

**SANDOVAL**

**HIGH**

**SCHOOL**

**COURSE  
CURRICULUM  
GUIDE**

**2008-2009**

## NONDISCRIMINATION

As provided by Title IX and Section 504 of the community federal guidelines for disabled students, Sandoval Community Unit School District 501 does not discriminate on the basis of race, color, national origin, gender, or disability in its courses, programs, extracurricular activities, or employment practices. Inquiries about compliance with the above guidelines may be directed to Dr. Terry Bethel, Superintendent, Sandoval Community School District 501, 859 W. Missouri Ave., Sandoval, IL, 62882, (telephone: 618-247-3233), or to the Director of the Office for Civil Rights, Department of Health and Human Services, Washington, D. C., 20001.

### Sandoval High School/Kaskaskia College Dual Credit Courses

*Sandoval High School offers classes that will also qualify as credit from Kaskaskia College. These classes are:*

*Accounting II (On-Line)*  
*Anatomy and Physiology*  
*Art Appreciation*  
*Child Care Service Occupations I*  
*Child Care Service Occupations II*  
*Computer Concepts*  
*English IV*  
*Health Occupations Core of Skills*  
*Information Processing IA and IB*  
*Information Processing IIA*  
*Information Processing IIB (pending as of 2/13/08)*  
*Keyboarding and Formatting I*  
*Orientation to Health Occupations*

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GRADUATION CHECKLIST FOR REQUIRED COURSES  
(EACH SPACE DENOTES A SEMESTER)

NAME \_\_\_\_\_

- \_\_\_ \_\_\_ 110 English I
- \_\_\_ \_\_\_ 120 English II
- \_\_\_ \_\_\_ 130 English III
- \_\_\_ \_\_\_ 140 English IV (BEGINNING WITH STUDENTS WHO  
ENTER NINTH GRADE IN THE 2008-2009 SCHOOL YEAR)
- \_\_\_ \_\_\_ Mathematics (YEAR ONE)
- \_\_\_ \_\_\_ Mathematics (YEAR TWO)
- \_\_\_ \_\_\_ Mathematics (YEAR THREE)
- \_\_\_ \_\_\_ Science (YEAR ONE)
- \_\_\_ \_\_\_ Science (YEAR TWO)
- \_\_\_ Conservation
- \_\_\_ Resource Management
- \_\_\_ Government  
(INCLUDES PASSING BOTH THE FEDERAL AND  
ILLINOIS CONSTITUTION TESTS)
- \_\_\_ \_\_\_ United States History
- \_\_\_ \_\_\_ Social Studies
- \_\_\_ Driver's Education
- \_\_\_ \_\_\_ Physical Education (YEAR ONE)
- \_\_\_ \_\_\_ Physical Education (YEAR TWO)
- \_\_\_ \_\_\_ Physical Education (YEAR THREE)
- \_\_\_ \_\_\_ Physical Education (YEAR FOUR)
- \_\_\_ Health
- \_\_\_ \_\_\_ Foreign Language/Fine Arts/Vocational
- \_\_\_ Keyboarding

\*\*\* PARTICIPATION IN THE PSAE EXAM IS A GRADUATION  
REQUIREMENT IN THE STATE OF ILLINOIS.

SANDOVAL HIGH SCHOOL  
POINTS TO REMEMBER  
2008-2009

1. YOU MAY RECEIVE CREDIT FOR ANY COURSE ONLY ONCE! IF YOU HAVE PASSED ANY COURSE HERE OR AT ANY OTHER SCHOOL, DO NOT RETAKE THAT COURSE!

(NOTE: IF YOU PASS GOVERNMENT, BUT NOT THE FEDERAL AND/OR STATE CONSTITUTION TESTS, YOU MUST TAKE *GOVERNMENT 246 FOR NO CREDIT* IN ORDER TO HAVE THE OPPORTUNITY TO ATTEMPT TO PASS THE CONSTITUTION TESTS.)

2. REQUIRED COURSES MUST BE PASSED TO GRADUATE. IF YOU DO NOT PASS A REQUIRED COURSE THE FIRST TIME YOU TAKE IT, YOU MUST RETAKE IT UNTIL YOU DO PASS.

3. TWENTY-THREE (23) CREDITS ARE REQUIRED TO GRADUATE. EACH ONE PERIOD COURSE PER SEMESTER EQUALS ONE-HALF (.5) CREDIT.

4. SOME COURSES REQUIRE PREREQUISITES. YOU MUST SUCCESSFULLY COMPLETE THESE PREREQUISITE COURSES BEFORE ENROLLING IN THE COURSE THAT FOLLOWS THEM.

5. THE FOLLOWING COURSES REQUIRE TWO CLASS PERIODS:

\*CHILD CARE SERVICE OCCUPATIONS II

\*HEALTH OCCUPATIONS CORE OF SKILLS

6. OKAW AREA VOCATIONAL CENTER CLASSES AND COLLEGE NOW CLASSES (INCLUDING TRANSPORTATION) OCCUPY THE FIRST FOUR PERIODS OF EACH SCHOOL DAY.

IT IS YOUR RESPONSIBILITY TO WORK WITH THE GUIDANCE COUNSELOR TO SEE THAT ALL GRADUATION REQUIREMENTS HAVE BEEN MET BY THE END OF YOUR SENIOR YEAR.

# INDIVIDUAL PROPOSED CLASS SCHEDULE

## Grade 9

1. English I
2. Science\* \_\_\_\_\_
3. Math\* \_\_\_\_\_
4. Social Studies\* \_\_\_\_\_
5. P.E.
6. Keyboarding
7. \_\_\_\_\_

1. English I
2. Science\* \_\_\_\_\_
3. Math\* \_\_\_\_\_
4. Social Studies\* \_\_\_\_\_
5. P.E.
6. \_\_\_\_\_
7. \_\_\_\_\_

## Grade 10

1. English II
2. Science\* \_\_\_\_\_
3. Math\* \_\_\_\_\_
4. P.E.
5. Health
6. \_\_\_\_\_
7. \_\_\_\_\_

1. English II
2. Science\* \_\_\_\_\_
3. Math\* \_\_\_\_\_
4. P.E.
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

## Grade 11

1. English III
2. U.S. History
3. Math\* \_\_\_\_\_
4. P.E.
5. Government
6. Resource Management (Jr. or Sr. Year)
7. \_\_\_\_\_

1. English III
2. U.S. History
3. Math\* \_\_\_\_\_
4. P.E.
5. Conservation
6. \_\_\_\_\_
7. \_\_\_\_\_

## Grade 12

1. P.E.
2. Resource Management (Jr. or Sr. Year)
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

1. P.E.
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

\*Name a specific course-not just math, science, or social studies!

Choose 7 courses each semester. Circle your last choice as an alternative. Study Hall should not be one of the first 7 choices. I will schedule your study hall.

The Freshman Class of 2008-2009 is required to take four (4) years of English.

You must complete 2 semesters of any combination of foreign language/fine arts/vocational classes to graduate.

Driver Education enrollment is appropriate when prerequisites are met.

**SANDOVAL HIGH SCHOOL COURSE OFFERINGS**  
**2008-2009 SCHOOL YEAR**

**ENGLISH**

ENGLISH I	110
ENGLISH II	120
ENGLISH III	130
ENGLISH IV	140
LITERATURE I	150
LITERATURE II	156
JOURNALISM	160

**SOCIAL STUDIES**

WORLD HISTORY	220
UNITED STATES HISTORY	230
GOVERNMENT	245
WORLD AND PEOPLE GEOGRAPHY	252
SOCIOLOGY	254
CURRENT EVENTS	256
PSYCHOLOGY	260

**FOREIGN LANGUAGE**

SPANISH I	310
SPANISH II	320

**MATHEMATICS**

PRE-ALGEBRA	430
ALGEBRA I	440
GEOMETRY	450
ALGEBRA II	460
PRE-CALCULUS	470
CALCULUS	480

**SCIENCE**

GENERAL SCIENCE	510
EARTH SCIENCE	515
BIOLOGY	520
CHEMISTRY I	530
CHEMISTRY II	532
CONSERVATION	536
ANATOMY AND PHYSIOLOGY	550

**HEALTH OCCUPATIONS**

ORIENTATION TO HEALTH OCCUPATIONS	720
HEALTH OCCUPATIONS CORE OF SKILLS	730

**BUSINESS**

BUSINESS AND TECHNOLOGY CONCEPTS	610
KEYBOARDING AND FORMATTING I	620
COMPUTER CONCEPTS	632
ACCOUNTING I	636
ACCOUNTING II ON-LINE	637
INFORMATION PROCESSING I	650
INFORMATION PROCESSING IIA	660
INFORMATION PROCESSING IIB	665

**FAMILY AND CONSUMER SCIENCE**

CLOTHING AND TEXTILES I	800
ORIENTATION TO FAMILY AND CONSUMER SCIENCE	810
FOODS AND NUTRITION I	820
CHILD DEVELOPMENT	821
PARENTING	824
ADULT LIVING	825
CHILD CARE SERVICE OCCUPATIONS	816
CHILD CARE SERVICE OCCUPATIONS II	826

**MISCELLANEOUS**

DRIVER EDUCATION	722
HEALTH	726
PHYSICAL EDUCATION	750
PHYSICAL EDUCATION (CONCURRENT WITH DRIVER EDUCATION)	760
WEIGHTLIFTING & CONDITIONING	765
RESOURCE MANAGEMENT	823
BAND	910
CHORUS	912
ART II	930
ART APPRECIATION	950

**OKAW AREA VOCATIONAL CENTER (VANDALIA)**

AUTOMOTIVE BODY REPAIR I	1001
AUTOMOTIVE REPAIR II	1002
TRANSPORTATION I	1003
TRANSPORTATION II	1004
CONSTRUCTION I	1005
CONSTRUCTION II	1006
GRAPHIC COMMUNICATIONS	1007
GRAPHIC ARTS	1008
DRAFTING/CAD I	1009
DRAFTING/CAD II	1010
ELECTRONICS I	1011
ELECTRONICS II	1012
FOOD SERVICE OCC. I	1013
FOOD SERVICE OCC. II	1014
CRIMINAL JUSTICE AND CORRECTIONS	1015
MANUFACTURING I (MACHINE SHOP)	1016
MANUFACTURING II (MACHINE SHOP)	1017
MODEL OFFICE I	1018
MODEL OFFICE II	1019
AG. POWER MECHANICS I	1020
AG. POWER MECHANICS II	1021
MANUFACTURING I (WELDING)	1022
MANUFACTURING II (WELDING)	1023

**COLLEGE NOW (KASKASKIA COLLEGE)**

DRAFTING	3001
CARPENTRY	3002
AUTO COLLISION	3003
AUTO TECHNOLOGY	3004
WELDING	3005

## **COURSE DESCRIPTIONS**

### **ENGLISH I** (110) GRADE 9

1 UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES:	NONE
PREFERRED ENROLLMENT:	20
MAXIMUM ENROLLMENT:	25

*THIS COURSE IS DESIGNED TO DEVELOP PROFICIENCY IN READING, WRITING, SPEAKING, AND UNDERSTANDING MANY ELEMENTS OF LITERATURE. STUDENTS WILL STUDY NUMEROUS TYPES OF LITERATURE AND WILL ENGAGE IN MULTIPLE WRITING WORKSHOPS. GRAMMAR WILL FOCUS ON SUBJECT-VERB AGREEMENT, PARTS OF SPEECH, AND PUNCTUATION. LITERATURE PRESENTS SHORT STORIES, POETRY, AND DRAMA. STUDENTS WILL ALSO BE RESPONSIBLE FOR INDEPENDENTLY READING ONE BOOK PER QUARTER AND KEEPING A DUAL-ENTRY NOTEBOOK. STUDENTS WILL ENGAGE IN DAILY LANGUAGE ACTIVITIES TO BOOST THEIR VOCABULARY AND GRAMMAR SKILLS. A FOUR TO SIX PAGE RESEARCH PAPER IS ALSO REQUIRED.*

