

# Greene County Career Center

## **ACADEMIC COURSE DESCRIPTIONS**

**2019-2020**

## **Our Curriculum**

1. Students are able to learn in a small community of students.
2. Academic and career technical teachers collaborate to make learning relevant.
3. Instruction is designed to accommodate the various learning styles of our students.
4. Options exist for remediation or advanced educational options.

## **Our Courses**

Each academic course offered at Greene County Career Center are one year in length and equivalent to 1 credit. Some academic elective courses are one semester in length with successful completion resulting in ½ credit. Each career technical lab earns 1 ½ credits per semester. Students earn credit for that course at the end of the semester if a passing grade is received.

Grading policy: In order to pass a semester course, students must earn an average of 60% or better. Grades for each semester are independent of each other. Each academic or career technical instructor determines the grading rationale and provides this to students with the syllabus during the first few days of the course.

## **Academic Fees**

Greene County Career Center makes every attempt to keep the fees charged to students at a minimum. Several options exist for obtaining these items: 1) students can pay the fee and obtain the items from the school, 2) students can purchase the items on their own, 3) students can use supplies from older siblings or ones used at their partner school, or 4) students may be able to rent needed items. Greene County Career Center recognizes that paying school fees may be difficult and is committed to working with all students and families to ensure that the ability to pay is not a barrier to learning. Please see the Treasurer's Office to discuss fee payment and payment options.

## **Credit Flexibility**

Students can earn credits through customized plans developed with the school that are not limited to the programs offered. Please contact a Greene County Career Center Guidance Counselor if you are interested in Credit Flexibility.

## **Credit Recovery**

Students accepted to the Greene County Career Center with academic credit deficiencies or students who become deficient while attending Greene County Career Center can be scheduled into our Credit Recovery Lab at the discretion of the Secondary Director. Using A+ Learning System software, students will be able to complete academic courses and earn credits. If a student's schedule will allow, he or she may be scheduled into the lab during the school day. The Credit Recovery lab will also be open after school for students to complete courses if time is not available during the school day. There is a fee for this option. Please see a guidance counselor for an A+ informational pamphlet detailing course options. *Note: Not all courses needed for graduation may be available through the A+ Learning System.*

## **Enrichment Room**

Learning support is offered to students on an as-needed basis through the Enrichment Room. With classroom teacher permission, students can go to the Enrichment Room for extra assistance. Instructional staff is available to help with assignments, tests, homework, etc.

## NCAA Eligibility Requirements

For the purposes of meeting the core curriculum requirements to establish initial eligibility at an NCAA Division I or II college or university, a core course must meet all of the following criteria:

- a) a course must be a recognized academic course and qualify for high school graduation credit in either English, mathematics, science, social studies, or foreign language (Note: computer science courses are not considered core courses);
- b) a course must be considered as college preparatory by the high school (college preparatory is defined as any course that prepares a student academically to enter a four-year collegiate institution upon graduation);
- c) a mathematics course must be at the level of Algebra I or above;
- d) a course must be taught by a qualified instructor as defined by the state agency with authority of such matters;
- e) a course must be taught at or above the high school's regular academic level (i.e. remedial courses should not be considered as core courses). However, the use of remedial or special education courses designed for students with learning disabilities is not prohibited.

Courses taught through other educational options, such as online courses and independent study, for example, may be used to satisfy NCAA core course requirements if all of the following conditions are satisfied:

- a) the course meets all requirements for a core course as defined above;
- b) the instructor and student have access to one another during the duration of the course for the purposes of teaching, evaluating, and providing assistance;
- c) evaluation of the student's work is conducted by the appropriate academic authorities in accordance with the high school's established academic policies;
- d) the course is acceptable for any student and is placed on the high school transcript.

## **College Credit Opportunities**

Greene County Career Center students can earn college credit while they are still in high school.

Here's how:

### **Articulation Agreements**

A student's work in their career program can qualify as college credit. Most career programs have agreements with area colleges and universities allowing students to earn college credit through articulation.

