

# **BUNKER HILL HIGH SCHOOL**

## **COURSE DESCRIPTIONS**

### **LANGUAGE ARTS**

#### **ENGLISH I**

#### **Grade 9**

The first semester of English I is an intensive study of grammar, including parts of speech, sentences, composition, spelling, and vocabulary. The second semester of English I focuses on literature in a survey of genres--short story, drama, poetry, essay, speeches, novel, and biography. Literary terms and vocabulary will be studied in the selected works. Research techniques are covered and applied in a brief research report. An Accelerated Reading Program will be utilized, and writing assignments will be based upon the material read for class in both semesters. **This course is required of all freshmen.**

#### **COLLEGE PREP ENGLISH II**

#### **Grade 10**

CP English II is a college preparatory English course that places special emphasis on sentence structure, composition and literature, providing students with multiple opportunities to engage in a variety of reading, writing, viewing, speaking and research tasks. The principles of English grammar and structure will be applied to improve writing skills and adjust speech usage. Throughout this course, special emphasis will be placed on writing of all kinds. Students will write all modes, beginning with a simple recording of personal experience. They will practice writing description, use comparison and contrast form, and, finally, will use analytical interpretive style to enhance the skills necessary for a research paper. Vocabulary development and spelling skills are included as integral parts of the course. Often, writing assignments will be based on ideas gained through the readings.

**Prerequisite: "C" or above in English with teacher recommendation**

#### **ENGLISH II**

#### **Grade 10**

The principles of English grammar and structure will be applied to improve writing skills and adjust speech usage. Throughout this course, special emphasis will be placed on writing of all kinds. Students will write in all modes, beginning with a simple recording of personal experience. They will practice writing description, use comparison and contrast form, and finally, will use analytical, interpretative style to enhance the skills needed for a research paper. Vocabulary development and spelling skills are included as integral parts of the course. A general scope of literature is offered including units on the short story, drama, poetry, the essay, and the novel. Often, writing assignments will be based on ideas gained through the readings.

#### **COLLEGE PREP ENGLISH III**

#### **Grade 11**

**This course is the next step in the intensive college preparatory English program.**

The first semester includes a concentrated study of American writers and writings – including poetry, drama, essays, and the novel – representing virtually the entire history of the United States from the discovery of the new land to present day. The second semester includes intensive work in grammar, sentence structure and writing skills to prepare and polish student skills for the ACT and PSAE exams. Students will write a number of essays in various modes and for various purposes, including a research paper.

This course will examine American literature from an historical perspective as well as from a literary one. Work includes essays and a variety of writing genres. Integrated within the study will be the reading of novels, approximately one novel per quarter plus the Accelerated Reading Program requirements.

**Prerequisite: CP English II or "C" or above in Eng. II with teacher recommendation**

#### **ENGLISH III**

#### **Grade 11**

This course includes a concentrated study of American writers and writings--including poetry, drama, essays, and the novel--representing virtually the entire history of the United States from the discovery of the new land to present day.

This course is unique in that it examines American literature from an historical perspective as well as from a literary one. First semester is COMPOSITION 1 entailing the study of grammar, usage, sentence structure and an intensive application of writing skills. Students will compile essays for a variety of purposes to improve writing and research skills. Second semester consists of the study of American literature. Work (aside from the normal curriculum) includes team teaching, essays, newspaper work, and a variety of writing genres. Integrated within the study will be the reading of novels, approximately one novel per quarter plus the Accelerated Reading Program.

**SPEECH****Grade 10, 11, 12**

This one-semester speech class is designed to teach effective communication as it pertains to the individual speakers and listeners. The first nine weeks is interpersonal communications, and the second nine weeks is public speaking. Students will develop effective verbal and nonverbal skills through textbook information, lectures, group/class discussions, plus formal and informal speeches. Grades will be based upon class participation, tests, homework, speeches, and activities. **Required class, recommended for Sophomores**

**BUSINESS ENGLISH (B430)****Grade 11, 12**

Designed for students who (1) will be employed in business following high school graduation and/or (2) will continue their education in a business. Major emphasis is placed on grammar and letter/report writing. **Recommended for Juniors and Seniors.**

**ADVANCED COMMUNICATION****Grade 11, 12**

This semester speech course is designed to further enhance the comprehension of effective communication as it pertains to the individual in home, school, and/or work situations. Students will develop effective communication skills through speeches, interviews, resume work, group discussion, and other activities.

**COLLEGE PREP ENGLISH IV****Grade 12**

One semester the class concentrates on integrating the study of British literature with the study of composition. Students will write three to four 2-3 page analytical essays on a particular aspect of a literary work. In addition, students are required to write a 8-10 page poetry explication paper following the MLA format.

One semester the emphasis is on an advanced study of grammar, usage, and composition through the writing of several essays and one research paper. For now, the course matches the curriculum followed by ENGL 131 and 132 at Lewis and Clark Community College. Eventually this course could follow a syllabus consistent with the recommendations of the AP program. Demanding and challenging course requirements reflect college level content and standards.