### **ENGLISH II** (120) GRADE 10

1 UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES:	ENGLISH I
PREFERRED ENROLLMENT:	20
MAXIMUM ENROLLMENT:	20

*THIS COURSE IS DESIGNED TO BUILD UPON FUNDAMENTAL SKILLS LEARNED IN ENGLISH I BY FURTHER DEVELOPING PROFICIENCY IN READING, WRITING, SPEAKING, AND UNDERSTANDING MANY ELEMENTS OF LITERATURE. TYPES OF LITERATURE INCLUDE: SHORT STORIES AND NOVELS, NONFICTION (ESSAYS, EDITORIALS, AND RESEARCH), POETRY, AND DRAMA. THIS COURSE IS ALSO DESIGNED TO ENHANCE CRITICAL THINKING AND ANALYSIS SKILLS. STUDENTS WILL STUDY NUMEROUS TYPES OF LITERATURE AND WILL ENGAGE IN MULTIPLE WRITING/SPEAKING WORKSHOPS. WRITING WILL INCLUDE NARRATIVE, EXPOSITORY, AND PERSUASIVE ESSAYS. STUDENTS WILL LISTEN TO, PREPARE, AND DELIVER SPEECHES. STUDENTS WILL BE RESPONSIBLE FOR INDEPENDENTLY READING ONE BOOK PER QUARTER AND KEEPING A DUAL-ENTRY JOURNAL. STUDENTS WILL ALSO TAKE PART IN DAILY LANGUAGE ACTIVITIES TO BOOST THEIR VOCABULARY AND GRAMMAR SKILLS.*

**ENGLISH III** (130) GRADE 11

1 UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: ENGLISH I AND II  
PREFERRED ENROLLMENT: 20  
MAXIMUM ENROLLMENT: 25

*ENGLISH III IS A REQUIRED ONE-YEAR COURSE FOR ALL STUDENTS WHO HAVE COMPLETED ENGLISH I AND II SUCCESSFULLY AND HAVE ATTAINED JUNIOR STATUS. THIS COURSE INCLUDES A CONCENTRATION IN COMPOSITION AND AMERICAN LITERATURE. STUDENTS IN ENGLISH III WILL STUDY PROPER GRAMMAR USAGE IN THE CONTEXT OF FORMAL WRITTEN COMMUNICATION, SENTENCE AND PARAGRAPH STRUCTURING, PERSUASIVE, DESCRIPTIVE, COMPARATIVE/CONTRASTING, AND EXPOSITORY ESSAYS AND WRITTEN SUPPORT OF A THESIS. IN ADDITION, A FORMAL RESEARCH PAPER WILL BE COMPLETED DURING THE SECOND SEMESTER. THIS REPORT WILL BE COMPOSED ACCORDING TO ESTABLISHED GUIDELINES AND STYLES FOR UPPER-LEVEL HIGH SCHOOL AND COLLEGE COURSE WORK AND IS DESIGNED TO PREPARE THE STUDENTS FOR CONTINUED EDUCATION OR WORKPLACE EXPERIENCES. IN ADDITION TO COMPOSITION, THE CLASS WILL ALSO INCLUDE THE STUDY OF VARIOUS PIECES OF AMERICAN LITERATURE COVERING SEVERAL VARYING CULTURAL PERIODS AND SOCIETIES. BOTH FIRST AND SECOND SEMESTER EXAMS WILL INCLUDE A COMPREHENSIVE TEST OVER THE LITERATURE SELECTIONS OF THE SEMESTER AND AN EXERCISE IN COMPOSITION.*

**ENGLISH IV** (SHS 140/KC 101) GRADE 12

1 UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: ENGLISH I, II, AND III  
PREFERRED ENROLLMENT: 12  
MAXIMUM ENROLLMENT: 20

*THIS IS A DUAL CREDIT COURSE EMPHASIZING WRITING SKILLS, INDEPENDENT THINKING, AND RESEARCH DEVELOPMENT TOGETHER WITH READING ACTIVITIES WHICH FOCUS ON ENGLISH LITERATURE. GRAMMAR SKILLS NECESSARY FOR COLLEGE COURSE WORK ARE ESSENTIAL.*

*SUCCESSFUL COMPLETION OF THIS COURSE (ALONG WITH A MINIMUM OF 18 ACT ENGLISH SCORE OR APPROPRIATE KC PLACEMENT TEST SCORE) MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL /KASKASKIA COLLEGE DUAL CREDIT.*

**LITERATURE I (SHAKESPEARE/MODERN LIT)—PART A** (150)

GRADES 10, 11, 12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: ENGLISH I

PREFERRED ENROLLMENT: 15

MAXIMUM ENROLLMENT: 20

*THIS IS A ONE-SEMESTER COURSE DESIGNED FOR MOTIVATED STUDENTS WHICH WILL COVER MODERN LITERATURE, A NOVEL, THE PLACE OF DRAMA IN LITERATURE, AND LIFE AND WORKS OF WILLIAM SHAKESPEARE AS WELL AS ONE OF HIS DRAMAS. THE COURSE WILL ALSO CONCENTRATE ON READING COMPREHENSION, COMPARISON AND CONTRAST, AND THEMES IN LITERATURE.*

**LITERATURE II (SHAKESPEARE/MODERN LIT)—PART B** (156)

GRADES 10, 11, 12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: ENGLISH I

PREFERRED ENROLLMENT: 15

MAXIMUM ENROLLMENT: 20

*LITERATURE II IS SIMILAR TO LITERATURE I BUT IS INDEPENDENT OF IT AND DOES NOT REQUIRE IT AS A PREREQUISITE. LITERATURE II WILL INVESTIGATE WORLD LITERATURE, GREEK MYTHOLOGY, A SHAKESPEAREAN DRAMA, AND A NOVEL. THIS COURSE WILL ALSO CONCENTRATE ON READING COMPREHENSION, COMPARISON AND CONTRAST, AND THEMES IN LITERATURE.*

**JOURNALISM** (160) GRADES 10, 11, 12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES:	3.0 CUMULATIVE GRADE POINT AVERAGE IN ENGLISH AND NO MORE THAN 10 ABSENCES ANNUALLY
PREFERRED ENROLLMENT:	8
MAXIMUM ENROLLMENT:	10

*IN THIS COURSE, STUDENTS WILL BE EXPECTED TO WORK INDIVIDUALLY AND AS A GROUP TO COMPLETE THE SCHOOL NEWSPAPER AND YEARBOOK. ALL STUDENTS INTERESTED WILL BE ADMITTED TO THE CLASS WITH TEACHER APPROVAL.*

*THE SCHOOL NEWSPAPER WILL BE PUBLISHED SIX TIMES PER YEAR AS A JOURNALISTIC REPRESENTATION OF THE SCHOOL. DURING THE YEAR, THE CLASS WILL FOCUS ON THE FUNDAMENTAL CONCEPTS OF JOURNALISM, INCLUDING THE GENERAL AREAS OF WRITING, EDITING, PHOTOGRAPHY, LAYOUT, AND DESIGN.*

*THE SCHOOL YEARBOOK IS PUBLISHED ANNUALLY TO GIVE A PICTORIAL RECORD OF THE SCHOOL YEAR. DURING THE YEAR, THE CLASS WILL WORK ON THE FUNDAMENTALS OF THE YEARBOOK, INCLUDING BOOK PUBLISHING, GRAPHIC DESIGN, STYLE, PHOTOGRAPHY, ACCURATE JOURNALISM PROCEDURES, SALES TECHNIQUES, AND RECORD KEEPING.*

*ALL STUDENTS ARE RESPONSIBLE FOR INDIVIDUAL AND GROUP-ASSIGNED TASKS. REMOVAL FROM THE CLASS WILL RESULT FROM ONE OR MORE OF THE FOLLOWING:*

- \* FAILURE TO MAINTAIN A B AVERAGE IN ENGLISH;*
- \* TEN OR MORE ANNUAL ABSENCES;*
- \* A ZERO IN AN ASSIGNED TASK; OR*
- \* REFUSAL OF THREE EXTRA-CURRICULAR ASSIGNMENTS.*

*TEACHER SIGNATURE IS REQUIRED PRIOR TO ADMITTANCE TO THIS CLASS.*

**WORLD HISTORY** (220) GRADES 9, 10, 11, 12  
ONE UNIT OF CREDIT (TWO SEMESTERS)  
PREREQUISITES: NONE  
PREFERRED ENROLLMENT:  
MAXIMUM ENROLLMENT:

*THIS CLASS WILL COVER A BRIEF OVERVIEW OF WORLD EVENTS FROM PRIMITIVE CULTURES TO THE TECHNOLOGICAL EVENTS OF THE TWENTIETH CENTURY. ONE BOOK REPORT PER SEMESTER IS REQUIRED AS WELL AS ONE LONG-TERM PROJECT PER SEMESTER. ENROLLMENT IN SEMESTER ONE IS NOT A REQUIREMENT FOR ENROLLMENT IN SEMESTER TWO.*

**UNITED STATES HISTORY** (230) GRADE 11  
ONE UNIT OF CREDIT (TWO SEMESTERS)  
PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 20-25  
MAXIMUM ENROLLMENT: 30

*THIS CLASS IS A STUDY OF THE COLONIZATION OF AMERICA, OUR QUEST FOR INDEPENDENCE, THE STUMBLES OUR COUNTRY HAS MADE, AND THE EMERGENCE OF OUR COUNTRY ONTO THE WORLD STAGE. THIS INCLUDES A THOROUGH STUDY OF DOMESTIC AND FOREIGN POLICY OF THE ENGLISH COLONIES AND THE TRANSFORMATION FROM COLONIES TO STATES IN AMERICA. THE AMERICAN STORY OF THE MANIFEST DESTINY AND ITS JOYS, AS WELL AS HEARTACHES, WILL UNFOLD IN THIS STORY OF THE UNITED STATES.*

**SOCIOLOGY** (254) GRADES 11, 12  
½ UNIT OF CREDIT (ONE SEMESTER)  
PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 12-18  
MAXIMUM ENROLLMENT: 20

*THIS COURSE IS A GENERAL VIEW OF SOCIAL INSTITUTIONS, SOCIALIZATION OF THE INDIVIDUAL, SOCIAL PROBLEMS, THE CHANGES THAT EVOLVE WITH TIME, AND THE FACTORS THAT AFFECT INDIVIDUAL, FAMILY, AND COMMUNITY GROWTH.*

**GOVERNMENT** (245) GRADE 11

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE

PREFERRED ENROLLMENT:

MAXIMUM ENROLLMENT:

*THIS CLASS WILL COVER THE BASIC STRUCTURE OF DEMOCRACY AND FEDERALISM AS WELL AS A BRIEF HISTORY. THE THREE PARTS OF GOVERNMENT ARE EXPLORED IN-DEPTH AT THE FEDERAL AND STATE LEVELS. TWO MAJOR EXAMS ARE GIVEN DURING THE SEMESTER TO FULFILL THE REQUIREMENTS OF THE FEDERAL AND STATE CONSTITUTIONS.*

**WORLD AND PEOPLE GEOGRAPHY** (252) GRADES 9-12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE

PREFERRED ENROLLMENT: 15-20

MAXIMUM ENROLLMENT: 25

*GEOGRAPHY IS A SEMESTER COURSE IN WHICH STUDENTS STUDY THE VARIED CULTURES OF THE SEVEN CONTINENTS. WE EMPHASIZE THE PHYSICAL PART OF GEOGRAPHY SUCH AS LEARNING COUNTRIES, LANDFORMS, WATER FEATURES, MAJOR CITIES, ETC. EXTENSIVE MAP WORK IS REQUIRED.*

**CURRENT EVENTS** (256) GRADES 9-12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE

PREFERRED ENROLLMENT: 12-18

MAXIMUM ENROLLMENT: 20

*THIS COURSE REQUIRES EXTENSIVE READING AND A DEEPER UNDERSTANDING OF OUR INTERDEPENDENT WORLD. A KNOWLEDGE OF GOVERNMENT CERTAINLY HELPS IN THIS CLASS.*

*WE STUDY 4 MAJOR AREAS OF CURRENT EVENTS:*

- (1) INTERNATIONAL*
- (2) NATIONAL*
- (3) STATE*
- (4) LOCAL*

**PSYCHOLOGY** (260) GRADES 11-12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE

PREFERRED ENROLLMENT: 12-18

MAXIMUM ENROLLMENT: 20

*THIS COURSE IS A GENERAL VIEW OF APPROACHES TO PSYCHOLOGY, THE LIFE SPAN, THE WORKINGS OF MIND AND BODY, LEARNING AND COGNITIVE PROCESSES, PERSONALITY AND INDIVIDUALITY, ADJUSTMENT AND BREAKDOWN, AND SOCIAL PSYCHOLOGY.*