*Available Courses:*     *Material Science*  
                                  *Anatomy and Physiology*  
                                  *Forensic Life*  
                                  *Intro to Business Software*

### **College Credit Plus**

Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Greene County Career Center has an agreement with Sinclair Community College, Clark State Community College, and Central State University to offer College Credit Plus options, however, you can choose to take College Credit Plus courses from any college that offers a course that would benefit your future.

*Available Courses:*     *English 1101*  
                                  *College Algebra*  
                                  *Intro to Sociology*  
                                  *Intro to Psychology*  
                                  *Global Information Systems (GIS)*

### **Advanced Placement**

Advanced Placement courses provide an opportunity for students to earn college credit while in high school. Classes are taught by trained high school teachers in a traditional setting but the content is aligned to curriculum guided designed by college faculty through the CollegeBoard. Students can earn college credit that is acceptable throughout the nation by passing an end of year exam in May.

*Available Course:*     *AP US Government and Politics*

### **Ohio Transfer to Degree Guarantee**

The Ohio Transfer to Degree Guarantee allows students to earn college credit, transferable to any Ohio public college or university with a similar program of study for successfully completing the Greene County Career Center program.

*Please contact a Greene County Career Center Counselor if you are interested in College Credit Opportunities.*

**Greene County Career Center offers the following Career-Technical Programs:**

Agriculture and Environmental Systems

Equine Science  
Natural Resources  
Power Equipment Mechanics  
Veterinary Science

Construction Technologies

Construction Technology  
Electrical Wiring and Motor Controls

Health Science

Health Science Academy  
Sports and Exercise Science

Hospitality and Tourism

Culinary Arts

Human Services

Cosmetology

Information Technology

Digital Media: Video and Animation  
Digital Media: Digital Design and Development  
Information Technology

Job Training Coordination, Transition, and Support

CareerX  
Career Based Intervention (CBI)  
GRADS  
Project SEARCH

Law and Public Safety

Criminal Justice

Manufacturing

Welding and Metal Fabrication

Transportation Systems

Auto Collision Repair  
Automotive Technology

## English Courses

The Ohio Department of Education requires that all students take four (4) credits of high school English.

### English 11

EN11

This course focuses on reading, writing, viewing, and speaking for growth in learning for all standard skills. Informational and literary reading materials will include both foundational and contemporary texts. These texts may include but are not limited to short stories, poems, novels, dramas, periodical articles, film reviews, film, speeches, and historical documents. Writing initiatives will include narrative, informational, literary analysis, and research writing along with drawing evidence from sources. Another focus will be providing examples in writing that clearly describe the purpose of the work to the reader. Students will participate in small group collaborative discussions, whole-class discussions, and opportunities for informal and formal presentations.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: none*

*Note: Recommended for juniors*

### English 12

EN12

This course provides instruction to help students toward mastery of reading, writing and speaking skills as they mature to become competent communicators. Reading materials will include literature and informational texts that are historical as well as contemporary. Students also will analyze dramas as part of the content of the course. Writing will focus on preparing students for both college and career readiness in narrative and expository writing including argument/research writing. Compositions will include detailed examples of reflection in the narrative and integrating resources into expository writing. Vocabulary reinforcement, grammar and punctuation reinforcement, and listening skills are incorporated into many of the units of study for this course. Small and large group collaboration and presentation opportunities will be facilitated throughout the year.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: English 11*

*Note: Recommended for seniors*

### English Composition I – ENG1101 - College Credit Plus

ENG1101

Students learn reflective, analytical and argumentative writing strategies, incorporating sources and personal experience. Students will negotiate between public and private rhetorical situations and purposes to achieve academic literacy. They will write multiple drafts using a recursive writing process as they work toward fluency in style and mechanics.

