and students also will use a variety of research skills in order to produce reports and projects for various audiences.

## **ENGLISH 4 1004**

*Grade: 12*

*Prerequisite: Successful completion of English 3*

*Credit: 1*

English 4 works from the genres of British Literature and their historical contexts as well as more sophisticated and polished oral and written composition skills. Compositions on the major works employing appropriate literary terms will be required throughout the year, as well as writing in various personal, business, and persuasive texts. A number of novels will be read outside of class in keeping with heavy emphasis on reading and writing.

## **A.P. Composition and Language 1100**

*Grades: 11-12*

*Prerequisites: English 9 and 10*

*Credit: 1*

*Stipulation: This course may replace English 11 as an English credit. It may not be used for credit recovery for English 9 and 10, nor may it replace English 12 as an English credit.*

The AP course in English Language and Composition is designed for the student who desires a deeper understanding of the art that is written language. Through a curriculum composed of advanced writing theory combined with a wide sampling of gifted authors, students develop an awareness of rhetorical devices, learn how to tailor their communication for appeal to audience and format, and apply their word-craft to write for a variety of purposes. A skilled writer in an AP Language course draws from both personal experience and professional knowledge, and knows when and how to include both in her writing for greatest effect. As this course is intended to incorporate the skills taught in an elementary

college writing course, emphasis will be placed on the decoding of challenging texts for both content and technique, the use of textual support to drive the development of written arguments, and the role levels of diction, syntactical structures, and connotative use of language play in crafting effective text.

## **MATHEMATICS**

**2 units required for graduation**

**3 units required for University Entry**

*According to the Montana University System College Preparatory Program:  
"NOTE: In school systems where a student may take Algebra I in the 8<sup>th</sup> grade, the student MUST still complete 3 years of college preparatory math in high school".*

### **General Math 2002**

*Grade: 9-12*

*Credit: 0.50*

*Prerequisite: Below proficiency on the math portion of the CRT, lack of success in regular math classes, or teacher recommendation.*

This course is designed to offer support to students who need to pass the Math portion of the CRT in order to graduate and have demonstrated a weakness in the math, to students whose skill deficiencies might lead to failure in mastering essential elements of their regular math courses, and/or to students whose skill levels are insufficient to ensure success in a society demanding increasingly higher levels of computation skills. Math CRT objectives and test-taking strategies will be stressed.

### **ALGEBRA I 2052**

*Grade: 8-12*

*Credit: 1*

*Prerequisite: None*

Algebra I is a basic two-semester course that teaches the concepts of dealing with variables instead of numbers in problem solving situations. A strong background in basic arithmetic serves as a prerequisite for this course. Next Math course may be Geometry.

## **GEOMETRY 2072**

*Grade: 9-12*

*Prerequisite: Algebra 1*

*Credit: 1*

This two-semester course combines symbolic logic, plane, solid, and coordinate geometries. Geometric proof, equality and inequality are presented and deductive reasoning is stressed. Next Math course may be Algebra 2.

## **ALGEBRA 2 2056**

*Grade: 11-12*

*Prerequisite: Algebra I and Geometry*

*Credit: 1*

Second year Algebra is a continued study of fundamental properties and operations, algebraic proofs, signed numbers, algebraic expressions and sentences, relations and functions, exponents, irrational numbers, logarithms, sequences and series, and progressions. Determinants and matrices will also be included in this course. Next Math course may be Trigonometry or Calculus.

## **Calculus 2121**

*Grade:12*

*Credit: 1*

*Prerequisite: Geometry, Algebra 2, Pre-Calculus*

This is a college level introductory course in Calculus. Students will cover limits and continuity, derivatives, and integration. Students will also work with applications of derivatives and integrals. The course will require a graphing calculator. Use of graphing technology will enhance the students understanding of the concepts presented

## **Pre-Calculus & Trigonometry 2110**

*Grade: 11-12*

*Prerequisite: Geometry, Algebra 2*

*Credit: 1*

This course is a study of trigonometric functions, relations between functions, solution of triangles with applications to practical problems, trigonometric formulas and identities, radian measure, graphic representation of trigonometric functions, inverse trigonometric functions and trigonometric equations. The

coursework will also require the use a graphing calculator. Use of graphing technology allows students to focus on the concepts and broadens their conceptual understanding of mathematics.