**SPANISH I** (310) GRADES 9, 10, 11, 12

ONE UNIT OF CREDIT

PREREQUISITES:	NONE
PREFERRED ENROLLMENT:	12
MAXIMUM ENROLLMENT:	12

*THIS COURSE BEGINS WITH BASIC SPANISH VOCABULARY, WALKS THROUGH VERB CONJUGATIONS, AND TRANSLATES INTO SIMPLE SPOKEN WRITTEN SPANISH SENTENCES. AN ILLINOIS VIRTUAL HIGH SCHOOL ONLINE COURSE, SPANISH IS MONITORED BY A SANDOVAL HIGH SCHOOL TEACHER.*

**SPANISH II** (320) GRADES 10, 11, 12

ONE UNIT OF CREDIT

PREREQUISITES:	SPANISH I
PREFERRED ENROLLMENT:	12
MAXIMUM ENROLLMENT:	12

*THIS COURSE IS A CONTINUATION OF SPANISH I. IT INCLUDES A MORE INTENSE FOCUS ON THE LANGUAGE, CULTURE, AND CUSTOMS OF MEXICO, SPAIN, AND SPANISH AMERICA. SPANISH II, RECOMMENDED FOR ANY COLLEGE-BOUND STUDENT, IS ALSO AN ONLINE ILLINOIS VIRTUAL HIGH SCHOOL COURSE MONITORED BY A SANDOVAL HIGH SCHOOL TEACHER.*

**PRE-ALGEBRA** (430) GRADES 9, 10

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 16  
MAXIMUM ENROLLMENT: 20

*ALL TOPICS OF MATH ARE REVIEWED WITH MORE COMPLEX PROBLEMS INTRODUCED IN MOST AREAS. THIS IS A BASIC INTRODUCTION TO ALGEBRAIC CONCEPTS INCLUDING REVIEW OF NUMBERS, UNITS OF MEASURE AND MEASUREMENTS, POSITIVE AND NEGATIVE INTEGERS, ALGEBRA, GRAPHS AND STATISTICS, PROBABILITY, GEOMETRY, AND PROBLEM SOLVING.*

**NOTE: ACCELERATED MATH IS BEING USED TO AID IN PRE-ALGEBRA, ALGEBRA I, AND GEOMETRY. THIS PROGRAM PRODUCES INDIVIDUALIZED MATH FOR EACH STUDENT, SCORES THE WORK AFTER IT IS SCANNED, STORES THE RESULTS, AND PRODUCES REPORTS WHICH SHOW STUDENT PROGRESS. SPECIFIC OBJECTIVES ARE TO BE MET EACH QUARTER.**

**ALGEBRA I** (440) GRADES 9, 10, 11

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: GRADE 9: RECOMMENDATION OF GRADE 8 MATH TEACHER  
GRADE 10: PRE-ALGEBRA  
PREFERRED ENROLLMENT: 15  
MAXIMUM ENROLLMENT: 25

*TOPICS COVERED INCLUDE ALGEBRAIC EXPRESSIONS, RATIONAL NUMBERS, SOLVING SINGLE-VARIABLE EQUATIONS, RELATIONS AND FUNCTIONS, GRAPHING LINEAR EQUATIONS, SOLVING AND GRAPHING LINEAR INEQUALITIES, POLYNOMIALS, FACTORING POLYNOMIALS, RADICAL EXPRESSIONS, SOLVING SYSTEMS OF EQUATIONS IN TWO VARIABLES, EXPLORING EQUATIONS, FUNCTIONS, AND RATIONAL NUMBERS, AND SOLVING, GRAPHING, AND ANALYZING LINEAR EQUATIONS AND INEQUALITIES. POLYNOMIALS, QUADRATIC AND EXPONENTIAL FUNCTIONS, AND RADICAL EXPRESSIONS ARE ADDRESSED. OTHER TOPICS MAY INCLUDE QUADRATIC EQUATIONS AND AN INTRODUCTION TO TRIGONOMETRY. GEOMETRY CONTENT WILL BE INCLUDED.*

**GEOMETRY** (450) GRADES 10, 11, 12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: GRADE 10: ALGEBRA IB  
GRADE 11: PRE-ALGEBRA & ALGEBRA IB **OR**  
ALGEBRA I & ALGEBRA II  
GRADE 12: PRE-ALGEBRA, ALGEBRA I, ALGEBRA II

PREFERRED ENROLLMENT: 15  
MAXIMUM ENROLLMENT: 24

*COVERAGE BEGINS WITH THE LANGUAGE OF GEOMETRY FOLLOWED BY CHAPTERS ON REASONING AND PROOF, PARALLEL AND PERPENDICULAR LINES, CONGRUENT TRIANGLES, QUADRILATERALS, PROPORTION, SIMILARITY, RIGHT TRIANGLE TRIGONOMETRY, CIRCLES, POLYGONS, AREA, SURFACE AREA AND VOLUME. NOTE: MOTIVATED STUDENTS MAY ENROLL IN ALGEBRA II AND GEOMETRY CONCURRENTLY.*

**ALGEBRA II** (460) GRADES 10, 11, 12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: GRADE 10: ALGEBRA IB  
GRADE 11: ALGEBRA I  
GEOMETRY  
GRADE 12: PRE-ALGEBRA  
ALGEBRA I  
GEOMETRY

PREFERRED ENROLLMENT: 10  
MAXIMUM ENROLLMENT: 15

*COVERAGE BEGINS WITH EQUATIONS, INEQUALITIES AND SYSTEMS, MATRICES, POLYNOMIALS AND RADICAL EXPRESSIONS. IT THEN MOVES TO QUADRATIC FUNCTIONS, CONIC SECTIONS, POLYNOMIAL FUNCTIONS, RATIONAL EXPRESSIONS, EXPONENTIAL AND LOGARITHMIC FUNCTIONS, AND TOPICS FROM DISCRETE MATH AND PROBABILITY. NOTE: MOTIVATED STUDENTS MAY ENROLL IN ALGEBRA II AND GEOMETRY CONCURRENTLY.*

**PRE-CALCULUS** (470) GRADES 11, 12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: ALGEBRA I  
ALGEBRA II  
GEOMETRY

PREFERRED ENROLLMENT: 10  
MAXIMUM ENROLLMENT: 15

*A CHAPTER ON LINEAR EQUATIONS AND FUNCTIONS IS FOLLOWED BY THE STUDY OF FUNCTIONS AND THEIR GRAPHS. WE DEAL THEN WITH A COMPREHENSIVE COVERAGE OF TRIGONOMETRY INCLUDING TRIGONOMETRY FUNCTIONS, THEIR GRAPHS AND INVERSES, TRIGONOMETRY IDENTITIES AND EQUATIONS, VECTOR AND PARAMETRIC EQUATIONS, POLAR COORDINATES, AND COMPLEX NUMBERS. OTHER TOPICS INCLUDE SEQUENCES AND SERIES, COMBINATORICS AND PROBABILITY, AND STATISTICS.*

**CALCULUS** (480) GRADE 12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: ALGEBRA I  
ALGEBRA II  
GEOMETRY  
PRE-CALCULUS

NOTE: **CONCURRENT** ENROLLMENT IN ALGEBRA II AND GEOMETRY AS A SOPHOMORE IS A NECESSARY PREREQUISITE TO ENROLL IN CALCULUS AS A SENIOR

PREFERRED ENROLLMENT: 10  
MAXIMUM ENROLLMENT: 15

*FOLLOWING A COLLEGE CALCULUS CURRICULUM, WE START BY EXPLORING LIMITS, DIFFERENTIATION, INTEGRATION, AND LOGARITHMIC AND EXPONENTIAL FUNCTIONS. NEXT, WE CONQUER INFINITE SERIES, CONIC SECTIONS, POLAR COORDINATES, AND VECTORS.*

**GENERAL SCIENCE** (510) GRADES 9, 10

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: NONE

PREFERRED ENROLLMENT: 16

MAXIMUM ENROLLMENT: 16

*THIS IS A FRESHMAN/SOPHOMORE LEVEL COURSE DESIGNED TO GIVE THE STUDENT AN INTRODUCTION TO MAJOR CONCEPTS IN SCIENCE. THE STUDENT WILL STUDY GRAPHING, SCIENTIFIC METHOD, MEASUREMENT, PROPERTIES OF MATTER, DENSITY, PERIODIC TABLE, ATOMS, MOLECULES, FORMULAS, CHEMICAL REACTIONS ( WRITING AND BALANCING), MOTION, NEWTON'S LAWS OF MOTION, BUOYANCY, FLUID PRESSURE, WORK, SIMPLE MACHINES, ENERGY, HEAT, ELECTRICITY, WAVES, SOUND, AND LIGHT.*

**EARTH SCIENCE** (515) GRADE 9

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: NONE

PREFERRED ENROLLMENT: 12-16

MAXIMUM ENROLLMENT: 16

*THIS IS A FRESHMAN LEVEL COURSE DESIGNED TO GIVE THE STUDENT A MINIMUM INTRODUCTION TO ALL THE EARTH SCIENCES. THE STUDENT WILL STUDY ASTRONOMY, SPACE SCIENCES, MAPS, LANDFORMS, PLATE TECTONICS, ROCKS, MINERALS, FOSSILS, BUILDING OF THE CONTINENT, WEATHER, AND CLIMATE.*

**BIOLOGY** (520) GRADES 10, 11, 12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: NONE

PREFERRED ENROLLMENT: 16

MAXIMUM ENROLLMENT: 20

*THIS COURSE COVERS MANY ASPECTS OF LIVING ORGANISMS. CELL PROCESSES, GENETICS, AND EVOLUTIONARY THEORY WILL LEAD INTO A MORE DETAILED STUDY OF THE STRUCTURE AND FUNCTION OF PRIMITIVE AND COMPLEX PLANTS AND ANIMALS. DISSECTION, MICROSCOPIC EXAMINATION, AND OTHER LAB TECHNIQUES WILL BE USED THROUGHOUT THE COURSE. ANY STUDENT INTERESTED IN LIFE OR HEALTH SCIENCES SHOULD TAKE THIS COURSE.*

**CHEMISTRY I** (530) GRADES 10, 11, 12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: GENERAL SCIENCE (PHYSICAL)  
AND/OR BIOLOGY  
ALGEBRA I

PREFERRED ENROLLMENT: 12-16

MAXIMUM ENROLLMENT: 16

*CHEMISTRY IS A BRANCH OF THE PHYSICAL SCIENCES CONCERNED WITH THE STUDY OF THE COMPOSITION OF MATTER AND ITS INTERACTIONS. THE COURSE INCLUDES A STUDY OF ATOMIC THEORY, KINETIC THEORY, MOLE CONCEPT, PERIODIC TABLE, FORMULA, EQUATIONS, STOICHIOMETRY, NOMENCLATURE, ACID-BASE THEORY, ORGANIC CHEMISTRY, AND CHEMICAL FAMILIES. THE STUDENT SHOULD HAVE HAD A "B" AVERAGE IN GENERAL (PHYSICAL) SCIENCE AND ALGEBRA I.*

**CHEMISTRY II** (532) GRADES 11, 12

(OFFERED ON ALTERNATE YEARS WITH PHYSICS, CHEMISTRY II WILL BE OFFERED DURING 2008-2009)

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: CHEMISTRY I  
ALGEBRA II

PREFERRED ENROLLMENT: 12-16

MAXIMUM ENROLLMENT: 16

*CHEMISTRY II IS A CONTINUATION OF CHEMISTRY I. TOPICS COVERED INCLUDE THE CHEMICAL BOND, CHEMISTRY OF SOLIDS AND LIQUIDS, CRYSTALS, THERMOCHEMISTRY, SOLUTIONS, ACIDS AND BASES, REACTION KINETICS, ANALYTICAL CHEMISTRY, POLYMERS, NUCLEAR CHEMISTRY AND GEO-CHEMISTRY. THE STUDENT SHOULD HAVE HAD A "B" AVERAGE IN CHEMISTRY I AND ALGEBRA II.*

**CONSERVATION (ECOLOGY) (536) GRADE 11**

ONE-HALF UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 20  
MAXIMUM ENROLLMENT: 25