**PREREQUISITE: CP ENGLISH III; CUMMULATIVE GRADE ABOVE "C," or teacher recommendation.**

**CONTEMPORARY LITERATURE****Grade 11, 12**

This one-semester course deals with the study of contemporary literature, starting with the 20<sup>th</sup> century to current authors. Students will examine the elements of the short story and novel, along with interpretation of each, and what makes a piece of literature a timeless classic. Class study will consist of group work, team teaching, outside reading, class novels, and writing. Along with assigned work, students will be required to create an original short story and various types of writing genres, including movie reviews. **Recommended for Juniors or Seniors.**

**MYTHOLOGY****Grade 11, 12**

This one-semester course will focus primarily on the study of Greek and Roman mythology, plus additional cultural mythologies relevant to the study of history and literature. This course is available for college credit through LCCC (LITT 136—3 credits) **Recommended for Juniors or Seniors.**

**CREATIVE WRITING****Grade 11, 12**

This semester- long course will involve a study of various types of prose and poetry and practice writing in a variety of forms and styles.

**Prerequisite – Junior or Senior, with a grade of "C" or above in the previous year's English course.**

**ENHANCED READING****Grade 9**

This one semester course is for freshmen students reading two or more years below grade level at the end of eighth grade. Enrollment is mandatory. Participation in grades 10 – 12 is voluntary. This class concentrates on developing good reading and writing skills necessary to succeed in all English classes.

## MATHEMATICS

### **PRE ALGEBRA**

**Grade 9**

Course, which covers all of the operations, learned in grade school math and then introduces algebra at a slower pace.

### **Algebra 1A**

**Grade 9, 10**

This is a one-year course designed to cover the basic principles of algebra. It is helpful for 8<sup>th</sup> grade students who struggled in math and who may not yet be ready to handle the math operations of regular algebra. Topics include equations, graphs, exponents and inequalities. This course meets the algebra graduation requirement only when combined with high school credit in pre algebra. *(If taken as a 9<sup>th</sup> grader, the next class in the sequence is Algebra I.)*

### **ALGEBRA I**

**Grade 9, 10, 11**

This is a one-year course designed to cover the principles of algebra. Topics include equations, graphs, exponents, and inequalities.

**This course is a requirement for graduation.**

### **GEOMETRY CONCEPTS**

**Grade 10, 11, 12**

This is a yearlong course. Unlike traditional geometry courses, the construction of proofs will be at a minimum. Students will study the language and logic of geometry, triangles and properties of triangles, quadrilaterals, right triangle trigonometry, circles, area, volume and coordinate geometry.

**Prerequisite: Algebra I or passing grades in pre-algebra and Algebra 1A**

**This course, or Geometry, is a requirement for graduation.**

### **GEOMETRY**

**Grade 9, 10, 11, 12**

This course is a yearlong study of the language and logic of geometry. Topics that are studied include properties of triangles, quadrilaterals, right triangle trigonometry, and circles along with area, volume and coordinate geometry. Students will relate logic, theorems, postulates and definitions to construct two column proofs. Previously learned algebra skills will be used to problem solve. Students will be familiar with geometry terms and formulas.

**Prerequisite: Algebra I**

**This course, or Geometry Concepts, is a requirement for graduation.**

### **ALGEBRA II**

**Grade 10, 11, 12**

In this class, review in the topics of Algebra I is provided while middle-level / advanced algebra skills are introduced and practiced. Emphasis is given to systems of linear equations, quadratic equations, and polynomial functions.

**Prerequisite: Geometry or permission of teacher. Sophomores, juniors, and seniors who wish to enroll in this course and take Geometry at the same time may do so if they have demonstrated strength in mathematics AND obtain permission from both math teachers.**

### **TRIG/PRE-CALCULUS**

**Grade 11, 12**

Advanced mathematics will be studied, and students will be introduced to new topics in the area of trigonometry, logarithmic algebra, and equations / graphs involving trigonometric functions. Curve sketching, conic sections, polar coordinates and combinatorics are also discussed. The goal is to acquire a mastery of algebraic skills and prepare for calculus topics

**Prerequisite: Algebra II with a C or better.**

### **CALCULUS**

**Grade 12**

The concepts of calculus including limits, derivatives, integrals, and their applications are the general focus. This course is designed to cover those topics in a first semester college calculus class. Students will be prepared to enroll in a second semester of college calculus, or they will be prepared for successful completion of first semester calculus on a college campus. Students are introduced to the standard concepts and language needed for college mathematics courses. Intermediate algebra, analytic geometry, and trigonometry are integrated. **Prerequisite: Trig/Pre-Calculus with a C or better**

### **BUSINESS MATH (B430)**

**Grade 12**

The student reviews the elementary principles of addition, subtraction, multiplication, division, percentages, fractions, and solving for unknowns with a special emphasis on word problems in work-related situations. Students do cash receipts, cash payments, budgeting, money management, gross pay, benefits, interest calculations, investing, taxes, and insurance. Includes review of fractions and percentages and taxes, loans and interest. **Recommended for Seniors.**

### **PROBLEM SOLVING STRATEGIES**

**Grade 12**

This course focuses on developing creative thinking and problem solving skills. Students will solve challenging, recreational math problems using a variety of problem solving techniques. Students will be required to communicate both verbally and in written form solutions and the problem solving strategies. Evaluation includes class participation, project write-ups, homework, quizzes, and tests.