*Credit: 1 high school credit*

*Length: 1 year*

*Prerequisite: CCP Eligibility*

*This is a year-long course that will provide one full high school English credit. ENG1101 is also offered for three semester college credits through Sinclair Community College (SCC) for students who meet SCC's requirements.*

## English Elective Courses

The following courses are English elective courses. These courses do not count toward the four English credits required for graduation.

### Effective Public Speaking (English Elective)

ENPS

This course covers subject matter and experiences in speech. An introduction to public speaking is designed to assist students in communicating effectively in a variety of speaking situations. A wide spectrum of studies and activities will be taught. Effective Public Speaking will examine developing, organizing, revising, delivering, and analyzing public presentations through reading, writing, and presenting. This course is supportive of career technical courses and clubs requiring speeches.

*Credit: ½ credit*

*Length: semester*

*Prerequisite: none*

*Note: Recommended for seniors*

### Essay and Creative Writing

ENEW

Students will explore multiple genres of literature and create original works of fiction and creative non-fiction, including short stories, narratives, essays, poems, and drama. Focus will be on learning strategies for tapping into and exploring one's creative strengths, overcoming writer's block, developing one's own personal style, incorporating literary devices, and communicating effectively in a wide variety of circumstances. Students will have many opportunities to work independently and collaboratively.

*Credit: ½ credit*

*Length: semester*

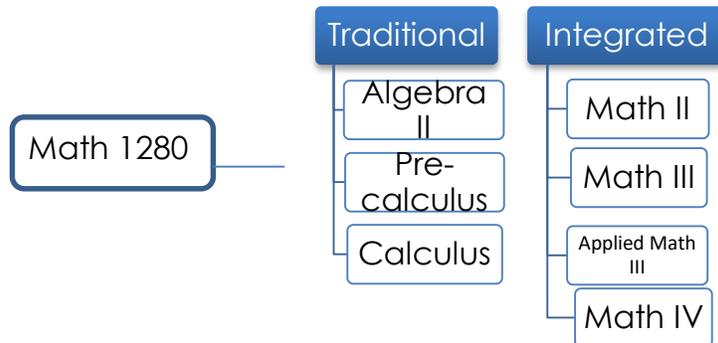
*Prerequisite: none*

*Note: Recommended for seniors*

## Mathematics Courses

Senate Bill 311 requires that all students take four (4) credits of high school mathematics and that all students progress through at least Algebra II or its equivalent.

### **GCCC Math Sequence and Course Descriptions**



#### Algebra II

MAA2 (MAA2A & MAA2B)

Concepts learned in Algebra I and Geometry are expanded in Algebra II by solving systems of equations with two or three variables. Students will continue to learn to solve and graph linear, polynomial, rational, logarithmic and exponential functions. Students will explore the properties and applications of trigonometry, similarity, statistics, and probability. Graphing calculators will be used extensively in this course and learning will be supplemented with the use of Carnegie Learning Cognitive Tutor throughout the Algebra II curriculum. Students will need a TI-84+ graphing calculator.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Algebra I and Geometry or Math III*

#### Pre-Calculus

MAPC (MAPCA & MAPCB)

In Pre-Calculus, student prepare for college level calculus by studying functions and their inverses, conic sections, logarithms, trigonometry and sequence and series. Graphing calculators will be used extensively. Students will need a TI-84+ graphing calculator.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Algebra II*

#### Calculus (Advanced Math)

MACA (MACAA & MACAB)

In Calculus, students will study functions, graphs, limits, derivatives and integrals and their applications. The course encourages the geometrics, numerical, analytical, and verbal expression of concepts, results, and problems. Appropriate technology, including manipulative devices, calculators, and application software, will be used regularly for instruction and learning. Students will explore calculus through a project-based learning environment where the concepts will be related to the applications outside of the classroom. Students will need a TI-84+ graphing calculator.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Pre-Calculus*

### Integrated Math III

MAI3 (MAI3A & MAI3B)