*THIS COURSE IS A REQUIREMENT FOR GRADUATION. AS THE HUMAN POPULATION CONTINUES TO INCREASE, SO DOES ITS NEED FOR NATURAL RESOURCES SUCH AS SOIL, WATER, TIMBER, AND FUELS FOR ENERGY. HOWEVER, AS A PART OF A RESPONSIBILITY FOR FUTURE GENERATIONS, WE MUST BOTH CONSERVE OUR NATURAL RESOURCES AND REDUCE POLLUTION OF THE ENVIRONMENT. THIS CLASS WILL TEACH THE IMPACT HUMAN SOCIETY HAS ON SUCH NATURAL RESOURCES AS WILDLIFE, WATER, FOSSIL FUELS, AND MINERALS. THE STUDENT WILL ALSO SEE THE EFFORT PEOPLE ARE MAKING TO CONSERVE THESE VALUABLE RESOURCES.*

**PHYSICS (545) GRADES 11, 12**

(OFFERED ON ALTERNATE YEARS WITH CHEMISTRY II, PHYSICS WILL BE OFFERED DURING 2009-2010)

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: GENERAL (PHYSICAL) SCIENCE  
AND EITHER  
GEOMETRY OR ALGEBRA II  
PREFERRED ENROLLMENT: 12-16  
MAXIMUM ENROLLMENT: 16

*PHYSICS IS A BRANCH OF THE PHYSICAL SCIENCES. THE STUDY WILL INCLUDE MATTER, KINETIC THEORY, VELOCITY, NEWTON'S LAWS OF MOTION, FORCES, MACHINES, WORK, ENERGY, ELECTRICITY, MAGNETISM, GAS LAWS, RADIOACTIVITY, AND STATES OF MATTER. THE STUDENT SHOULD HAVE HAD A "B" AVERAGE IN PREVIOUS SCIENCE AND MATH COURSEWORK.*

**ANATOMY AND PHYSIOLOGY** (BIOLOGY II) (550) GRADES 11, 12  
ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: BIOLOGY I  
PREFERRED ENROLLMENT: 20  
MAXIMUM ENROLLMENT: 25

*THIS COURSE IS AN IN-DEPTH EXPLORATION OF THE STRUCTURE AND FUNCTION OF ALL HUMAN BODY SYSTEMS. LAB STUDY WILL USE INTERACTIVE MODELS AND DISSECTION TECHNIQUES WHENEVER POSSIBLE. THIS COURSE IS RECOMMENDED FOR THOSE STUDENTS ENROLLED IN HEALTH OCCUPATIONS CORE OF SKILLS.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT.*

**ORIENTATION TO HEALTH OCCUPATIONS** (720) (H300A & H300B)

GRADE 11

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: 2.0 CUMULATIVE GRADE POINT AVERAGE  
PREFERRED ENROLLMENT: 12-14  
MAXIMUM ENROLLMENT: SEE INSTRUCTOR

*THE PURPOSE OF THIS COURSE IS TO ASSIST STUDENTS IN FURTHER DEVELOPMENT OF THEIR SELF-CONCEPT AND MATCH PERSONAL ABILITIES TO A TENTATIVE CAREER CHOICE IN THE HEALTH FIELD. THE COURSE CONTENT WILL PROVIDE STUDENTS WITH IN-DEPTH INFORMATION ABOUT HEALTH CAREERS, HEALTH CARE TRENDS, OCCUPATIONAL AND EDUCATIONAL OPPORTUNITIES, AND THE PHYSICAL, EMOTIONAL, AND ATTITUDINAL REQUIREMENTS. UNITS OF STUDY WILL INCLUDE:*

- SELF-ESTEEM AND UNDERSTANDING*
- INTERPERSONAL RELATIONSHIPS*
- PERSONAL APPEARANCE AND BEHAVIOR*
- COMMUNICATIONS*
- PROBLEM SOLVING*
- LEADERSHIP DEVELOPMENT*
- HEALTH CAREER INFORMATION AND DECISION-MAKING*
- OUTSIDE SPEAKERS*
- COMPUTER LITERACY*
- APPLIED MATH AND STUDY SKILLS (GENERALIZABLE SKILLS)*
- JOB SKILLS AND EMPLOYABILITY*
- RESUMÉ*
- CPR CERTIFICATION*

**HEALTH OCCUPATIONS CORE OF SKILLS** (730) (H303)

GRADE 12

TWO UNITS OF CREDIT (TWO SEMESTERS—TWO PERIODS PER DAY)

PREREQUISITES: ORIENTATION TO HEALTH OCCUPATIONS  
2.0 CUMULATIVE GRADE POINT AVERAGE  
PREFERRED ENROLLMENT: 12  
MAXIMUM ENROLLMENT: SEE INSTRUCTOR

*THIS COURSE INCLUDES CLASSROOM, LABORATORY, AND CLINICAL EXPERIENCES. BASIC NURSE ASSISTING SKILLS WILL BE TAUGHT. EXPERIENCE IN NURSING HOMES AND HOSPITAL HEALTH CARE WILL BE PROVIDED TO THE STUDENT UNDER THE DIRECT SUPERVISION OF THE HEALTH OCCUPATIONS INSTRUCTOR. (CLINICAL EXPERIENCE IN OTHER HEALTH PROFESSIONS WILL BE PROVIDED FOR STUDENTS PURSUING A HEALTH CAREER OTHER THAN NURSING IF AND WHEN POSSIBLE).*

*UNITS OF STUDY WILL INCLUDE:*

- \*BASIC ANATOMY AND PHYSIOLOGY IN RELATION TO HUMAN DISEASES*
- \*HEALTH CARE SYSTEMS AND RESOURCES*
- \*LEGAL AND ETHICAL ASPECTS*
- \*FUNCTIONING AS A TEAM MEMBER*
- \*COMMUNICATIONS*
- \*PROVIDING PERSONAL CARE*
- \*PROVIDING PSYCHO-SOCIAL CARE*
- \*NUTRITION*
- \*THE AGING PROCESS*
- \*DEATH AND DYING*
- \*ABUSE—CHILD, SPOUSE, ELDERLY*
- \*PROBLEM SOLVING*
- \*COMPUTER LITERACY*
- \*APPLIED MATH*

*STUDENT PERFORMANCE WILL BE LEARNED AND PRACTICED IN THE CLASSROOM, THE LABORATORY, AND AT CLINICAL SITES CLOSELY SUPERVISED BY AN APPROVED HEALTH OCCUPATIONS TEACHER IN AN APPROVED CLINICAL SETTING. CLINICAL EXPERIENCES WILL BE REGULATED BY A WRITTEN AGREEMENT BETWEEN THE EDUCATIONAL FACILITY AND THE HEALTH CARE PROVIDERS EXPLAINING THE RESPONSIBILITY OF EACH AGENCY.*

*THIS PROGRAM ALSO PREPARES THE STUDENT TO TAKE THE ILLINOIS DEPARTMENT OF PUBLIC HEALTH CERTIFIED NURSE ASSISTANT EXAM (ASSUMING THE STUDENT HAS A MINIMUM LETTER GRADE OF C.) EACH STUDENT WILL BE REQUIRED TO UNDERGO A STATE POLICE BACKGROUND CHECK.*

*CPR CERTIFICATION WILL ALSO BE OBTAINED DURING THE COURSE OF THIS CLASS.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT.*

**BUSINESS AND TECHNOLOGY CONCEPTS** (610) (B200A AND B200B)  
GRADES 9-12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 24  
MAXIMUM ENROLLMENT: 24

*THE FIRST SEMESTER OF THIS COURSE WILL PROVIDE AN OVERVIEW OF ALL ASPECTS OF BUSINESS MARKETING AND MANAGEMENT, INCLUDING THE CONCEPTS, FUNCTIONS, AND SKILLS REQUIRED FOR MEETING THE CHALLENGES OF OPERATING A BUSINESS IN A GLOBAL ECONOMY. TOPICS COVERED WILL INCLUDE THE VARIOUS FORMS OF PERSONAL FINANCE AS WELL AS BUSINESS OWNERSHIP, AND ENTREPRENEURSHIP. ALSO COVERED ARE THE BASIC FUNCTIONAL AREAS OF BUSINESS (FINANCE, MANAGEMENT, MARKETING, ADMINISTRATION, AND PRODUCTION).*

*THE SECOND SEMESTER OF THIS COURSE WILL PROVIDE MORE IN-DEPTH STUDY OF ALL ASPECTS OF BUSINESS MARKETING AND MANAGEMENT.*

*STUDENTS WILL BE INTRODUCED TO A WIDE RANGE OF CAREERS IN FIELDS SUCH AS ACCOUNTING, FINANCIAL SERVICES, INFORMATION TECHNOLOGY, MARKETING, AND MANAGEMENT. EMPHASIS WILL BE PLACED ON USING THE COMPUTER WHILE STUDYING APPLICATIONS IN THESE CAREERS ALONG WITH COMMUNICATION SKILLS (THINKING, LISTENING, COMPOSING, REVISING, EDITING, AND SPEAKING), MATH AND PROBLEM-SOLVING. BUSINESS ETHICS AS WELL AS OTHER WORKPLACE SKILLS WILL BE TAUGHT AND INTEGRATED WITHIN THIS COURSE.*

*THIS TWO SEMESTER COURSE WILL EXPOSE STUDENTS TO ONLY THE BASIC CONCEPTS OF BUSINESS TECHNOLOGY.*

**KEYBOARDING AND FORMATTING I** (620) (B201)  
GRADES 9-12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 19  
MAXIMUM ENROLLMENT: 19

*KEYBOARDING AND FORMATTING I IS A COURSE DESIGNED TO DEVELOP BASIC SKILLS IN TOUCH KEYBOARDING TECHNIQUES FOR ENTERING ALPHABETIC, NUMERIC, AND SYMBOL INFORMATION FOUND ON COMPUTERS AND TERMINALS. STUDENTS WILL LEARN TO EDIT AND FORMAT TEXT AND PARAGRAPHS, CHANGE FONTS, WORK WITH HEADERS AND FOOTERS, CUT AND PASTE TEXT, CREATE AND USE TABS KEYS, CREATE LABELS, AND WORK*

*WITH MULTIPLE WINDOWS. STUDENTS WILL FORMAT DOCUMENTS SUCH AS LETTERS, ENVELOPES, MEMORANDUMS, REPORTS, AND TABLES FOR PERSONAL, EDUCATIONAL, AND BUSINESS USES. DURING THE SECOND HALF OF THE COURSE, MAJOR EMPHASIS IS PLACED ON FORMATTING DOCUMENTS, IMPROVING PROOFREADING SKILLS, AND INCREASING SPEED AND EFFICIENCY.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT.*

**COMPUTER CONCEPTS** (632) (B202)

GRADES 10, 11, 12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: KEYBOARDING AND FORMATTING OR PERMISSION OF THE ADMINISTRATION AND INSTRUCTOR

PREFERRED ENROLLMENT: 19

MAXIMUM ENROLLMENT: 19

*COMPUTER CONCEPTS AND SOFTWARE APPLICATIONS IS AN ORIENTATION-LEVEL COURSE DESIGNED TO DEVELOP AWARENESS AND UNDERSTANDING OF APPLICATION SOFTWARE AND EQUIPMENT USED BY EMPLOYEES TO PERFORM TASKS IN BUSINESS, MARKETING, AND MANAGEMENT. STUDENTS WILL APPLY PROBLEM-SOLVING SKILLS TO HANDS-ON REAL –LIFE SITUATIONS USING A VARIETY OF SOFTWARE APPLICATIONS, SUCH AS WORD PROCESSING, SPREADSHEETS, DATABASE MANAGEMENT, PRESENTATION SOFTWARE, AND DESKTOP PUBLISHING. STUDENTS WILL EXPLORE TOPICS RELATED TO COMPUTER CONCEPTS, OPERATING SYSTEMS, TELECOMMUNICATIONS AND EMERGING TECHNOLOGIES. THE DEVELOPMENT OF EMPLOYABILITY SKILLS, AS WELL AS TRANSITION SKILLS, WILL BE INCLUDED IN THE COURSE AS WELL AS AN UNDERSTANDING OF THE ETHICAL CONSIDERATIONS THAT ARISE IN USING INFORMATION PROCESSING EQUIPMENT AND GAINING ACCESS TO AVAILABLE DATABASES.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT.*

**ACCOUNTING I** (636) (B204) GRADES 11, 12  
1 UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 24  
MAXIMUM ENROLLMENT: 24