**Prerequisite: Algebra 1 and Geometry**

## **SCIENCE**

### **BASIC GENERAL SCIENCE**

**This course is ONLY for Resource students.** A general overview of physical and earth science, its resulting technology, and its relationship to modern life. Its purpose is to give students a basic understanding of common scientific knowledge.

**LIFE SCIENCE This course is ONLY for Resource students.** A general overview of life processes, structures, and characteristics of unicellular organisms, plants and animals. Also included is a study of the human body systems, basic genetics, and ecology.

### **CHEMICAL/PHYSICAL SCIENCE**

**Grade 10, 11, 12**

This course offers students the opportunity to learn about the physical world around them through hands-on activities. The concepts are linked to life experiences, as well as world events that pertain to physical science principles. The areas of study include atoms, the periodic table, compounds, classification of matter, Earth's composition, space science, Earth events, force, motion, work, power and waves. Research projects will be a part of the course work. Previous or concurrent enrollment in Algebra I strongly recommended. **Recommended for Sophomores.**

### **BIOLOGY**

**Grade 9, 10, 11, 12**

This course provides the students with a basic understanding of general biology topics. These topics include the following: biological themes and processes; cell structures and functions; plus, history, evolution, classification, animal systems, genetics, biodiversity, and plants. This is a lab-oriented course, which provides students with an opportunity to learn basic laboratory procedures and dissection skills; this course is accepted as a college-entrance requirement. **Recommended for Freshmen or Sophomores**

### **GENETICS**

**Grade 10, 11, 12**

Genetics is the study of the science of heredity. It is a one-semester course that will cover the molecular nature of the genetic material, how genes control metabolism and development, and the distribution and behavior of genes in populations. Students will use technology and learn more advanced lab skills. **Prerequisite: Biology with a 'C' or better**

### **ECOLOGY**

**Grade 10, 11, 12**

Ecology is the study of relationships between organisms and the environment. It will include the study of biomes, cycles in nature, symbiotic relationships, population dynamics, effects of pollution and environmental management. This class will incorporate technology, labs and fieldwork. Basic lab skills & fieldwork techniques will be taught. **Prerequisite: Biology with a 'C' or better.**

### **HUMAN PHYSIOLOGY & ANATOMY**

**Grade 11, 12**

This one-year course is the study of the structure of the human body and how it performs vital functions. We will cover cellular functions more extensively. Each body system (nervous, muscular, skeletal, digestive, excretory, respiratory, reproductive, immune, and endocrine) will be studied. Students will dissect organs and a mammal. The class includes labs and the use of biotechnology. Concepts learned in Biology and Genetics are applied to the human body. **Prerequisite: Biology and Genetics or consent of the instructor.**

## **CHEMISTRY I**

**Grade 11, 12**

An introductory course in inorganic chemistry including classification of matter, atomic structure, types of chemical reactions, writing of chemical equations, stoichiometry (chemical arithmetic), acids, bases and salts, plus concentrations of solutions.

**Prerequisite: Algebra I, Junior Level or Teacher Recommendation.**

## **PHYSICS**

**Grade 11, 12**

The study of the fundamentals of matter and energy and the interactions between the two. Concepts are developed with applications from everyday experiences. Topics include motion, forces, energy, work, power, sound, and light. Research projects play a significant role in curriculum, including projects on force, momentum, and energy. Full participation with hands-on activities is expected. **PREREQUISITE:**

**Trig/PreCalculus or Teacher Recommendation**

## **SOCIAL STUDIES**

### **GEOGRAPHY**

**Grade 9, 10**

This one-year course is designed for students to expand their understanding of cultural and physical geography and their relation to one another, political and government systems, global economics, and human behavior. Students will explore the different regions of the world and gain an understanding of differences in cultural norms, religion, immigration patterns and historical background. Students will develop maps, charts, graphs, and projects, which reinforce geographical skills and concepts. **This class is recommended for freshmen students.**

### **WORLD HISTORY**

**Grade 10, 11, 12**

This is a yearlong course that provides students with a broad range of background historical knowledge. Some of the interesting topics covered will be describing key schools of thought among various world religions, early civilizations/empires, global unrest, change, and revolution. This class is a basis for an overall understanding of different world cultures. **Recommended for Sophomores.**

### **GOVERNMENT**

**Grade 11, 12**

Comparative analysis of various forms of government and their philosophies, continuing with an in-depth study of the foundation, structure and philosophy of American government; the analysis of the three branches of government, history and functions of political parties, and the development of federalism, with particular interest on presidential policies and administrations that influenced and shaped the development of federalism. Course will also include an investigation of media impact, campaign and election procedures and the question of civil rights and liberties. Students will be required to either write their own political philosophies or set up their own government, complete with a constitution and political philosophy. This course also includes writing a research paper on a political philosophy that influenced the democratic ideals as set down in the Constitution. This course may be taken for college credit through LCCC (POLS 131 - 3 credits). **Recommended for Seniors or Juniors with Consent of Instructor**

### **HOLOCAUST**

**Grade 11, 12**

This one-semester class will cover Pre-World War II, National Socialism, racism, plus the events and ideology leading to and through the Holocaust. Students will examine the historical, literary, and psychological effects of the Holocaust.