## **Business Math 2154**

*Credit: 1*

*(one year course grades 9-12)*

This course will cover the following unites:

PAYROLL; gross pay, net pay, overtime, hourly, salary, commission, benefits, taxes, budgets

BANKING, checking accounts, electronic banking, saving accounts and CD accounts

LOANS & CREDIT CARDS; promissory7 notes, interest tables, installment loans, credit card costs, finance charges, borrowing to buy a car or home, insurance

SPEND WISLEY; sales tax, unit prices, comparative shopping

INSURANCE & INVESTMENTS; life insurance, buying bonds, simple and compound interest, mutual funds, real estate, retirement investing

BUSINESS COSTS; manufacturing costs, break-even point, shipping & travel costs, depreciation costs

BUSINESS PROFIT & LOSS; income statement, partnership income, balance sheet, bankruptcy

## **SCIENCE**

**2 units required for graduation**

### **Integrated Science 3201**

*Grade 9*

*Prerequisite: None*

*Credit: 1*

This multi-subject course covers:

Mechanics (energy, forces, liquids, gases, solids, etc.)

Heat (heat energy and its transmission, temperature changes, engines, etc.)

Sound (sound waves, hearing, music, etc.)

Chemistry (basic concepts and their practical applications)

Light (how it works and applies to modern science)

Electricity and Electronics (basic concepts and uses)

Emphasizing problem-solving, it discusses the relationship between science, technology, and the environment.

## **BIOLOGY I 3051**

*Grade 10*

*Prerequisite: None*

*Credit: 1*

Biology 1 is a general biology course, which includes the study of cells, genetics and evolution, classification, the six kingdoms of life, human biology, and ecology. Students have the opportunity to apply laboratory techniques, to develop skills in acquiring and organizing data, interpreting data, and drawing logical inferences. Emphasis will also be placed on recognizing the patterns of living systems.

## **ENVIRONMENTAL SCIENCE 3003 (Includes Yellowstone Science 3049)**

*Grade 9 -12*

*Prerequisite: None*

*Credit: 1*

Environmental Science is a lab-oriented course that includes the following topics: basic ecological principles; studies of the natural cycles: biomes of the world; human impact on ecosystems, endangered species and more. In addition to the in-school laboratory work, field trips may be included.

## **CHEMISTRY 3101**

*Grade 11-12*

*Prerequisite: Algebra 2, Biology*

*Credit: 1*

Faculty recommendation considered. This is a college preparatory course which offers a very detailed appraisal of the properties and behavior of matter.

Emphasis will include understanding the fundamental principles that underlie the periodic table, chemical compounds, and chemical reactions. Special attention will be paid to the calculations that make chemistry possible in a lab setting. Additionally, the course will focus on the intersection between chemistry and observable natural phenomena as it relates to current events. Students should have a solid background in mathematics as problem solving is stressed.

## **PHYSICS 3151**

*Grade: 11-12*

*Prerequisite: Algebra 2 or taking concurrently.*

*Credit: 1*

This course provides coverage of the basic concepts of physics. Mechanics, properties of matter, waves, sound, light, electricity, and magnetism are major subject areas included. This course involves both the principles and concepts of physics and the solution of problems. Special projects may be required. Students requesting Physics I should have an 80 or better in Algebra 2 and Chemistry 1.

## **Microbiology 3060**

*Credit: .50*

This is an elective science course that will begin with a thorough investigation into the geological history of Yellowstone. The remarkable landscapes of Yellowstone create distinct environments for microbial life that have opened the door for major advances in the biological sciences. Once students have gained an understanding of the relationship between the external environment and the role of microbes we will turn our attention to human environments and the ability of infectious microbes to influence human society. Special attention will be paid to the impact of historical plagues on human society and scientific knowledge.

We will then turn our attention to the industrial uses of microbes and its ability to enhance our modern quality of life. Finally, we will turn our attention back to Yellowstone (when the park opens in the spring) and investigate the intersection between the microbial and animal world found in Yellowstone, with special attention to the relationship between *Brucellosis*, Bison and human society.

## **Human Anatomy and Physiology 3053**

*Credit: .50*

This is an elective science course that will focus on the systems and structures that make human life possible. The course will begin with a survey of the chemical and molecular structure of organization of cells and tissues and then gradually progress through each organ system, highlighting issues related to

health and disease. This course will emphasize digital and hands-on labs that will illustrate the underlying principles of homeostasis and how it relates to health and disease. Additionally, case studies will be used to increase critical thinking and decision making skills that are essential for all working professionals.