*ACCOUNTING I IS A SKILL LEVEL COURSE THAT IS OF VALUE TO ALL STUDENTS PURSUING A STRONG BACKGROUND IN BUSINESS, MARKETING, AND MANAGEMENT. THIS COURSE INCLUDES PLANNED LEARNING EXPERIENCES THAT DEVELOP INITIAL AND BASIC SKILLS USING SYSTEMATICALLY COMPUTING, CLASSIFYING, RECORDING, VERIFYING AND MAINTAINING NUMERICAL DATA INVOLVED IN FINANCIAL AND PRODUCT CONTROL RECORDS INCLUDING PAYING AND RECEIVING MONEY. INSTRUCTION INCLUDES INFORMATION ON KEEPING FINANCIAL RECORDS, SUMMARIZING THEM FOR CONVENIENT INTERPRETATION, AND ANALYZING THEM TO PROVIDE ASSISTANCE TO MANAGEMENT FOR DECISION MAKING. ACCOUNTING COMPUTER APPLICATIONS SHOULD BE INTEGRATED THROUGHOUT THE COURSE WHERE APPLICABLE. IN ADDITION TO STRESSING BASIC FUNDAMENTALS AND TERMINOLOGY OF ACCOUNTING, INSTRUCTION SHOULD PROVIDE INITIAL UNDERSTANDING OF THE PREPARATION OF BUDGETS AND FINANCIAL REPORTS, OPERATION OF RELATED BUSINESS MACHINES AND EQUIPMENT, AND CAREER OPPORTUNITIES IN THE ACCOUNTING FIELD. PROCESSING EMPLOYEE BENEFITS MAY ALSO BE INCLUDED. PRACTICE SETS WITH BUSINESS PAPERS MAY BE USED TO EMPHASIZE ACTUAL BUSINESS RECORDS MANAGEMENT.*

**ACCOUNTING II** On-Line (637) (B205) GRADE 12  
1 UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: ACCOUNTING I OR PERMISSION OF THE ADMINISTRATION AND INSTRUCTOR  
PREFERRED ENROLLMENT:  
MAXIMUM ENROLLMENT: 20

*THIS COURSE WILL BUILD ON SKILLS LEARNED IN ACCOUNTING I. IT IS DESIGNED TO HELP STUDENTS DEVELOP A DEEPER KNOWLEDGE OF THE PRINCIPLES OF ACCOUNTING AND ADVANCED ACCOUNTING SKILLS. STUDENTS WILL STUDY COST ACCOUNTING, TAX ACCOUNTING, PAYROLL ACCOUNTING, BUSINESS ORGANIZATIONS (PARTNERSHIPS, CORPORATIONS, BRANCHES), MANAGERIAL ACCOUNTING, PREPARING FINANCIAL REPORTS AND BUDGETS. ON-LINE DELIVERY METHOD WILL NECESSITATE STUDENTS DEDICATE AT LEAST TWO HOURS PER DAY TO MASTER COURSE CONTENT INCLUDING FAMILIARITY WITH UP-TO-DATE ACCOUNTING SOFTWARE AND A COMPUTERIZED ACCOUNTING SYSTEM.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT. (SEMESTER 1 OF SANDOVAL'S ACCOUNTING II, THE EQUIVALENT OF KC'S ACCOUNTING 100, EQUALS 3 KC CREDITS. SEMESTER 2 OF SANDOVAL'S ACCOUNTING II, THE EQUIVALENT OF KC'S ACCOUNTING 101, EQUALS 3 KC CREDITS.)*

**INFORMATION PROCESSING IA AND IB** (650) (B214A AND B214B)

GRADES 10, 11, 12

1 UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: KEYBOARDING OR PERMISSION OF THE ADMINISTRATION AND INSTRUCTOR

PREFERRED ENROLLMENT:

MAXIMUM ENROLLMENT: 19

*INFORMATION PROCESSING IA IS A SKILL-LEVEL COURSE THAT INCLUDES THE CONCEPTS AND TERMINOLOGY RELATED TO THE PEOPLE, EQUIPMENT, AND PROCEDURES OF INFORMATION PROCESSING AS WELL AS SKILL DEVELOPMENT IN THE USE OF INFORMATION PROCESSING EQUIPMENT. STUDENTS WILL OPERATE COMPUTER EQUIPMENT TO PREPARE MEMOS, LETTERS, REPORTS, AND FORMS. STUDENTS WILL CREATE ROUGH DRAFTS, CORRECT COPY, PROCESS INCOMING AND OUTGOING TELEPHONE CALLS AND MAIL, AND TRANSMIT AND RECEIVE MESSAGES ELECTRONICALLY. STUDENTS WILL BE INTRODUCED TO DATABASES AND SPREADSHEETS. STUDENTS WILL APPLY PROPER GRAMMAR, PUNCTUATION, SPELLING AND PROOFREADING PRACTICES. ACCURACY WILL BE EMPHASIZED. WORKPLACE SKILLS AS WELL AS COMMUNICATION SKILLS (THINKING, LISTENING, COMPOSING, REVISING, EDITING, AND SPEAKING) WILL BE TAUGHT AND INTEGRATED THROUGHOUT THIS COURSE.*

*INFORMATION PROCESSING IB IS A SKILL-LEVEL COURSE THAT INCLUDES THE CONCEPTS AND TERMINOLOGY RELATED TO THE PEOPLE, EQUIPMENT, AND PROCEDURES OF INFORMATION PROCESSING AS WELL AS SKILL DEVELOPMENT IN THE USE OF INFORMATION PROCESSING EQUIPMENT. STUDENTS WILL CREATE, INPUT, AND UPDATE DATABASES AND SPREADSHEETS. STUDENTS WILL CREATE DATA DIRECTORIES; COPY, RENAME, MOVE, AND DELETE FILES; AND PERFORM BACKUP PROCEDURES. IN ADDITION, STUDENTS WILL PREPARE FILES TO MERGE, AS WELL AS CREATE MAILING LABELS AND ENVELOPES FROM MERGE FILES. STUDENTS WILL LEARN TO LOCATE AND RETRIEVE INFORMATION FROM HARD COPY AND ELECTRONIC SOURCES AND PREPARE MASTERS FOR PRESENTATIONS USING PRESENTATION SOFTWARE. STUDENTS WILL APPLY PROPER GRAMMAR, PUNCTUATION, SPELLING, AND PROOFREADING PRACTICES. ACCURACY WILL BE EMPHASIZED. WORKPLACE SKILLS AS WELL AS*

*COMMUNICATION SKILLS (THINKING, LISTENING, COMPOSING, REVISING, EDITING, AND SPEAKING) WILL BE TAUGHT AND INTEGRATED THROUGHOUT THIS COURSE.*

*SUCCESSFUL COMPLETION OF BOTH SEMESTERS OF THIS COURSE MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT.*

**INFORMATION PROCESSING IIA** (660) (B215A) GRADES 11, 12  
(OFFERED ON ALTERNATE YEARS WITH INFORMATION PROCESSING IIB, INFORMATION PROCESSING IIA WILL BE OFFERED DURING 2009-2010)  
½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: KEYBOARDING AND FORMATTING  
PREFERRED ENROLLMENT: 19  
MAXIMUM ENROLLMENT: 19

*STUDENTS WILL CREATE AND UPDATE DOCUMENTS USING WORD PROCESSING AND DESKTOP PUBLISHING PROGRAMS AND PUT TOGETHER SLIDESHOWS, SPEAKER NOTES, AND HANDOUTS USING PRESENTATION SOFTWARE. INTRODUCTION WEBPAGE DESIGN SOFTWARE MAY BE INCLUDED. STUDENTS WILL REVISE DATA IN A STORED DATABASE AND USE QUERIES TO CREATE CUSTOMIZED REPORTS.*

*STUDENTS WILL APPLY PROPER GRAMMAR, PUNCTUATION, SPELLING, AND PROOFREADING PRACTICES TO DOCUMENTS AND REPORTS. ACCURACY WILL BE EMPHASIZED. WORKPLACE SKILLS AS WELL AS COMMUNICATION SKILLS WILL BE TAUGHT AND INTEGRATED THROUGHOUT THIS COURSE.*

*A SIMULATED INFORMATION PROCESSING CENTER OR WORK-BASED LEARNING EXPERIENCE MAY BE USED TO PROVIDE STUDENTS WITH THE EXPERIENCE OF WORKING IN THE ENVIRONMENT OF AN INFORMATION PROCESSING CENTER.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT.*

***INFORMATION PROCESSING IIB*** (665) (215B) GRADES 11, 12  
(OFFERED ON ALTERNATE YEARS WITH INFORMATION PROCESSING IIA,  
INFORMATION PROCESSING IIB WILL BE OFFERED DURING 2008-2009)  
½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: KEYBOARDING AND FORMATTING  
INFORMATION PROCESSING IIA  
PREFERRED ENROLLMENT: 19  
MAXIMUM ENROLLMENT: 19

*STUDENTS WILL EDIT AND UTILIZE CALCULATION FUNCTIONS IN SPREADSHEETS, INTEGRATE GRAPHICS, SPREADSHEETS, TABLES, TEXT AND DATA INTO DOCUMENTS AND REPORTS, AND CREATE GRAPHS AND CHARTS FROM SPREADSHEETS. STUDENTS WILL LEARN TO CONDUCT RESEARCH ON THE INTERNET AND/OR INTRANET, PREPARE AND ANSWER ROUTINE CORRESPONDENCE, ORGANIZE AND MAINTAIN A FILING SYSTEM, MAINTAIN AN APPOINTMENT CALENDAR, MAKE TRAVEL ARRANGEMENTS, PREPARE ITINERARIES AND EXPENSE REPORTS, AND PREPARE AND PROCESS TIMESHEETS. IN ADDITION, STUDENTS WILL MAINTAIN INVENTORY, ORDER EQUIPMENT AND SUPPLIES, AND PERFORM ROUTINE EQUIPMENT MAINTENANCE.*

*STUDENTS WILL APPLY PROPER GRAMMAR, PUNCTUATION, SPELLING AND PROOFREADING PRACTICES TO DOCUMENTS AND REPORTS. ACCURACY WILL BE EMPHASIZED. WORKPLACE SKILLS AS WELL AS COMMUNICATION SKILLS WILL BE TAUGHT AND INTEGRATED THROUGHOUT THIS COURSE.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT.*

**PHYSICAL EDUCATION** (750) (760)

GRADES 9, 10, 11, 12

½ UNIT OF CREDIT PER SEMESTER

(8 SEMESTERS ARE REQUIRED FOR GRADUATION)

PREREQUISITES: NONE

PREFERRED ENROLLMENT: 25

MAXIMUM ENROLLMENT: 25

*PHYSICAL EDUCATION IS A REQUIRED COURSE FOR ALL STUDENTS. THE CLASS CONSISTS OF THE FOLLOWING ACTIVITIES:*

- PHYSICAL FITNESS TESTING*
- SOFTBALL*
- SOCCER*
- VOLLEYBALL*
- BASKETBALL*
- PHYSICAL CONDITIONING*
- GAMES*

*PHYSICAL EDUCATION AT SANDOVAL HIGH SCHOOL IS DESIGNED TO DEVELOP THE BODY AS WELL AS THE MIND OF EACH STUDENT TO THE HIGHEST LEVEL POSSIBLE. MEANINGFUL LEARNING OPPORTUNITIES WILL BE PROVIDED FOR THE STUDENT TO DEVELOP KNOWLEDGE AND SKILLS TO MAKE BETTER USE OF EVER-INCREASING LEISURE HOURS. THIS TRAINING WILL INCLUDE DEVELOPING SKILLS FOR PARTICIPATING IN COMMUNITY GROUP ACTIVITIES AND INDIVIDUAL CARRYOVER RECREATIONAL ACTIVITIES. ACTIVITIES TO BE INCLUDED IN THE PHYSICAL EDUCATION PROGRAM SHALL BE SELECTED ACCORDING TO THE FOLLOWING CRITERIA:*

- ACTIVITIES SHALL BE MEANINGFUL AND PURPOSEFUL TO THE STUDENT.*
- ACTIVITIES SHALL HAVE CARRYOVER VALUE.*
- ACTIVITIES MUST BE WITHIN THE CAPACITIES OF THE STUDENT ACCORDING TO HIS OR HER AGE, SEX, AND STRENGTH.*
- ACTIVITIES SHOULD BE SELECTED THAT ARE POSSIBLE IN THE PARTICULAR SCHOOL FROM THE STANDPOINT OF FACILITIES, AS WELL AS TEACHER AND STUDENT ABILITIES.*