**Pre-requisite: World History**

### **ILLINOIS HISTORY**

**Grade 11, 12**

This course is ideal for those students wanting to learn more about Alocal@ occurrences. Discovery, exploration, settlement and development of Illinois from past to present are all covered. Students will be involved in a wide variety of activities: reading, oral reports, illustrations, map reading, lecture, and discussion. This is a one-semester course that will follow US History II.

## **PSYCHOLOGY**

**Grade 11, 12**

This course gives an overview of the basic theories and principles of behavior and mental processes. This will include psychology as a science, physiology and behavior, states of consciousness, emotion and motivation; heredity and experience; perception and personality dynamics, social aspects, and learning and memory. Students will be involved in activities such as reading, oral reports, lecture, discussions, and research papers. This is a one-semester course.

## **US HISTORY**

**Grade 11, 12**

This yearlong course reflects upon the people, events and time periods that shaped and changed life in the United States. Immigration, settlement, politics, war, peace, technology and economics are covered through World War II. Students will also identify relationships that the federal government establishes with other nations. Included in this course are the constitutions of the United States and Illinois, the Declaration of Independence, respect of the flag. **This class is required of all junior students.**

## **US HISTORY II**

**Grade 11, 12**

This is a one-semester class offered as an extension of US History. The focus will be placed on the post-World War II era to the present. Learning includes analyzing historical trends of US foreign policy, evaluating contemporary events and demonstrating comprehensive knowledge. **Juniors or Seniors only.**

## **WESTERN CIVILIZATION I**

**Grade 11, 12**

This semester course explores the emergence of leading political, economic, social and cultural institutions that characterize Western Civilization beginning with the emergence of Greek civilization through 18th century Europe. This course is designed to aid the student in understanding the modern world in which she/he lives. Students will be able to identify the various influences and events, as well as the significance of these events and influences on the modern world. In addition, students will utilize and develop an awareness of the history of Western Europe as a means of reflecting and evaluating the human experience. Research paper is required. This course may be taken for college credit through LCCC (POLS 131 - 3 credits). **Recommended for Seniors.**

## **WESTERN CIVILIZATION II**

**Grade 11, 12**

A semester course, which follows the same course description and objectives as World Civilization I, but begins with 18th century Europe through the emerging modern world following World War II. This course may be taken for college credit through LCCC (POLS 132 - 3 credits). **Recommended for Seniors.**

## **CURRENT EVENTS**

This course is designed to give students the opportunity to study, research, analyze, and discuss major issues that are affecting their lives today. Students will increase their awareness levels on local, state, national, and international issues by exploring and utilizing newspapers, news magazines, television, and radio as text material.

## **FINE ARTS**

### **FOREIGN LANGUAGE**

#### **SPANISH I**

**Grade 9,10, 11**

A one-year course designed to guide students toward functional communicative proficiency while developing a general insight into how languages work. Students will develop the ability to speak Spanish, learn about the personal and cultural experiences of young people from Spanish-speaking countries and explore career opportunities offered to speakers of Spanish.

#### **SPANISH II**

**Grade 10, 11, 12**

A one-year course offering a continuation of Spanish I.

**Prerequisite: A AC@ or above earned in Spanish I.**

### **SPANISH III**

**Grade 11, 12**

A one-year course offering a continuation of Spanish II, including study of Spanish literature. **Prerequisite: A "C" or above earned in Spanish II.**

### **Spanish IV**

**Grade 12**

A one-year course offering a continuation of Spanish III.

**Prerequisite: A "C" or above earned in Spanish III.**

### **BAND**

**Grade 9, 10, 11, 12**

To give students an opportunity to perform band literature of all types and to further their enjoyment of music. **Attendance at all performances is required. All members of the band are members of the Pep Band. Attendance at all home games is required.**

### **CHORUS**

**Grade 9, 10, 11, 12**

This is primarily a performance class. Grades are based on class participation and attendance. **Attendance at all performances is required.** It does include written work and tests. The focus of the written work in the fall semester is music theory; in the spring semester it is music appreciation.

**Registrations are by audition or consent of the instructor.**

## **AG SCIENCE**

### **INTRODUCTON TO AG. SCIENCE A100**

**Grade 9, 10, 11, 12**

This orientation course provides the opportunity for students to learn how the agricultural industry is organized; its major components; the economic influence of agriculture at state, national and international levels; and the scope and types of job opportunities in the agricultural field. Basic concepts in animal science, plant science, soil science, horticulture, natural resources, agribusiness management, agricultural biotechnology, food science technology and environmental science will be presented. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

**Prerequisite: Open to any freshman or sophomore. Juniors and seniors may enroll with approval from the instructor.**

### **BASIC AGRICULTURAL MECHANICS A308**

**Grade 9, 10, 11, 12**

In this course, theory and hands-on experiences provide opportunities for students to develop basic knowledge and skills in agricultural mechanics. Instructional areas include the basic electricity, welding, construction, cold metal work, and operating agricultural equipment safely. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

**Prerequisite: Open to any freshman or sophomore. Juniors and seniors may enroll with approval from the instructor.**

### **AGRICULTURAL CONSTRUCTION AND TECHNOLOGY**

**Grade 11, 12**

This advanced course focuses on the knowledge, hands-on skills, and work place skills applicable to construction in the agricultural industry. Major units of instruction include: personal safety, hand tools, power tools, blue print reading, surveying, construction skills in carpentry, plumbing, electricity, concrete, block laying, drywall and painting. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