## **Social Sciences**

**2 units required for graduation**

**3 units required for University Entry**

### **UNITED STATES HISTORY 4101**

*Grade 11 (Required) local*

*Prerequisite: None*

*Credit: 1*

United States History begins with pre-Columbian study of Native Americans to the era of the 1960's. Content focuses on political, economic and social events of colonization, independence, major wars, the progressive movement and the struggles of our ever expanding democracy. The effects of geography on the movement and actions of Americans will be examined. Use and interpretation of primary documents and American literature will enhance historical interpretation. Students will be expected to read, write and speak using critical thinking skills to interpret past events using various points of views.

### **GOVERNMENT 4151**

*Grade: 12 (Required) local*

*Prerequisite: None.*

*Credit: 1*

American Government is a study of political processes at the national, state, and local levels. The courses will include an introduction to both government theories in general and history of the American political system. Students will review major documents in American Government such as the Declaration of Independence, the Constitution, Federalist Papers and others. Major concepts such as republicanism, democracy, federalism, checks and balances, separation of powers, popular sovereignty, and individual rights will be reviewed. Students will examine the relationship between government and culture in the United States and study the role and history of political parties. As part of the course



students will engage in critical thinking activities, oral presentations, and writing projects focused on gathering and interpreting of data.

## **WORLD HISTORY 4051**

*Grade: 9-12*

*Prerequisite: None*

*Credit: 1*

The study of World History will be divided into seven distinct units: Africa, Middle East, South Asia, East Asia, Europe, Latin America and Revolutions. Within each of these units, except Revolutions, students will study the geography, culture, major religions, and ancient and modern history of the region. In addition, students will learn of current events and issues specific for each region. Within the Revolutions unit, students will study and compare the French, Chinese and Russian revolutions. Students will begin to learn history from various interpretations and points of view through primary sources, debates and editorials. Writing and speaking skills will be practiced to evaluate current and historical events.

## **AP European History 4056**

*Credit: 1*

*Prerequisite: Students should be in 10<sup>th</sup>-12<sup>th</sup> grade with A's or B's in previous history courses.*

*Requirements: Students taking this course should expect to take the AP exam at the end of the end to obtain college credit. Students are responsible for paying the fee associated with the exam.*

Description:

The study of the European history since 1450 will introduce students to cultural, political, economic and social developments that played a fundamental role in shaping the world. In addition to providing a basic narrative of events and movements, the goals of AP European History are to develop (a) an understanding of some of the principal themes in modern European history, (b) an ability to analyze historical evidence and historical interpretation, and (c) an ability to express historical understanding in writing.

## **AP Government and Politics 4157**

*Credit: 1*

*Prerequisite: Students should be in 12<sup>th</sup> grade with A's or B's in previous history courses.*

*Requirements: Students taking this course should expect to take the AP exam at the end of the end to obtain college credit. Students are responsible for paying the fee associated with the exam.*

Description:

The study of United States Government and Politics will give students an analytical perspective on government and politics in the United States. This course includes both the study of general concepts used to interpret U.S. government and politics and the analysis of specific examples. It also requires familiarity with various institutions, groups, beliefs and ideas that constitute U.S. government and politics. Students will analyze and interpret basic data relevant to U.S. government and understand typical patterns of the political processes.

## **FOREIGN LANGUAGE**

**2 units required for entry into some 4 year Universities**

### **SPANISH I 6101**

*Grade: 9-12*

*Prerequisite: None*

*Credit: 1*

This is a full year course designed to incorporate skills such as listening, speaking, reading, writing, viewing, and showing. Students will develop communication skills by using knowledge of the language, including grammar, culture, communication, and technology. Communication skills are the primary focus of language acquisition.

### **SPANISH II 6102**

*Grade: 9-12*

*Prerequisite: Spanish I*

*Credit: 1*

Spanish II courses build upon skills developed in Spanish I, extending students' ability to understand and express themselves in Spanish and increasing their vocabulary. Typically, students learn how to engage in discourse for informative or social purposes, write expressions or passages that show understanding of sentence construction and the rules of grammar, and comprehend the language when spoken slowly. Students usually explore the customs, history, and art forms of Spanish-speaking people to deepen their understanding of the culture(s).