**WEIGHTLIFTING AND CONDITIONING** (765) GRADES 9-12

½ UNIT OF CREDIT PER SEMESTER

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 24  
MAXIMUM ENROLLMENT: 24

*THIS COURSE IS GEARED TOWARD ATHLETES. HOWEVER, NON-ATHLETES ARE ENCOURAGED TO ENROLL. THERE WILL BE MORE OF A FOCUS ON WEIGHTLIFTING AND CONDITIONING THAN IN REGULAR PHYSICAL EDUCATION. THE COURSE WILL CONSIST OF 3 DAYS OF MUSCULAR STRENGTH TRAINING AND 2 DAYS OF CARDIOVASCULAR FITNESS. STUDENTS WILL BE DIRECTLY MONITORED IN THEIR WEIGHTLIFTING PROGRAMS. ALL GAINS WILL BE RECORDED CLOSELY. SAFE AND CORRECT LIFTING WILL ALWAYS BE THE NUMBER ONE FOCUS OF THE PROGRAM. ALL STUDENTS WILL BE REQUIRED TO PERFORM CORE LIFTS, SUCH AS: BENCH PRESS, INCLINE BENCH PRESS, LEG PRESS, AND SQUATS. IN ADDITION TO LIFTING, STUDENTS WILL BE REQUIRED TO DO A CONSIDERABLE AMOUNT OF CARDIOVASCULAR WORK (DOT DRILLS, PLYOMETRICS, SPEED AND AGILITY IMPROVEMENT DRILLS, AND RUNNING).*

**DRIVER EDUCATION** (722) GRADE 10  
½ UNIT OF CREDIT (ONE QUARTER)

PREREQUISITES:	SEE COURSE DESCRIPTION
PREFERRED ENROLLMENT:	18
MAXIMUM ENROLLMENT:	18

*TO DRIVE LEGALLY IN ILLINOIS, A VALID DRIVER'S LICENSE, INSTRUCTION PERMIT, RESTRICTED DRIVING PERMIT, OR JUDICIAL DRIVING PERMIT IS REQUIRED.*

*TO APPLY FOR AN INSTRUCTION PERMIT, THE STUDENT MUST PASS:*

- 1. VISION TEST*
- 2. WRITTEN TEST*
- 3. BEHIND-THE-WHEEL TEST.*

*STUDENT ELIGIBILITY:*

- 1. STUDENT MUST BE BETWEEN THE AGES OF 15 AND 17 YEARS AND ENROLLED IN AN APPROVED DRIVER EDUCATION CLASS TO RECEIVE INSTRUCTION PERMIT. HOWEVER, A STUDENT MAY BE ALLOWED TO COMMENCE THE CLASSROOM INSTRUCTION PART OF THE DRIVER EDUCATION COURSE PRIOR TO REACHING 15 IF SUCH STUDENT THEN WILL BE ELIGIBLE TO COMPLETE THE ENTIRE COURSE WITHIN 12 MONTHS AFTER BEING ALLOWED TO COMMENCE THE CLASSROOM INSTRUCTION. (105 ILCS 5/27-24.2)*
- 2. STUDENT MUST HAVE RECEIVED A PASSING GRADE IN AT LEAST 8 COURSES DURING THE PREVIOUS TWO SEMESTERS. THIS REQUIREMENT MAY BE WAIVED BY THE CHIEF SCHOOL ADMINISTRATION WHEN WARRANTED. INCLUDED ARE THOSE ENROLLED IN A GED PROGRAM.*

*TIME STANDARDS:*

- 1. A MINIMUM OF 30 CLOCK HOURS OF CLASSROOM INSTRUCTION MUST BE SCHEDULED REGULARLY THROUGHOUT A PERIOD OF NOT LESS THAN SIX COMPLETE WEEKS.*
- 2. EACH STUDENT MUST COMPLETE A MINIMUM OF SIX CLOCK HOURS OF PRACTICE DRIVING.*
- 3. EACH STUDENT IS REQUIRED TO HAVE AT LEAST ONE HOUR OF OBSERVATION TIME FOR EACH HOUR OF BEHIND-THE-WHEEL.*

**HEALTH** (726) GRADE 10

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES:	NONE
PREFERRED ENROLLMENT:	24
MAXIMUM ENROLLMENT:	25

*WITH THE COMPLETION OF THIS COURSE OF INSTRUCTION IN HEALTH EDUCATION, THE STUDENT WILL HAVE BEEN PRESENTED WITH:*

- 1. AN UNDERSTANDING OF THE PHYSICAL DEVELOPMENT, STRUCTURE, AND FUNCTION OF THE HUMAN BODY*
- 2. AN UNDERSTANDING OF THE PRINCIPLES OF NUTRITION, EXERCISE, EFFICIENT MANAGEMENT OF EMOTIONAL STRESS, POSITIVE SELF-CONCEPT DEVELOPMENT, DRUG USE AND ABUSE, AND THE PREVENTION AND TREATMENT OF ILLNESS*
- 3. AN UNDERSTANDING OF CONSUMER HEALTH AND SAFETY, INCLUDING ENVIRONMENTAL HEALTH*
- 4. AN UNDERSTANDING OF A VARIETY OF BASIC LIFE-SAVING TECHNIQUES.*

*THIS INFORMATION WILL ENABLE THE STUDENT TO ACHIEVE BETTER HEALTH, GREATER HAPPINESS, AND A FULLER LIFE IN THE YEARS TO COME. THE PRIMARY PURPOSE OF SCHOOL HEALTH EDUCATION IS THE IMPROVEMENT OF BEHAVIOR CONDUCIVE TO GOOD HEALTH. ITS ULTIMATE GOAL IS THE OPTIMUM HEALTH OF THE INDIVIDUAL AND THE COMMUNITY. ITS FUNCTION IS TO PROVIDE GUIDANCE FOR LEARNING ACTIVITIES WHICH FAVORABLY INFLUENCE THE ACQUISITION OF KNOWLEDGE AS WELL AS THE DEVELOPMENT OF HABITS, ATTITUDES, AND SKILLS WHICH CONTRIBUTE TO THE FULFILLMENT OF THIS PURPOSE.*

**CLOTHING AND TEXTILES** (800) (F402) GRADES 9-12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 24  
MAXIMUM ENROLLMENT: 24

*THIS COURSE PROVIDES OPPORTUNITIES FOR STUDENTS TO DEVELOP A KNOWLEDGE AND UNDERSTANDING OF FASHION, FABRICS, AND TEXTILES AND ASSIST THEM IN MEETING THE CLOTHING AND FASHION NEEDS OF THEMSELVES AND THEIR FAMILIES. STUDENTS WILL DEVELOP COMPETENCIES IN THE FOLLOWING DUTY AREAS: SELECTING CLOTHING AND TEXTILE PRODUCTS; EVALUATING, SELECTING AND CARING FOR CLOTHING AND TEXTILES; APPRAISING CLOTHING AND TEXTILE PRODUCTS IN RELATION TO HEALTH, SAFETY, AND COMFORT; FASHION AND ITS EFFECT ON HUMANS; MAXIMIZING RESOURCES WHEN SELECTING, CONSTRUCTING, ALTERING, REPAIRING, AND REMODELING CLOTHING/TEXTILE PRODUCTS; USE OF SMALL TOOLS AND SEWING EQUIPMENT; CONSTRUCTION TECHNIQUES; PATTERN ALTERATION, LAYOUT, MARKING, PINNING, AND CUTTING TECHNIQUES. JOBS AND CAREER COMPETENCIES RELATED TO CLOTHING AND TEXTILES WILL BE INTERSPERSED THROUGHOUT THIS COURSE.*

**ORIENTATION TO FAMILY AND CONSUMER SCIENCE** (810) (F400)

GRADES 9, 10

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 16  
MAXIMUM ENROLLMENT: 16

*THIS COURSE IS THE BASIS FOR ALL FAMILY AND CONSUMER SCIENCE PROGRAMS. IT IS DESIGNED TO PRESENT SUBJECT MATTER IN SIX AREAS: CLOTHING & TEXTILES; RESOURCE MANAGEMENT; FOODS & NUTRITION; HOUSING, FURNISHINGS AND EQUIPMENT; HUMAN DEVELOPMENT, INTERPERSONAL & FAMILY RELATIONSHIPS; AND INTRODUCTION TO THE WORLD OF WORK. THE PURPOSE OF THIS COURSE IS TO EXPOSE STUDENTS TO LEARNING EXPERIENCES THAT WILL ASSIST THEM IN UNDERSTANDING THEMSELVES, THEIR ROLES IN TODAY'S SOCIETY AND THE RELATIONSHIP BETWEEN HOMEMAKING AND FAMILY & CONSUMER SCIENCE RELATED FIELDS.*

**FOODS AND NUTRITION** (820) (F401) GRADES 9, 10, 11, 12  
½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: ORIENTATION TO FAMILY AND  
CONSUMER SCIENCE (810) OR  
PERMISSION OF THE  
ADMINISTRATION AND INSTRUCTOR

PREFERRED ENROLLMENT: 16

MAXIMUM ENROLLMENT: 16

*THIS COURSE INCLUDES THE BASIC CLASSROOM AND LABORATORY EXPERIENCES NEEDED TO DEVELOP A KNOWLEDGE AND UNDERSTANDING OF BASIC FOOD PRINCIPLES AND NUTRITION FOR PEOPLE OF ALL AGES. COURSE CONTENT CENTERS AROUND: 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 THROUGHOUT THE COURSE.*

**CHILD DEVELOPMENT** (821) (F403) GRADES 9, 10, 11, 12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES:	ORIENTATION TO FAMILY AND CONSUMER SCIENCE OR PERMISSION OF THE ADMINISTRATION AND INSTRUCTOR
PREFERRED ENROLLMENT:	16
MAXIMUM ENROLLMENT:	16

*THE MAJOR AIM OF THIS COURSE IS TO PROVIDE LEARNING EXPERIENCES WHICH WILL HELP STUDENTS TO KNOW AND UNDERSTAND THE INTELLECTUAL, PHYSICAL, SOCIAL, AND EMOTIONAL DEVELOPMENT OF CHILDREN FROM CONCEPTION THROUGH ADOLESCENCE. UNITS OF STUDY INCLUDE: FAMILY PLANNING; PREGNANCY AND COMPLICATIONS INVOLVED; PRENATAL CARE; CHARACTERISTICS AND CARE OF THE NEWBORN; PHYSICAL, EMOTIONAL AND PSYCHOLOGICAL PREPARATION FOR CHILDHOOD; PRACTICING HEALTH AND SAFETY STANDARDS FOR CHILDREN; ENCOURAGING CHILDREN TO UTILIZE THEIR RESOURCES; DISCIPLINE VERSUS PUNISHMENT; AND FAMILY VALUES AND ATTITUDES. THE ROLE OF THE PARENT AND THE FAMILY, AS WELL AS ENVIRONMENTAL ASPECTS WILL BE DISCUSSED TO DEPICT HOW THEY SHAPE CHARACTER AND PERSONALITY OF THE CHILD. STUDENTS WILL ALSO STUDY AGGRESSIVE BEHAVIOR, HANDLING SPECIAL PROBLEMS, CULTURAL DIFFERENCES, AND DAY CARE SERVICES.*

**LIVING ENVIRONMENTS** (822) (F405) GRADES 11,12

½ UNIT OF CREDIT (ONE SEMESTER)

THIS COURSE IS OFFERED ON ALTERNATE YEARS WITH ADULT LIVING. IT WILL BE OFFERED DURING 2009-2010.