**Prerequisite: Open to any junior or senior who has completed Basic Ag Mechanics.**

**HORTICULTURE SCIENCE A206****Grade 10, 11, 12**

This class is designed to give students a basic understanding of the horticultural industry. Students will engage in learning activities in the classroom, the greenhouse, and landscaped areas surrounding the building. Students will be introduced to plant types, physiology, reproduction, care and maintenance. Greenhouse management, marketing horticultural products will also be studied. Students will be involved in the planting, raising, marketing, and selling of flowers and vegetable plants. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

**Prerequisite: Open to any sophomore, junior, or senior who has successfully completed Introduction to Agriculture or has consent from the instructor.**

**PRE-VETERINARY STUDIES****Grade 10, 11, 12**

This class is designed to introduce students to the breeds, characteristics, care, nutrition and health problems related to both small and large animals. Topics studied the first semester include introduction to small animals, marketing small animals, animal rights and welfare, careers related to small animals, nutrition and digestion in small animals, dogs, cats, rabbits, and equine. Topics studied the second semester will include introduction of breeds, nutrition, health, and marketing of beef, dairy, swine, sheep, and equine. Participation in FFA student organization activities and Supervised Agricultural Experience (SAE) projects is an integral course component for leadership development, career exploration and reinforcement of academic concepts.

**Prerequisite: Open to any sophomore, junior, or senior who has successfully completed Introduction to Agriculture or has consent of the instructor.**

**AGRIBUSINESS MANAGEMENT****Grade 11, 12**

This is a training level course that will help the students' understanding of the agricultural industry relating to the United States and World marketplace. Instructional units include: marketing and trading of agricultural products, international agriculture, imports and exports, agricultural law, taxes, governmental regulations and policies, and advanced computerized record keeping. Employment skills will be developed with resume writing and interviewing techniques to gain employment.

**Prerequisite: Open to any junior or senior who has completed Basic Ag Mechanics.**

**BUSINESS EDUCATION****ACCOUNTING I (B310)****Grade 10, 11, 12**

A study of the elements of accounting. They are (1) analyzing business transactions, (2) using accounts, (3) journalizing and posting transactions, (4) preparing financial statements, (5) closing the ledger, and (6) banking activities. These are followed by a diversification into the special journals and procedures. The student is allowed to apply her/his knowledge of accounting by becoming, for class purposes, an employee of a fictitious company through the use of two projects.

This is a two-semester skill level course that covers accounting processes necessary to all students interested in pursuing a career in any facet of business including; finance, accounting, economics, marketing, and management. This course contains learning experiences geared to developing basic accounting terminology and skills, as well as, using initial training/knowledge to further organize, compute, classify, record, verify, and maintain financial data. Instruction includes information on developing financial records, organizing and computing financial data, and proper analysis of data and records to provide management with the insight to make intelligent and analytical business decisions. The second semester will include an overview of career opportunities within this field, and instruction on topics of payroll, benefits, and taxes. Students will be involved in activities that simulate actual business accounting and bookkeeping.

Any sophomore, Junior, or Senior who has successfully completed Business Tech and Algebra I.

**Prerequisite: Any senior; juniors in the upper 50% of their class; or any sophomores in the upper 25% of class.**

**BUSINESS & TECHNICAL CONCEPTS I & II (B100/101)****Grade 9, 10, 11, 12**

This orientation course introduces students to fundamental business concepts and our economic environment. B101 then expands further into the American economy and business sector. Instruction includes basic business terminology, money and banking, credit, insurance, savings and management, communications, government, labor and business. Students will be introduced to career opportunities available in fields including Accounting, Management, Marketing, Finance, and Economics. In addition, instruction includes honing of social skills including negotiation, conflict resolution, communication, moral and ethical decision-making, personal development, and the importance of becoming a responsible, proactive member of American society. This course meets the state requirements for consumer education.

### **COMPUTER CONCEPTS & APPS. I(B210)**

**Grade 9, 10, 11, 12**

(Computer Concepts) Acquaints students with, and trains them in the use of, business computer packages, including word processing, database management, spreadsheet, presentation software, and Internet access methods. **This is a one-semester class open to any student and is required for graduation.** This course may be taken for college credit through LCCC (OTEC 026 - 3 credits).

### **ADVANCED COMPUTER CONCEPTS AND SOFTWARE(B470) Grade 11, 12**

(Desktop Publishing) A one-semester class dealing in the fundamentals of page layout and design plus typography. Students will create documents such as stationery, newsletters, multi-page booklets, manuals, brochures, advertisements, business forms, etc. This course may be taken for college credit through LCCC (OTEC 115 - 1 credit).

**Prerequisite: Keyboard/Type/Format I & Adv. Keyboard/Type/Format**

**ENTREPRENEURSHIP (B353)** -- Developed to help students understand what it is like to be an entrepreneur, a person who attempts to earn a profit by taking the risk of operating a business enterprise. The material provided in the text-workbook focuses on entrepreneurship, which is the act or process of getting into and managing your own business enterprise. Specifically, it is designed to (1) introduce students to the concept of entrepreneurship (2) present entrepreneurship as a career path that is worthy of consideration and (3) provide students with a realistic framework for starting their own businesses. This one-semester class that is recommended for juniors and seniors.