**Montana Digital Learning Academy- Most languages are offered through this Distance Learning avenue.**

## **Fine Arts**

**1 unit required for graduation**

### **Art I 5154**

*Grade: 9-12*

*Prerequisite: None*

*Credit: 1*

Course in which students rely on their perceptions of the environment developed through increasing visual awareness and sensitivity to surroundings, memory, imagination, and life experiences, as a source for creating artworks. They express their thoughts and ideas creatively, while challenging their imagination, fostering reflective thinking, and developing disciplined effort and problem-solving skills.

### **Art II 5155**

*Grade: 9-12 Prerequisite: None*

*Credit: 1*

### **Art III 5156**

*Grade: 9-12*

*Prerequisite: None*

*Credit: 1*

### **Art IV 5170**

*Grade: 9-12*

*Prerequisite: None*

*Credit: 1*

### **Band 5101**

*Grade: 9-12*

*Prerequisite: None*

*Credit: 1*

### **Choir 5110**

*Grade: 9-12*

*Prerequisite: None*

*Credit: 1*

### **Music Theory 5113**

*Grade: 9-12*

*Prerequisite: None*

*Credit: .50*

### **Photography 5167**

*Grade: 11-12*

*Prerequisite: None*

*Credit: .50*

This course is designed for students interested in fine art photography. The content of the course will allow students an opportunity to learn basic to intermediate photography skills, digital camera operation, and graphic editing software. This course includes basic photography concepts, techniques and hands-on-training. The focus for this course is photography as an art form and as a vehicle for self-expression.

### **Speech & Drama 5053**

*Grades: 9-11*

*Prerequisite: None*

*Credit: .50*

Understanding and developing skills in oral communication are fundamental to all other learning and to all levels of human interaction. Students must understand concepts and processes involved in sending and receiving oral messages, evaluating, and using nonverbal communication, and listening for a variety of purposes. In Speech Communication, students develop communication competence in interpersonal, group, and public interaction to establish and

maintain productive relationships and function effectively in social, academic, and citizenship roles.

## **Health Enhancement**

**2 units required for graduation**

### **PE and HEALTH-1 8001**

*Grade: 9-11*

*Prerequisite: None*

*Credit: 1*

This course provides students with instruction and opportunity to acquire knowledge and skills of personal health and safety. Topics include decision-making, wholesome lifestyles, and personal welfare. Also concepts which involve interaction between individuals, environmental issues, and the role of community health service agencies will be included.

### **PE and HEALTH-2 80012**

*Grade: 10-12*

*Prerequisite: PE and Health-1 8001*

*Credit: 1*

This course provides students with instruction and opportunity to acquire knowledge and skills of personal health and safety. Topics include decision-making, wholesome lifestyles, and personal welfare. Also concepts which involve interaction between individuals, environmental issues, and the role of community health service agencies will be included.

### **Advanced PE and Weights 8009**

*Grade: 11-12*

*Prerequisite: None*

*Credit: 1*

A course designed to introduce the student to weight training. Areas include; circuit training, free weights, safety concerns, stretching, proper warm-up and warm-down. Technique is a major focus.

# Vocational Education

1 unit required for graduation

## **Family and Consumer Science 22201**

*Grade 9 - 12*

*Prerequisite: None*

*Credit: .50*

This is a comprehensive, foundation course designed to assist students in developing core knowledge and skills needed for successful life planning and management. Content includes human development; family and parenting education; resource management; housing and living environments; nutrition and foods; textiles and apparel; leadership development; and career preparation. An unique focus is on the management of families, work, and their interrelationships.

## **Food and Nutrition 22202**

*Grade 9 - 12*

*Prerequisite: None*

*Credit: .50*

This technical laboratory course concentrates on nutrition, food choices, and food management skills for individuals and the family throughout the life cycle. Instruction addresses nutrition and food science from the perspective of food habits and wellness, menu planning, special dietary needs, food costs and budgeting, consumer food-buying strategies, food safety and sanitation procedures, food labels, technology implications, food handling, storage, and preparation practices. Meal etiquette, career options, and techniques for managing multiple family community and wage earner roles are part of the content.

## **Culinary Arts 16056**

*Grade 11 - 12*

*Prerequisite: None*

*Credit: .50*

This class provides students with an understanding of basic nutrition and a foundation in professional food preparation with practical application in career opportunities, reinforced basic skills, food safety and sanitation, use of

commercial equipment, industrial food preparation, business management, service techniques and employability skills.