Integrated Math III incorporates concepts from Geometry and Algebra I in addition to preparing students with concepts in Algebra II. Students will focus on the applications of mathematical problem solving. Topics include number and quantity, equations and inequalities, linear functions, systems of equations, quadratic functions, right-triangle trigonometry, similarity and proportional relationships. Students will use Carnegie Learning Cognitive Tutor curriculum to supplement learning.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Algebra I and Geometry or IM II*

### Integrated Math II

MAI-2 (MAI2A & MAI2B)

The Math II course is designed to prepare students for success in college and/or career-technical study of mathematics. Students will learn to solve linear, quadratic, rational, and exponential functions as well as graph them. The basic tenets of trigonometry, similarity, circles, probability and its applications will be explored. Students will use Carnegie Learning Cognitive Tutor curriculum to supplement learning. Students will need a TI-84+ graphing calculator.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Algebra I or Math I*

### Applied Math III

MAAM3 (MAA2A & MAA2B)

Concepts learned in Algebra I and Geometry are expanded in Applied Math III by investigating more in-depth into polynomial and exponential functions. Students will continue to learn to solve and graph linear, polynomial, rational, logarithmic and exponential functions. Students will explore the properties and applications of trigonometry, similarity, statistics, and probability. Graphing calculators will be used extensively in this course and learning will be supplemented with the use of Carnegie Learning Cognitive Tutor throughout the Algebra II curriculum. Students will need a TI-84+ graphing calculator.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Algebra I and Geometry & Math II*

### Integrated Math IV

MAI4 (MAI4A & MAI4B)

Integrated Math IV extends the content from Integrated Math III and investigates more in-depth into polynomial and exponential functions. Students will learn further trigonometry and data analysis. Students will also develop their graphing skills. Students will use Carnegie Learning Cognitive Tutor curriculum to supplement learning.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Math III or Algebra II*

Students will learn algebraic expressions, coordinates and graphs, transformation and composition of functions, inverse functions, polynomial and rational functions, complex numbers, synthetic and long division, remainder and factor theorem, exponential and logarithmic functions, systems of equations.

*Credit: 1 credit*

*Length: 1 year*

Prerequisites: Passed Algebra 2 or Pre-Calculus with a C or better and Teacher Recommendation, in addition score of ACT Reading: 20 & ACT Math: 22 OR score on Accuplacer Reading 46, Arithmetic: 66 and Elementary Algebra: 100

*This yearlong course will provide one full high school math credit. MATH 1280 is also offered for four semester college credits through Clark State Community College for students who met CSCC's requirements.*

## **Science Courses:**

The Ohio Department of Education requires that all students take three (3) credits of high school science with one (1) physical science, one (1) life science, and one (1) advanced science.

### **Anatomy** (Advanced Life Science)

SCAM

Anatomy is a study of the structure and function of the human body. Laboratory experiences and text based activities provide student learning in the following topics: the major body systems; how the body systems work together to provide homeostasis; body functions in the healthy and diseased states; blood typing; muscle action; cranial nerve functioning; and bioethics.

### **Anatomy & Physiology** (Advanced Life Science)

SCAP

Students will learn the overall structures and functions of the human body and investigate common diseases. Students will engage in topics related to understanding the structure and function of the body. Basic organization of the body; biochemical composition; major body systems along with the impact of diseases on certain systems will be the focus.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Biology or Anatomy with a C or Better*

*Note: Required for Health Science Academy seniors, open to all students. Sinclair Community College Articulated credit in BIO1107 is available for those students who are on track for graduation.*

### **Biology II** (Advanced Life Science)

SCB2

This course builds upon the fundamentals and knowledge acquired from Biology I. The course differs significantly from a first year high school Biology course with respect to the textbook used, the range and depth of topics covered, the kind of laboratory work done by students, and the time and effort required by the students. Topics covered in this course will include the following: the chemistry of life, the cell, genetics, evolution, animal form and function, and microbiology.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: C or better in Biology or Life Science*