**Prerequisite: Business & Technical Concepts I & II and preferably Marketing or Accounting.**

**HTML** -- This course spends one full semester on web page design using HTML language. Students will learn to create web pages using HTML codes and then move to Java.

This course can be taken for college credit through LCCC (WEB 130 – 1 credit).

**Prerequisite: Keyboarding & Computer Concepts/Apps I, and a 'C' or better in Algebra.**

**OFFICE INFORMATION PROCESSING (B320)** -- A one-semester class that covers the basic features and applications of spreadsheets (Excel) and databases (Access). This course may be taken for college credit through LCCC (OTEC 112 and OTEC 113 - 2 credits).

**Prerequisite: Keyboard/Type/Format I and Computer Concepts/Apps. I**

**KEYBOARDING/TYPER/FORMAT I (B105)** -- (Keyboarding) Learn the keyboard by daily practice in class; learn basic techniques of typewriting such as keyboard problems, proofreading, etc. This course is open only to students who have not passed keyboarding prior to enrollment at BHHS.

This course may be taken for college credit through LCCC (OTEC 119 - 1 credit).

**MARKETING (B350/351)** Students are introduced to the process of product development, methods of pricing, means of distribution, the principles of advertising, promotion and selling, and the methods and concerns of business management (risk management, financing, and organizational processes). Basic concepts that cover the essentials of economics, business, marketing, and human resources are introduced and applied in marketing. In addition, students become familiar with the job of marketing professionals and career opportunities available within the field.

**Prerequisite: Business & Technical Concepts I & II**

**MULTIMEDIA** - This class prepares students to use business-standard software applications to complete projects and solve problems. The applications include desktop publishing, digital photography, image manipulation, mapping, and animation.

**Prerequisite: Keyboard/Type/Format I and Computer Concepts/Apps I**

**CAREER AWARENESS** -- This course is designed to help students learn about the career selection process. It is also designed to teach them how to get a job by actually going through the various steps of the job search: interviewing for

information, writing letters of inquiry and application, filling out the application form, constructing a resume packet, and going on a personal interview. It also exposes them to an array of occupations. This course may be taken for college credit through LCCC (PSY 130 - 3 credits). **Recommended for Juniors or Seniors**

**PRESENTATION GRAPHICS (B210)** -- This course will spend one quarter on the application of presentation graphics using the program PowerPoint. Students will learn to make easy to complex graphic presentations. The second quarter will be spent on Adobe PhotoShop. Students learn the techniques of optimizing graphic files, creating backgrounds, inline and button graphics, and GIF animations. This course may be taken for college credit through LCCC (OTEC 114 - 1 CREDIT and WEB 145 - 1 CREDIT). **Prerequisite: Keyboarding, Computer Concepts/Apps. I**

**KEYBOARDING/FORMAT(B106)** -- (Word Processing) **I** A one-semester class that covers basic editing, report and letter formatting. Students will use at least two different word processing programs (Word Perfect 6.1 and Word 7.0). Keyboarding skills and improvements will continue to be stressed. This course may be taken for college credit through LCCC (OTEC 111 - 1 credit).

**Prerequisite: Must have passed three-minute timings on a regular word processing program, such as MicroType, in Keyboarding.**

**ADV. KEYBOARDING/TYPE/FORMAT --(B305)** -- (Word Processing II)A one-semester class that is a continuation of Word Processing I. Advanced editing and formatting techniques are used in creating tables, merges, doing sorting, labels, and other higher-level functions. The word processor is used as a desktop publishing tool. This course may be taken for college credit through LCCC (OTEC 145 - 3 credits).

**Prerequisite: KEYBOARDING/TYPE/FORMAT I**

**WEB PAGE DESIGN** – Presents the basics of Web page development and management using Web software. Students will work on the school website second semester along with completing Web projects.

This course may be taken for college credit through LCCC (WEB 117 – 1 credit).

**Prerequisite: Keyboard/Type/Format I and Computer Concepts/Apps I**

## **INTERRELATED COOPERATIVE PROGRAM**

**WORLD OF WORK** -- This is the classroom requirement for the Cooperative Work Program. In this class the student looks at the world of work including wages, taxes, insurance, spending, retirement, getting along on the job, relationships, absenteeism, and anything else related to the world of work and to each individual student(s) job.

**COOPERATIVE WORK (X500)** -- This is the job portion of the program. Acceptance into this program is by application only. There are many state and local requirements that need to be considered in order for a student to be placed on the job. An application must be made to the Co-op Coordinator. The coordinator must design a training program that will take into consideration not only the employer(s) needs but also the special needs of the student, such as course requirements, previous education and training, students= specific schedule and time available, and the student(s) future training plans. This program has a limit of 20 senior level students. **Student registration is with instructor approval only.**

## **FAMILY AND CONSUMER SCIENCE**

### **ORIENTATION TO HOME ECONOMICS (HE100)**

**Grade 9, 10, 11, 12**

Introductory study of the field of homemaking and home economics occupations. Includes the basics of clothing and textiles, resource management, foods and nutrition, housing, furnishings and equipment, human development, interpersonal and family relationships, and the introduction to the world of work. The purchase of sewing supplies is required which includes sewing tools, fabric, pattern and other items to complete the assigned project.