## **Careers 22151**

*Prerequisite: None*

*Credit: .50*

In this class we cover the basic job application process, resume, job applications, cover letters, employment outlook, career pathways, career report, guest speakers on their career path, self assessments, interview questions, mock interviews, unemployment benefits, job shadow for a day at career of their choice, resignation letters, soft skills, education path, for high school & college.

## **Ag Welding 18404**

*Grade 11 - 12*

*Prerequisite: None*

*Credit: .50*

This course is a shop/laboratory oriented course to provide opportunities to explore careers in agricultural metal fabrication technology. Students will apply safe working practices, reinforce mathematical computations and apply scientific principles in metal fabrication; select and identify properties, types and uses of metals, select and use oxy-fuel and arc welding equipment; and apply cost effective construction techniques.

## **Manufacturing/Construction 13002**

*Grade 9 - 12*

*Prerequisite: None*

*Credit: .50*

The Manufacturing/Construction Program is designed for students who like to work with their hands, build, be innovative, take pride in a finished project, and have an interest in carpentry or related area. Students who already have some basic shop skills or want to start a construction trade careers can gain a wide variety of skills and experience from the Construction Program.

## **Woods and Drafting-1 13054**

*Grade 9 - 12*

*Prerequisite: None*

*Credit: 1*

This course focuses on the craft of woodworking pertaining to furniture design and construction. Students learn the mechanics of design and techniques to execute them. Instruction emphasizes hands-on experience in designing as well as operating hand and power equipment. Information covered can be applied to all art disciplines.

## **Woods and Drafting-2 130542**

*Grade 10 - 12*

*Prerequisite: None*

*Credit: 1*

## **Agricultural Education**

This year an exciting new program is being introduced to Gardiner High School. The Agricultural Education Program offers opportunities to learn about the world of agriculture in a mostly hands-on fashion, as well as allow students to participate in FFA. These series of courses include the development of technical skills, leadership skills, applied academics, resource management, work ethics, career exploration, and financial planning as it pertains to career opportunities in the area of agriculture production, agriculture business, horticulture, and natural resources.

### **FFA**

The National FFA Organization is the largest youth organization in the United States. Formerly known as Future Farmers of America, "FFA" helps prepare students for careers in agriculture. However a large part of the focus is also on leadership development, making it a great organization for any student regardless of career goals. Although FFA is considered intracurricular, there are activities held almost year round, with many of them taking place after school and on the weekends. These events can either be on the chapter (local), district, state, or national level. Students are usually able to pick and choose which events they partake in based on their interest and availability. *One thing to note, students must take at least one agricultural education course during the school year, in order to participate in FFA.*



## **Introduction to Agriculture-18001**

*Grade 9 - 12*

*Prerequisite: None*

*Credit: 1*

This full year course is intended for freshmen, but would be enjoyable for any student. This course serves as an introduction to the Agriculture Education curriculum. Topics covered include animal science; plant science; soil, water, and land use; woodworking, tool reconditioning, and shop safety; record keeping and management; parliamentary procedure; and leadership skill development. A unit on FFA and the Supervised Agricultural Experience (SAE) program will also be taught. Participation in FFA is highly recommended for students so they can gain the full value of the classroom instruction, however it is not required.

## **Ag Leadership-18203**

*Grade 9 - 12*

*Prerequisite: Intro to Ag*

*Credit: .50*

This is a semester course intended for juniors and seniors where students will learn the basics of leadership. Two main areas of leadership will be covered- personal leadership and organizational leadership. Within personal leadership topics to be covered include public speaking, debate, goal setting, decision making, and job skills such as interviewing and resume building. For organizational leadership, students will learn parliamentary procedure and gain an understanding of organizational structures such as mission statements, office positions, constitutions, by-laws, program of activities, etc. It is highly encouraged that any upperclassman that wants to help build the Gardiner FFA Chapter in its inaugural year takes this course!

## **Horticulture-1 18052**

*Grade 9 - 12*

*Prerequisite: None*

*Credit: .50*

This course will be a hands-On semester class that will explore the field of horticulture through the use of the school's greenhouse. Topics to be covered include recognizing the importance, scope and benefits of the horticulture industry in the U.S.; classifying and identifying plants used in ornamental horticulture; practicing plant propagation techniques; recognizing the

requirements for growing horticultural plants, grown fruit and vegetable crops; identifying structures and equipment used in horticulture; applying the principles of floral design; applying safe work practices in horticulture, and developing marketing and management techniques for operating a horticulture business.