### **Material Science** (Advanced Physical Science)

SCMS

Student in this course will learn the importance of materials used in construction and industry. They will explore the properties of different materials such as metals, plastics glass, ceramics, wood, composites, fuels, and adhesives. Students will identify the characteristics, applications, and processes of various properties. They will also evaluate the testing of materials to understand limitations and properties of materials under stress.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Physical Science and Algebra I*

*Note: Recommended for juniors and seniors*

Chemistry (Advanced Physical Science)

SCCC

Chemistry is a laboratory-based course designed to help students gain knowledge of matter while developing problem solving, analysis, and critical thinking skills. Topics of study include safety, measurement, atomic structure, bonding theory, organization of the periodic table, chemical names and formulas, chemical reactions, acid and base theory, gas laws, properties of solutions, organic chemistry, etc. Students will apply mathematical skills throughout this course. Students will be expected to calculate mathematical equations and interpret data.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Physical Science and Algebra I*

*Note: Recommended for juniors and seniors*

Environmental Science (Advanced Life Science)

SCEN

Students in Environmental Science run the Greene County Career Center recycling program and educate the school community. First semester topics include ecology, water management, human population patterns, caves, and biomes. Students participate in field activities and project based learning at the Greene County Career Center pond and land lab. During second semester, students study global climate change, energy sources, water use, and pollution. Students conduct water quality tests, design a wastewater filter, select a model site for a wind-powered farm, and write environmental impact reports.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Biology*

*Note: Recommended for juniors and seniors*

Forensic Life (Advanced Life Science)

SCFL

Forensic science is the application of scientific principles and techniques that are admissible in a court of law and facilitate solving crimes. This course will emphasize logical thinking and problem solving skills as well as laboratory and investigative techniques. Specific topics of forensic life science include pathology, entomology, anthropology, odontology, blood and blood splatter analysis, DNA analysis, hair analysis, fingerprint analysis, and pollen/spore analysis.

*Credit: ½ credit*

*Length: semester*

*Prerequisite: Biology and Algebra I*

*Note: Recommended for Criminal Justice, open to all students. Sinclair Community College Articulated credit is available for students who take both Forensic Life and Forensic Physical and pass the Proficiency Exams with a 70% or better.*

Forensic Physical (Advanced Physical Science)

SCFP

Forensic science is the application of scientific principles and techniques that are admissible in a court of law and facilitate solving crimes. This course will emphasize logical thinking and problem solving skills as well as laboratory and investigative techniques. Specific topics of forensic physical science include document analysis, soil analysis, glass analysis, casts and impressions, tool marks, firearms and ballistics, fibers and textiles, drug identification and toxicology.

*Credit: ½ credit*

*Length: semester*

*Prerequisite: Physical and Algebra I*

*Note: Recommended for Criminal Justice, open to all students. Sinclair Community College Articulated credit is for students who take both Forensic Life and Forensic Physical and pass the Proficiency Exams with a 70% or better.*

Physics: Algebra-Based (Advanced Physical Science)

SCPH

Physics is the study of matter and energy, how they interact, and the mathematical relationships between them. Specific topics include Kinematics- the study of the motion of objects in one-dimensional and two-dimensional spaces (including vectors), Newton's Laws of Motion, Conservation of Energy, Conservation of Momentum, Rotational Kinematics, heat, waves, sound, optics, electricity, and magnetism. Inquiry based laboratory experiments are used to build the problem solving ability of students. Mathematical skills are strengthened through the application of math in physics. Physics is strongly recommended for any student interested in college and it is critical for those seeking to further their science or engineering study.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Physical Science and Algebra I*

*Note: Recommended for juniors or seniors who have taken or are currently taking Algebra II or its equivalent.*

## Social Studies Courses

The Ohio Department of Education requires that all students take three (3) credits of social studies including government and financial literacy.