### **ADULT LIVING (HE401)**

**Grade 11, 12**

(1 sem) -- This course is designed to assist individuals in achieving life satisfaction through responsible participation as adults in the home, community and workplace. Emphasis is placed on the development of prevention strategies, which will assist individuals in responding to situations in terms of their identified values and goals. The course content includes the following duty areas: developing short and long-range plans; demonstrating goal-setting and decision-making skills; evaluating and adapting basic needs to assume roles and responsibilities; recognizing and following health practices that assist in coping, selecting, and using resources to enhance individual growth and development; developing effective relationships to promote communication with others; plus evaluating family and career changes as to the impact on individuals. Various resources to assist with life problems are explored.

### **CHILD DEVELOPMENT (HE105)**

**Grade 11, 12**

(1 sem.) -- This course emphasizes learning experiences, which help students gain knowledge and understanding of the intellectual, physical, social and emotional development of children from conception through adolescence. The course content centers around the following duty areas: managing and organizing child development by applying decision-making and goal-setting skills; promoting child development by applying physical, social, intellectual and emotional principles; practicing health and safety standards for children; providing experiences which encourage children to maximize resources; encouraging human relationship skills in children; plus evaluating family and career changes in relation to their impact on children. Information related to careers in childcare is incorporated throughout the course.

### **CLOTHING AND TEXTILES (HE110)**

**Grade 11, 12**

(1 sem.) -- This course is planned to provide students opportunities to develop knowledge and understanding of textiles, fashions and fabrics plus assist them in meeting the clothing and fabric (fashion) product needs of themselves, families and/or general public. The course content centers around developing student competencies in the following duty areas: selecting clothing and textile products using goal-making skills; meeting social, physical, psychological and economic needs in evaluation, selection and care of clothing and textiles; appraising clothing/textile products which contribute to health, safety and comfort; maximizing resources in selecting, constructing, altering, and repairing. The purchase of sewing supplies is required if not previously purchased in Home Ec. Orientation mini-lab.

**Prerequisite: Orientation to Home Economics**

### **FOODS AND NUTRITION (HE115)**

**Grade 11, 12**

(1 sem.) -- This course includes basic classroom and laboratory experiences needed to develop knowledge and understanding of basic food principles and applied nutrition for people of all ages. The course content centers around the following areas: promoting food service and preparation management using the decision-making process; meeting basic needs by applying nutrition concepts; meeting health and safety needs in planning, preparing and serving food; maximizing resources when planning/preparing/serving food; promoting hospitality in food practices; and analyzing individual and family nutritional needs in relation to change. Information related to careers in foods and nutrition is incorporated through the course.

**Prerequisite: Orientation to Home Economics**

### **LIVING ENVIRONMENTS (HE400)**

**Grade 11, 12**

(1 sem) -- Learning experiences are designed to provide students with the basic knowledge and skills needed to select, acquire, maintain, and manage living environments that meet the needs of the occupants. The selection and care of housing and furnishings are related to factors such as social-economic conditions, individual tastes, psychological effects, aesthetic values, safety, sanitation, and energy conservation. The course content includes the following duty areas: locating and managing housing using goal-setting and decision-making skills; evaluating living space to meet basic needs; creating and maintaining living environments; ensuring health and safety; selecting appropriate resources in creating living environments; determining the impact of the individual and/or group on living arrangements; plus applying housing and home management choices relating to changing family/individual and

career patterns. Emphasis will be placed on the application of basic management principles as they relate to the environment.

**PARENTING (HE305)**

**Grade 11, 12**

(1 sem) -- This course is designed to help students think through the responsibilities, satisfactions and stresses of parenthood. Many types of parenting situations are examined. Stress prevention and management plus the work of community agencies that help parents deal with various types of parenting crises are emphasized. The course content includes the following duty areas: managing and organizing parenting by applying decision-making and goal-setting skills; applying the basic principles of the parenting process; practicing health and safety standards as related to parenting; providing experiences which encourage parents and children to maximize resources; encouraging human relations skills in children/adolescents; plus evaluating impact of parenting on family and career changes. Special attention is given to the needs of teenage parents and to the importance of readiness for parenthood.

**INDUSTRIAL TECHNOLOGY**

**INTRODUCTION TO TECHNOLOGY I (I105/I106)** (SHOP) -- Intro to tech takes a hands-on/minds-on approach to exploring the major areas of technology. Areas that are explored include safety, manufacturing, communication (Drafting/CAD), energy and power, transportation, and construction technologies. Projects that students will design and build include a simple machine, model rocket, CO2 dragster, and an electric motor. This class is required if you want to get into any other tech. classes.

**Recommended for Freshmen and Sophomores.**

**WELDING I (I113)** 1 semester

Welding I is an introductory course which explores the basic concepts and science behind welding technology. Students will learn the materials and processes associated with the welding profession. Students will learn, understand, and be able to safely complete welds commonly found in industry. Examples of welds that students will make include square, tee, v-groove, plug, and lap.

**Prerequisite: Introduction to Technology I or Intro to Ag. with a 'C' or better.**

**WELDING II (I111)** This class will build upon the skills, knowledge, and techniques developed in welding I. Students will complete welding competencies using SMAW, MIG, & TIG welding processes. The course will conclude with students designing and building an instructor approved project of their choice using materials and processes learned throughout the course.