**Horticulture-2 180522**

*Grade 9 - 12*

*Prerequisite: None*

*Credit: .50*

## **GENERAL ELECTIVES**

**Accounting 1 12104**

*Grade 9 - 12*

*Prerequisite: None*

*Credit: 1*

This course will cover the following units: Accounting Careers and Concepts, Accounting for a Service Business, Accounting Cycle for a Sole Proprietorship Business, and Accounting cycle for a Partnership Merchandising Business, Automated Accounting Cycle for a Service Business.

**Accounting 2 121042**

*Grade 10 - 12*

*Prerequisite: None*

*Credit: .50*

this course will cover the following units: Departmentalized Accounting, purchases, cash payments, cash receipts, sales journal, General Accounting Adjustments, Uncollectible accounts, plant assets, depreciation schedules, notes payable, notes receivable, Automated accounting, payroll for a merchandising business.

**Creative Writing 1104**

*Grade: 10-12*

*Prerequisite: Successful completion of English I*

*Credit: .50*

Creative writing utilizes a Writer's Workshop approach to developing student writing. Students will generate ideas and share multiple drafts of their writing within designated writing groups. Students will receive feedback on their writing from peers, in addition to offering similar feedback in response to their peers' writing. This course offers students the opportunity to write in a variety of ways: poetry, short story, drama, and creative non-fiction are just to name a few. Students will be asked to write from personal experience and use a variety of mediums to illustrate their ME (My Experience) books. Students will select finished pieces and share them with students from Livingston and Belgrade at the Chico Writing Workshop held during the spring and fall semesters.

## **Study Skills 220032**

*Grades 9*

*Prerequisite: None*

*Credit: .50*

This course is designed to help the student develop the skills needed to succeed in high school and any educational venture you pursue beyond high school. Specific topics include muscle-reading, note-taking, test-taking, dealing with test anxiety, organization, time-management, study methods, using the library, concept-mapping, and characteristics of a master student.

## **Yearbook 11101**

*Grades 9-12*

*Prerequisites: None*

*Credit: .50*

The purpose of this course is to introduce students to the tools necessary for designing and marketing the school's yearbook. Students will develop skills in desktop publishing using Adobe InDesign, as well as skills in photo manipulation and enhancement through Adobe Photoshop. Students will be responsible for designing the layouts, writing copy, and taking pictures for designated pages in the yearbook, but more importantly, students will be responsible for recording school history for the given year. Students will develop communication and marketing skills through selling advertisements to businesses in both Livingston and Gardiner.

## **School to Work 22998**

## **GENERAL BUSINESS 12001**

*Grades 9-12*

*Prerequisites: None*

*Credit: .50*

This course will cover the following units:

The Economic System, Economic Roles, Business in our Economy, Business Structure, Social Responsibility and Business Ethics, Decision making skills and career options in business.

## **PERSONAL FINANCE 12103**

*Grades 9-12*

*Prerequisites: None*

*Credit: .50*

During this course students will complete the NEFE (National Endowment for Financial Education) program. This program covers units such as; Financial Planning, Careers, Budgeting, Saving & Investing, Insurance, and Credit Plans. Video series by Dave Ramsey "Foundations in Personal Finance"

## **COMPUTER APPLICATIONS 10004**

*Grades 9-12*

*Prerequisites: None*

*Credit: .50*

This course will cover the following units:

WORD PROCESSING MS WORD: Alphabetic & Numeric Keyboarding. Type and format Business Letters, Envelopes, Memos, Reports bound and unbound, Title Page, Tables, Timed Writings, Computer Skills, cut, copy, headers, footers, page numbers, tabs, saving to folder on network, retrieving, printing, mail merge, clip art, creating template files, Business Cards, Fax Cover Sheets, Letter Head.

SPREADSHEETS MS EXCEL: Create and format spreadsheets for tracking budgets, creating payroll sheets, enter formulas, creating charts from data, copying to and from MS Word, gathering raw data and creating spreadsheets.

MS POWER POINT: Designing and creating slides for a slide show presentation. Showing and giving oral presentation to class. Scanning images and inserting into slide show.

MS ACCESS DATA BASE: Designing a simple data base file. Gathering raw data and entering it into the data base. Developing queries to find results of database.

INTERNET: Evaluating web pages, researching information for reports. Internet safety.