### American Government

SSGV

How the American people govern themselves at national, state and local levels of government is the basis for this yearlong course. Students can impact issues addressed by local governments through service learning and senior projects by taking electives offered by the Social Studies department after completion of this course. Financial Literacy Standards are infused in this course. This offering focuses on current issues to explore the foundations of government. This course covers all areas of political theory, foreign policy and political history. A segment of the course includes financial literacy.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: none*

*Note: Recommended for juniors*

*Government is a graduation requirement for all students. Students are required to take a state created end of course exam for this course.*

### Advanced Placement U.S. Government and Politics

SSGP

AP U.S. Government and Politics provides a college-level, nonpartisan introduction to key political concepts, ideas, institutions, policies, interactions, roles, and behaviors that characterize the constitutional system and political culture of the United States. Students will study U.S. foundational documents, Supreme Court decisions, and other texts and visuals to gain an understanding of the relationships and interactions among political institutions, processes, and behaviors. They will also engage in disciplinary practices that require them to read and interpret data, make comparisons and applications, and develop evidence-based arguments. In addition, they will complete a political science research or applied civics project.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: none*

*Note: Recommended for juniors*

*Government is a graduation requirement for all students. Students are required to take a state created end of course exam for this course.*

### American History through Aviation

SSAV

In 1909 the Wright Brothers declared the airplane “obsolete.” They may have been correct if not for the technological advancements that followed their lead. In this course students explore the airplane’s global historical impact on the first half of the 20th century. The topics of study include the Wright Brothers, World War I, The Golden Age, and World War II. Students experience hands on activities that include participating in a virtual “Dog Fight,” paying a visit to the Air Force Museum, and creating an aircraft model and completing a presentation project on the model.

*Credit: ½ credit*

*Length: semester*

*Prerequisite: none*

*Note: Recommended for seniors*

## Impact of Technology

SSIT

This course is a study of the relationship between technology and society from the Industrial Revolution to the present day. Emphasis is placed on the political, economic, and social impact of the Industrial Revolution, Einstein, the airplane, the atomic bomb, the space program, geospatial technology, and personal computing with an examination of the socially transformative impact of these topics

*Credit: ½ credit*

*Length: semester*

*Prerequisite: none*

*Note: Recommended for seniors*

## Current Issues

SSCI

Exploring the theme, "History repeats itself: this course focuses on the discussion of current events in relation to past events. For example, students will explore the commonalities and differences between the war in Iraq and previous wars, and explore the current global economic downturn with previous recessions. Instruction in this course will utilize videos, video-conferencing, and internet research.

*Credit: ½ credit*

*Length: semester*

*Prerequisite: none*

*Note: Recommended for seniors*

## Psychology

SSPS

Students will study and explore the behavior and mental development of human beings. In their study of psychology, students will be introduced to the stages of human development, cognitive functions, personality, abnormal behavior, as well as learning and memory. Student should be prepared to analyze case studies and engage in critical thinking about the various topics associated with the course.

*Credit: ½ credit*

*Length: semester*

*Prerequisite: none*

*Note: Recommended for seniors*

## Introduction to Psychology – PSY1111 – College Credit Plus

SSPS-CCP

Introduction to fundamental principles and practices of psychology, including history, methods, biology of behavior, consciousness, perception, learning, thinking, intelligence, language, memory, social and organizational behavior, development, personality, psychopathology, and treatment.

*Credit: 1 credit*

*Length: semester*

*Prerequisites: Score of 21 on the ACT Reading; Score of 25 or 450 on SAT or Score of 60 on the Accuplacer. Score of 18 on ACT Writing; Score of 25 or 430 on SAT or a 5 on the Accuplacer.*

*PSY1111 is an online college course offered at the Career Center and facilitated with a high school social studies instructor to provide support and assistance to students. This semester course will provide ½ credit of elective high school social studies credit and three semester college credits through Clark State Community College for students who meet CSCC's requirements.*

Analysis of social theory, methodology, and principles to provide a framework to study culture, socialization, stratification, and deviance. Comparative analysis of sociologically relevant diverse worldviews: examining political, spiritual, and social systems and economic and cultural traditions.