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 16  
MAXIMUM ENROLLMENT: 16

*THE LEARNING EXPERIENCES PROVIDED IN THIS COURSE WILL EXPOSE THE STUDENT TO BASIC KNOWLEDGE AND SKILLS NEEDED TO SELECT, ACQUIRE, MAINTAIN, AND MANAGE LIVING ENVIRONMENTS THAT MEET THE NEEDS OF THE OCCUPANTS. STUDENTS WILL LEARN THAT 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 WILL INCLUDE UNITS OF STUDY IN THE FOLLOWING DUTY AREAS: ALTERNATIVES IN HOUSING AVAILABLE TO YOUNG ADULTS; LOCATING AND MANAGING HOUSING FOR DIFFERENT LIFE STAGES USING GOAL-SETTING AND DECISION-MAKING SKILLS; EVALUATING LIVING SPACE TO MEET BASIC NEEDS; CREATING AND MAINTAINING LIVING ENVIRONMENTS; DETERMINING THE IMPACT OF THE INDIVIDUAL OR GROUP ON LIVING ENVIRONMENTS; AND APPLYING HOUSING AND HOME MANAGEMENT CHOICES RELATING TO CHANGING CAREER PATTERNS. BASIC MANAGEMENT PRINCIPLES AS THEY RELATE TO THE ENVIRONMENT WILL BE EMPHASIZED.*

**PARENTING** (824) (F407) GRADES 11, 12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 16  
MAXIMUM ENROLLMENT: 16

*THIS COURSE IS DESIGNED TO EXPOSE STUDENTS TO THE RESPONSIBILITIES, PROBLEMS, AND SATISFACTIONS OF PARENTHOOD. STRESS PREVENTION AND MANAGEMENT AND THE WORK OF MANY COMMUNITY AGENCIES THAT HELP PARENTS DEAL WITH VARIOUS TYPES OF PARENTING CRISES WILL BE EMPHASIZED. UNITS OF STUDY WILL INCLUDE:*

- TYPES AND STYLES OF PARENTING*
- RESPONSIBILITIES OF PARENTHOOD*
- BASIC PRINCIPLES OF THE PARENTING PROCESS*
- PREPARING FOR PARENTHOOD*
- SAFETY AND HEALTH STANDARDS AS THEY RELATE TO PARENTING*
- MAXIMIZING FAMILY RESOURCES*
- HUMAN RELATIONS SKILLS*
- IMPACT OF CAREER CHANGE ON FAMILY*
- TEENAGE PARENTING*

*SPECIAL EMPHASIS WILL BE PLACED ON RECOGNITION OF VALUES, GOALS, STANDARDS, RESOURCES, AND THE DEVELOPMENT OF THE ABILITY TO SEEK SOLUTIONS TO FAMILY LIVING AND ECONOMIC PROBLEMS.*

**ADULT LIVING** (825) (F408) GRADES 11, 12

½ UNIT OF CREDIT (ONE SEMESTER)

THIS COURSE IS OFFERED ON ALTERNATE YEARS WITH LIVING ENVIRONMENTS. IT WILL BE OFFERED DURING 2008-2009.

PREREQUISITES: NONE

PREFERRED ENROLLMENT: 16

MAXIMUM ENROLLMENT: 16

*THIS COURSE IS DESIGNED TO ASSIST INDIVIDUALS AND FAMILIES IN ACHIEVING LIFE SATISFACTION THROUGH RESPONSIBLE PARTICIPATION AS ADULTS IN THE HOME, COMMUNITY, AND THE 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 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 COMMUNICATIONS WITH OTHERS, AND EVALUATING FAMILY AND CAREER CHANGES. THE COURSE WILL HELP STUDENTS IDENTIFY RESOURCES THAT WILL ASSIST THEM IN MANAGING LIFE SITUATIONS.*

**CHILD CARE SERVICE OCCUPATIONS I** (816) (F411) GRADES 11 AND 12  
ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: ORIENTATION TO FAMILY AND  
CONSUMER SCIENCE (810), CHILD  
DEVELOPMENT (821), OR  
PERMISSION OF ADMINISTRATION  
AND INSTRUCTOR

PREFERRED ENROLLMENT: 16

MAXIMUM ENROLLMENT: 16

**BEFORE THE BEGINNING OF THE FALL SEMESTER, THE STUDENT MUST  
ALSO COMPLETE ALL OF THE FOLLOWING REQUIREMENTS:**

- (1) SHOW PROOF OF A COMPLETED PHYSICAL
- (2) SHOW PROOF OF A COMPLETED TUBERCULOSIS SKIN TEST
- (3) A CUMULATIVE GRADE POINT AVERAGE OF C
- (4) REQUEST AND RETURN APPLICATION TO THE PROGRAM
- (5) REQUEST AND RETURN WRITING SAMPLE TO THE INSTRUCTOR

**IN ADDITION, THE INSTRUCTOR WILL CONDUCT A FACULTY SCREENING  
OF THE STUDENT. ATTENDANCE RECORDS OF THE STUDENT WILL BE  
CONSIDERED.**

*THIS COURSE WILL PROVIDE STUDENTS INTERESTED IN CHILD AND DAYCARE  
OCCUPATIONS WITH INFORMATION AND EXPERIENCES NEEDED TO DEVELOP  
CHILDCARE JOB-RELATED COMPETENCIES. UNITS OF STUDY WILL INCLUDE  
DEVELOPMENTALLY APPROPRIATE PRACTICES (FOR INFANTS/TODDLERS/  
PRESCHOOL/SCHOOL AGED), HEALTH AND SAFETY, COMMUNICATION SKILLS,  
ACADEMIC SKILLS, PROFESSIONALISM AND EMPLOYABILITY SKILLS.  
STUDENTS WILL BE PROVIDED WITH WORK-BASED OR EXTENDED CAMPUS  
EXPERIENCES CLOSELY ARTICULATED WITH THEIR SCHOOL-BASED  
LEARNING.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS  
FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT  
(3 CREDITS).*

**CHILD CARE SERVICE OCCUPATIONS II** (826) (F412) GRADE 12  
TWO UNITS OF CREDIT (TWO SEMESTERS—TWO PERIODS PER DAY)

PREREQUISITES: ORIENTATION TO FAMILY AND  
CONSUMER SCIENCE OR PERMISSION OF  
THE ADMINISTRATION AND INSTRUCTOR  
(ADDITIONAL REQUIREMENTS ARE LISTED  
ON PREVIOUS PAGE FOR COURSE 816)

PREFERRED ENROLLMENT: 16

MAXIMUM ENROLLMENT: 16

*THIS COURSE WILL CONTINUE THE LEARNING BEGUN IN CHILD CARE  
SERVICE OCCUPATIONS I. THE EMPHASIS WILL BE PLACED ON  
ADMINISTRATION OF CHILDCARE FACILITIES. THE STUDY WILL INCLUDE:*

- CARE FOR INFANTS, TODDLERS, PRE-SCHOOLERS, AND SCHOOL  
CHILDREN IN EARLY CHILDHOOD EDUCATION AND CHILDCARE  
SETTINGS*
- RECOGNIZING AND CARING FOR SPECIAL NEEDS CHILDREN*
- ADVANCED COMMUNICATION SKILLS*
- PLANNING AND EXECUTING CHILDCARE AND EARLY CHILDHOOD  
EDUCATION PROGRAM ACTIVITIES*
- AGENCIES AND SERVICES CONCERNED WITH EARLY CHILDHOOD  
EDUCATION AND CHILD CARE*
- FUNDAMENTALS OF OPERATING A DAY CARE FACILITY*

*STUDENTS WILL BE ON THE JOB SITE FOUR DAYS PER WEEK AND IN CLASS ON  
FRIDAYS. MAJOR LEARNING EXPERIENCES WILL CONSIST OF A PRACTICUM IN  
A CHILDCARE FACILITY AND AT THE LOCAL GRADE SCHOOL.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS  
FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT  
(4 CREDITS).*

**RESOURCE MANAGEMENT** GRADES 11, 12

½ UNIT OF CREDIT (ONE SEMESTER)

PREREQUISITES: NONE

PREFERRED ENROLLMENT: 16

MAXIMUM ENROLLMENT: 16

*THE LEARNING EXPERIENCES IN THIS COURSE WILL FOCUS ON THE UNDERSTANDINGS AND SKILLS NEEDED TO MAKE DECISIONS ABOUT THE USE OF RESOURCES AND STRATEGIES WHICH LEAD TO QUALITY OF LIFE. UNITS OF STUDY WILL INCLUDE:*

- UNDERSTANDING THE ROLE OF THE CONSUMER*
- UTILIZING RESOURCES AND CONSUMER INFORMATION*
- APPLYING CONSUMER RIGHTS AND RESPONSIBILITIES IN THE MARKET PLACE*
- INSTALLMENT PURCHASING*
- BUDGETING*
- COMPARISON OF PRICES*
- COST OF CREDIT, INSURANCE AND TAXES*
- PURCHASING FOOD, CLOTHING, SHELTER, AND TRANSPORTATION*
- MANAGING MONEY AND RESOURCES*
- ANALYZING RESOURCE/CONSUMER MANAGEMENT SKILLS NECESSARY FOR PRESENT AND FUTURE DECISIONS*
- UNDERSTANDING ECONOMIC AND FREE ENTERPRISE SYSTEMS*

*THIS COURSE MEETS THE MANDATE FOR CONSUMER EDUCATION INSTRUCTION AS REQUIRED BY THE SCHOOL CODE OF ILLINOIS (SECTION 27-12.1).*

**BAND** (910) GRADES 9-12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: ABILITY TO PLAY A BAND  
INSTRUMENT  
MAXIMUM ENROLLMENT: OPEN-ENDED

*BAND IS A PERFORMANCE –ORIENTED CLASS WHICH MEETS ON A DAILY BASIS. BAND MEMBERS PARTICIPATE IN MARCHING BAND DURING FIRST QUARTER, PEP BAND DURING THE BASKETBALL SEASON, AND CONCERT BAND DURING THE SECOND, THIRD, AND FOURTH QUARTERS OF THE YEAR. DURING THE CONCERT SEASON, THE BAND PERFORMS AT THE CHRISTMAS CONCERT, IHSA ORGANIZATIONAL CONTEST, AND THE SPRING CONCERT. ATTENDANCE BY ALL BAND MEMBERS IS MANDATORY AT ALL PERFORMANCES EXCEPT PEP BAND WHERE NECESSARY ABSENCES WILL BE CONSIDERED ON AN INDIVIDUAL BASIS. BLACK PANTS OR SKIRTS AND WHITE SHIRTS WILL BE WORN FOR ALL CONCERT BAND PERFORMANCES.*

**CHORUS** (912) GRADES 9-12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: ENJOY SINGING AND THE ABILITY  
TO SING MUSICAL PITCH  
CORRECTLY  
PREFERRED ENROLLMENT: 20  
MAXIMUM ENROLLMENT: OPEN-ENDED

*CHORUS IS A PERFORMANCE-ORIENTED CLASS WHICH MEETS ON A DAILY BASIS. CHORUS MEMBERS PARTICIPATE IN CHRISTMAS CONCERT, IHSA SOLO AND ENSEMBLE CONTEST (IF THEY WISH TO PARTICIPATE) AND THE SPRING CONCERT. THE CHORUS ALSO PERFORMS AT RANDOM COMMUNITY EVENTS. ATTENDANCE BY ALL CHORUS MEMBERS IS MANDATORY AT ALL PERFORMANCES EXCEPT IHSA SOLO AND ENSEMBLE CONTEST. THE CLASS WILL STUDY VOICE, MUSIC THEORY, AND THE PRACTICAL APPLICATION OF BOTH IN MUSIC READING SKILLS. **STUDENTS WILL BE EXPECTED TO AUDITION FOR CHORUS DURING THE FIRST WEEK OF THE SEMESTER.** THIS WILL ALLOW FOR PROPER VOCAL PLACEMENT WITHIN THE GROUP. BLACK PANTS OR SKIRTS AND WHITE SHIRTS WILL BE WORN FOR ALL PERFORMANCES.*

**ART I** (920) GRADES 10, 11, 12  
(OFFERED ON ALTERNATE YEARS WITH ART APPRECIATION, ART I WILL BE OFFERED DURING 2009-2010.)