**Prerequisite: Welding I with a 'C' or better.**

**DRAFTING (I120)** Drafting is an exploratory course in which students learn the fundamental rules and procedures used in the design world. Students will learn, understand, and be able to sketch and create a drawing using the tools and techniques that are used in industry. This course may be taken for three college credit hours through Lewis and Clark Community College.

**Prerequisite: Successful completion of Intro to Tech with C or better or instructor approval.**

**CAD ( COMPUTER AIDED DRAFTING) (I320)** AutoCAD (computer aided drafting) will introduce students to the AutoCAD 2008 software. Students will learn, understand, and be able to use AutoCAD 2008 to complete mechanical and architectural drawings. This course may be taken for three college credit hours through Lewis and Clark Community College.

**Prerequisite: Successful completion of Drafting with C or better or instructor approval.**

**MANUFACTURING I (I305)** During this first semester class, students will do non-ferrous metal casting (metal alloy that looks like silver or gold, and silver for students who can afford it) by using the lost wax process with the centrifugal casting machine, cuttlefish bone casting, and sand casting. Students will make molds using plaster, clay and/or cement for castings. Projects can be sculptures, jewelry, or functional objects that the student chooses with the teacher's permission and guidance. This course is recommended for juniors or seniors.

**Prerequisite: Introduction to Technology I or consent of the instructor.**

**MANUFACTURING II (I405)** In this second semester class, students will make projects out of metal by bending, forging, cutting, silver soldering, partially melting, fusing engraving, etc. Projects will be made out of non-ferrous metal and are to be sculptured, jewelry, or a functional object that the student chooses with the teacher's permission and guidance. This course is recommended for juniors or seniors. **Prerequisite: Intro. To Tech I or Instructor Consent**

**CONSTRUCTION I (I315)** This semester class will introduce students to the engineering, design, and building of residential construction. There will be an emphasis placed on work site safety in this class. Students will learn and understand how to and be able to create a set of plans and then build a scale model of a house.

**Prerequisite: Introduction to Technology I with a 'C' or better.**

**CONSTRUCTION II (I416)** Students will learn and understand how commercial and residential structures are designed, engineered, and built. Students will learn how to wire a residential structure. Students will build a structure, such as a storage shed, which will utilize and develop their building skills.

**Prerequisite: Construction I with a 'C' or better.**

**Architectural Drafting-** This semester-long class will explore how buildings are engineered, designed, and built through the use of hands-on/minds on learning activities. Students will use CAD software and knowledge that is learned, and common in industry, in class to design and create a set of plans for a house.

**(Prerequisite: Successful completion of AutoCAD with C or better and instructor approval)**

**Small Engines-** In this semester-long class students will examine how two and four stroke engines work by disassembling and reassembling a small engine. Students will complete activities while disassembling the engines such as precisely measuring the internal components (piston, cylinder, etc) and honing the cylinder. The course will conclude with students bringing in a small engine of their own to repair.

**(Prerequisite: Successful completion of Intro to Tech with a C or better)**

## **OTHER COURSES**

### **DRIVER EDUCATION**

**Grade 10, 11, 12**

Sophomores who will be 16 years old by September 1st of their junior year and have passed 8 courses over the previous two semesters of high school work may enroll in driver education if there is sufficient space. Fall semester students must have a birthday prior to May 1<sup>st</sup>. Those with birthdays between May 1<sup>st</sup> and Sept. 1<sup>st</sup> will be enrolled in

the Spring semester. Students will be expected to read the Rules of the Road prior to taking the course. This will allow the students to take their permit test earlier in the quarter. The 30 required hours of classroom instruction will be spent more effectively covering the textbook and other relevant information.

To be enrolled in Driver Education, you must have the following items on file in the office: (1) a copy of your social security card, (2) a copy of your birth certificate, and (3) \$25 assessed by the school district.

**YEARBOOK**

**Grade 11, 12**

In this course, students will apply practical writing and artistic techniques to further develop skills in publication development, design and layout. Specifically, the course is designed to apply those new skills practically in the form of a school newspaper and annual yearbook. Students will work with layout designs, which involve placement of artwork, photographs and copy. Some content will focus on basic photographic skills and photographic design, but is not intended to be comprehensive. (Some familiarity with 35mm photography is helpful, but not necessary). Reporting skills, in the form of information gathering, interviewing and polling will be practiced for use in both the newspaper and the yearbook. Heavy emphasis will be placed on proofreading, revision, and other editing skills  
**Prerequisite: Successful completion of both English I and English II, junior or senior class standing, plus the consent of the instructor.**

**HEALTH I** -- This is a one-semester course designed to provide students with a general understanding of good physical, mental and social health, its importance and ways of maintaining it. A general understanding of various health problems and their prevention and treatment is covered. **This course is required for graduation, recommended for all Sophomores..**

**HEALTH II** -- An elective, one-semester course. It will cover systems of the human body, mental health, consumer health, safety, first aid, perhaps health occupations and other topics according to availability and interest.

**RESOURCE ROOM**

This class is by assignment only. Established to help students who have learning disabilities. Study may be assigned on an hourly basis or student may be moved from a class for a temporary time to help overcome specific problems. This program is a part of the South Macoupin County Special Education Cooperative. Assignment is made only after the student has been referred and tested.