Students will learn algebraic expressions, coordinates and graphs, transformation and composition of functions, inverse functions, polynomial and rational functions, complex numbers, synthetic and long division, remainder and factor theorem, exponential and logarithmic functions, systems of equations.

*Credit: 1 credit*

*Length: semester*

*Prerequisites: Score of 21 on the ACT Reading; Score of 25 or 450 on SAT or Score of 60 on the Accuplacer. Score of 18 on ACT Writing; Score of 25 or 430 on SAT or a 5 on the Accuplacer.*

*SOC1110 is an online college course offered at the Career Center and facilitated with a high school social studies instructor to provide support and assistance to students. This semester course will provide ½ credit of elective high school social studies credit and three semester college credits through Clark State Community College for students who meet CSCC's requirements.*

Global Information Systems

GEO 1000

Geographic Information Systems (GIS), their capabilities, uses, and limitations. Basic cartographic concepts including manipulation, analysis, and graphic representation of spatial information. Emphasis on technology of map design principles with GIS and desktop mapping programs. This program is intended for those who work with drones (UAS) and autonomous vehicles but is open to any interested student.

*Credit: 1 credit*

*Length: Semester*

*Prerequisite: None*

*Note: Clark State Articulated credit is for students who pass the Proficiency Exams with a 70% or better.*

## Elective Courses- Traditional Classroom

### Computer Applications (Business Elective)

BACA

Students will learn the fundamental concepts and applications Word, Excel and PowerPoint. Entry-level experience with computers and Microsoft Windows is helpful. Students will use personal computer word processing software to produce correctly formatted letters and memos, research papers, and other business documents. Students will explore spreadsheet applications using entry-level formulas and functions. Students will learn basic presentation applications emphasizing presentation, creation, and enhancement.

*Credit: ½ credit*

*Length: semester*

*Prerequisite: none*

*Note: Recommended for seniors*

### Introduction to Software Applications (Business Elective)

BIS

Use word processing, spreadsheet, database and presentation software applications to create reports, spreadsheets, databases and presentations for business and other applications.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: None*

*Note: Recommended for seniors*

*This yearlong course will provide one full high school business elective credit. BIS1120 is also offered for three semester college credits through Sinclair Community College for students who successfully complete the course and pass Sinclair's proficiency exam.*

### Global Leadership Project (Social Studies Elective)

GLP

Cellphones, social networking sites and online banking sites have made it possible for people from anywhere in the world to market and sell their products to anyone else in the world. However, it is not enough to just make your product available. Those who win at the game of international competition do so because they have an advantage... They understand not only their rival but their rival's customers better than they do. In The Global Leadership Project students examine how companies and governments are using cultural understanding to expand their influence in a growing global society.

*Credit: ½ credit*

*Length: semester*

*Prerequisite: none*

*Note: This class does not meet during the regular school day. Class is Tuesday and Thursday from 2:20-3:20 PM and two Saturday classes. There is a five-day field trip to businesses in Ohio. Students must apply to the class and will be interviewed and selected to participate.*

## Elective Courses- Online Format

Foreign Language (Foreign Language Credit)

FLOL

Using the Rosetta Stone language-learning software, students will be enrolled in an online foreign language course. Students will be scheduled into the computer lab to work on their coursework and to interact with the teacher assigned to the course. Students can complete the coursework outside of the regular school day. Typically, students are enrolled for the full school year.

*Credit: 1 credit*

*Length: 1 year*

*Prerequisite: Varies with level*

*Note: Languages available include:*

*French- Year one through Advanced Placement*

*German- Year one through four*

*Spanish- Year one through Advanced Placement*

*Please specify which language and level when scheduling with the guidance counselor. Also, please note there may be a fee for textbooks and materials through the course provider.*