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: NONE  
PREFERRED ENROLLMENT: 10-12  
MAXIMUM ENROLLMENT: 15

*THIS IS A ONE-YEAR CLASS DESIGNED TO ACQUAINT THE STUDENT WITH VARIOUS ART FORMS, MEDIA AND THE HISTORIC ASPECTS OF ART AS A MIRROR OF CULTURES AND CIVILIZATIONS. IN ADDITION TO HANDS-ON EXPERIENCES IN VARIOUS MEDIUMS, THE STUDENT WILL BE REQUIRED TO SHOW KNOWLEDGE OF ART CONCEPTS THROUGH WRITTEN WORK. THE STUDY OF ART ENCOURAGES THE STUDENT TO DEVELOP SELF-DISCIPLINE, GROUP AND INDEPENDENT WORK HABITS, THE ABILITY TO FOLLOW DIRECTIONS, AND TO UNDERSTAND THE INTERACTIONS OF ART AND HISTORY.*

**ART II** (930) GRADES 11 AND 12

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES: ART I, APPROVAL OF THE INSTRUCTOR, PROVEN ARTISTIC ABILITY, AND THE ABILITY TO WORK INDEPENDENTLY  
PREFERRED ENROLLMENT: 1-3  
MAXIMUM ENROLLMENT: 3

*THIS COURSE IS A SELF-DIRECTED INDEPENDENT STUDY OF A SPECIFIC MEDIA. AFTER CONFERENCE WITH THE INSTRUCTOR, EACH STUDENT WILL SELECT ONE MEDIA IN WHICH TO CONCENTRATE FOR A 9-WEEK PERIOD. EACH STUDENT WILL BE REQUIRED TO SELECT A MEDIA OF CONCENTRATION, PRESENT PROPOSED PROJECTS, A SCHEDULE OF PRODUCTION, DESIGN IDEAS, AND EXPECTED OUTCOMES FOR APPROVAL BY THE INSTRUCTOR BEFORE COMMENCING ANY PROJECT. THE STUDENT WILL BE REQUIRED TO HAVE A WEEKLY CONFERENCE WITH THE INSTRUCTOR TO DISCUSS PRODUCTION STATUS, PROBLEMS, ANTICIPATED NEEDS, ETC. ACCEPTED STUDENTS WILL BE REQUIRED TO WORK INDEPENDENTLY IN A CLASSROOM WITH MINIMAL SUPERVISION FROM THE INSTRUCTOR.*

**ART APPRECIATION** (950) GRADES 11 AND 12  
(OFFERED ON ALTERNATE YEARS WITH ART I; ART APPRECIATION WILL  
BE OFFERED DURING 2008-2009.)

ONE UNIT OF CREDIT (TWO SEMESTERS)

PREREQUISITES:	NONE
PREFERRED ENROLLMENT:	10-12
MAXIMUM ENROLLMENT:	15

*THIS CLASS WILL PRESENT A SURVEY OF THE VISUAL ARTS AS THEY TRANSMIT CULTURAL TRADITIONS AND AESTHETIC VALUES. IT WILL EXAMINE HISTORICAL, SOCIAL AND TECHNOLOGICAL FACTORS THAT CONTRIBUTE TO THE UNDERSTANDING OF THE FUNCTION AND MEANING OF WORKS OF ART. ALL FORMS OF THE FINE ARTS AND ARCHITECTURE WILL BE COVERED IN THIS SURVEY. THREE PAPERS WILL BE REQUIRED IN THIS CLASS—TWO SHORTER ONES ON SCULPTURE AND ARCHITECTURE AND ONE LONGER ONE BASED ON THE CRITIQUE OF A WORK OF ART OBSERVED IN THE ST. LOUIS ART MUSEUM. STUDENTS WILL BE EXPECTED TO DEMONSTRATE THEIR KNOWLEDGE OF THE LANGUAGE, METHODS, MEDIA AND OBSERVATIONS IN THE FORM OF REGULAR WRITTEN TESTS AND ORAL PRESENTATIONS.*

*SUCCESSFUL COMPLETION OF THIS COURSE MEETS THE QUALIFICATIONS FOR SANDOVAL HIGH SCHOOL/KASKASKIA COLLEGE DUAL CREDIT.*

**OKAW AREA VOCATIONAL CENTER**  
**PROGRAMS OFFERED FOR 2008-2009 SCHOOL YEAR**

AUTO BODY REPAIR:

**(Automotive Body  
Repair I)**  
IE17

This course includes the name, use and care of tools of the trade: skills needed for welding, replacing and repairing parts, and panels, as well as interior and exterior cleanup. Spray gun technique along with care of paint equipment, including types of paint and refinish systems are taught. Another unit is repair estimating.

**(Automotive Body  
Repair II)**  
IE18

Two year program  
4 credits

AUTOMOTIVE MECHANICS:

**(Transportation I)**  
IE09

This course combines technical background information in the classroom and practical experience in the shop. Training is given on many types of vehicles and engines, using the latest types of equipment. Work and study is done on engine over-haul and tune-up, suspension, brakes, wheel balancing, electrical systems, carburetion, emission control computer systems, air-conditioning, and accessories.

**(Transportation II)**  
IE10

Two year program  
4 credits

BUILDING TRADES:

**(Construction I)**  
IE05

This program is aimed at students desiring a career in construction. The class constructs a modern home each year on a lot owned by the center. On-site construction is accompanied by classroom work that teaches theoretical and technical knowledge of building trades. The students perform the carpentry, electrical tasks, and observe or assist with the concrete, masonry, sheet metal and/or plumbing installation. The project is completed with painting and landscaping before it is sold.

**(Construction II)**  
IE06

Two year program  
4 credits

CHILD CARE:

**(Child Care)**  
HE10

This course is designed to provide students interested in a career in child and day care operations with information and practical experiences needed for the development of job-related competencies. Students will be provided laboratory experiences either in a school-based or extended campus facility. Students will be expected to develop appropriate skills in program development and in assisting with children's and/or adult's activities. Classroom study is concerned with the philosophy and management of care centers and the state and local regulations governing care-giving operations. The main learning experiences will involve actual work with children/adults in situations that simulate those found in business and industry, as well as preparation for that activity. Leadership, employability skills, and 60 hours of observation experience will also be a part of this course.

One year program

4 credits

COMMERCIAL ART:

**(Graphic Communications)**  
IE11

**(Graphic Arts)**  
IE12

This is a two-year program for junior and senior students interested in a career or a vocation of commercial illustration and advertising. The course covers a very wide variety of experiences in art. Students will be given experiences in advertising, computer graphics, paste-up design, sign painting, fashion design, interior design, and display design. The principles and elements of design will be emphasized on each project. Emphasis upon excellence in craftsmanship with a time element is stressed as if employed on the job. Prerequisite-Art I.

Two year program

4 credits

DRAFTING/COMPUTER-  
AIDED DRAFTING

**(Drafting/CAD I)**  
IE15

**(Drafting/CAD II)**  
IE16

A two year course which provides learning experiences related to the principles, tools, materials, techniques, equipment and processes utilized in the production and reproduction of drawings, layouts, plans and blueprints. Emphasis will be placed on three-dimensional representation using the computer as a drafting tool. Instruction is provided in freehand sketching; theory of projection; relationship of coordinate planes; object position in relation and requirements of dimensioning and tolerancing; isometrics of planes and solids; cavalier, cabinets, and general oblique drawing; diametric drawing; and picture plans, points of sight, visual rays, and vanishing points in perspective drawing.

Two year program

4 credits

ELECTRONICS:

**(Electronics I)**  
IE13

**(Electronics II)**  
IE14

This course is a training program for junior or senior students who desire a career in some field of electronics or computer networking including both theory and practical experience. Introductory principles ranging from AC-DC circuitry through Novell networking and Cisco Routers will be taught. Practical skills will include trouble-shooting methods, reading schematic diagrams and programming at 3 levels. Tools used will include meters, oscilloscopes, power supplies and software. Advanced topics include solid state devices, microprocessors, digital circuits and interfacing. Computer circuitry, repair of computers and LAN cabling is included. Successful completion of the program should enable the student to complete the (A+ certified) computer technician certification, Novell network manager Certified Network Administration (CAN) certification or other electronic technical certification.

Two year program

4 credits

FOOD SERVICE:

**(Food Service  
Occ. I)**  
HE12

**(Food Service  
Occ. II)**  
HE13

This is a two-year program for those students who aim for employment in the food industry. Classroom work will include units in food preparations using restaurant equipment such as a bench mixer, deep fryer and grill. Menu planning, serving skills management practices, nutrition, job interviews and applications will be covered. Field trips will be taken to hotels, bakeries, hospitals and restaurants.

Trained food service personnel are in demand and job opportunities are excellent for the future. On the job experience in the food service establishments will be provided. Opportunity for state certification by providing instruction on the "Applied Food Service Sanitation".

Two year program

4 credits

HEALTH OCCPATIONS:

**(Nurse Assistant)**  
H02

The purpose of this program is to give young people an opportunity to explore health careers while learning the skills necessary to become a proficient nursing assistant. Skills taught include the techniques needed for determining vitals, bathing and bed making; patient care; disease; and care of the aged. Each can be certified in CPR and receive state certification as a nurse aide. In addition the class visits and/or works in nursing homes, dental offices, veterinary offices, the hospital, and it's specialized departments. Students receiving an A or B in this class are waived 1 hour of college credit if they attend Kaskaskia College in the LPN Program.

One year program

4 credits

JUSTICE CORRECTIONS:

**(Criminal Justice and  
Corrections)**

IE24

An overview of the Criminal Justice system of the United States with topical consideration of the functional areas of the police, courts, corrections, Nature of Law, and the interrelationships of several components of the systems. Topics such as crime, legal concepts, policing, prosecution, defense, courts, sentencing, corrections, correctional programming institutional operations, counseling, care management, criminal justice reporting internal affairs, the juvenile justice systems and the development of philosophy, theory, and practice at correctional institutions will be discussed. Includes an analysis of police and correctional line operations.

Topics such as the specialized functions of crime prevention, vice, drug, communication, police reports, patrol deployment, juvenile work, use of deadly force, implementation of procedural and tactical planning, basic principles of vehicle/traffic control and enforcement, accident investigation and functions of various police operational field units. Correctional operations will include History of Corrections, Development in the United States, current prison populations, gangs, institutional security, inmate characteristics, employment and careers in corrections. The course will emphasize contemporary/topical issues such as cultural diversity, ethical issues, gangs, crime in the United States, new ways of dealing with offenders and inmates, professional liability, and changes in career development in criminal justice. This is a Dual-Credit course in which students will be receiving credits

toward High School graduation as well as Community College credit hours. Students will be expected to pay Community College tuition up to twelve hours received through this course. The objective of the Criminal Justice and Corrections program is to prepare High School graduates with advanced status in the Administration of Justice program at Kaskaskia Community College or the Corrections/Law Enforcement programs at Lake Land Community College.

One year program

Seniors only

4 credits

Up to 12 Community College hours

MACHINE SHOP:

**(Manufacturing I)**

IE07

Two-year course which provides study of blueprint reading, metalling, shop safety, shop mathematics and CNC programming.

Emphasis will be placed on operation and set-up of metal cutting, lathes, mills, drills, grinders and saws.

**(Manufacturing II)**

IE08

Two year program

4 credits

MODEL OFFICE:

**(Model Office I)**  
BE17

**(Model Office II)**  
BE18

This is a two-year training program open to juniors and seniors. This course provides practical experience in the tasks performed by office personnel. Areas covered: advanced keyboarding, Office 2000 Suite (Word, Excel, Access, Power Point), voice-recognition software, use of the ten-key office calculator, filing, Dictaphone, office grammar and punctuation, proofreading, and office conduct and grooming. Various simulations are completed in an office-type setting to stress time management and productivity.

The second-year expands on the skills acquired the first year. In addition, students often complete projects as requested by teachers and members of the community. One year of keyboarding is required for this course.

Two year program

4 credits

POWER MECHANICS:

**(Ag. Power Mechanics I)**  
AG11

**(Ag. Power Mechanics II)**  
AG12

A two year course vocational in nature is for those junior or senior students who aim for a career in the repair and assembly of farm machinery. Instruction will be given for all types of mechanical equipment, including diesel motors, and hydraulic and electrical systems.

Diagnostic equipment for engine analysis will be used and advanced welding will be included. Assembly of new equipment, tune up, and complete overhaul of old equipment will be part of the course.

Two year program

4 credits

WELDING:

**(Manufacturing I)**  
IE07

**(Manufacturing II)**  
IE08

The classroom portion of this program provides study in welding safety, basic math, blueprint reading and layout, metallurgy, welding processes, fabrication, and repair. Shop exercises consist of oxy-acetylene welding and cutting, shielded metal arc welding, gas metal arc welding (MIG), and tungsten metal arc (TIG) in various positions.

Two year program

4 credits

**OKAW morning sessions begin at 9:05 a.m. and end 11:20 a.m.**

**Dual credit with Kaskaskia or Lakeland Colleges is available in certain programs.**

**DRAFTING TECHNOLOGY (3001)**  
**Career and Technical AAS Degree/or Certificate**

*The Computer Drafting Technology program at Kaskaskia provides the education and experience to become an entry-level drafter in the technological field of Computer Aided Drafting. Students study graphic communication through technical drawing; however, they discover the benefits of Computer Aided Drafting (CAD) in design, visualization, testing, analysis, manufacturing, assembly, marketing and 3D modeling. An AutoCAD Certificate of Achievement is available to students who have returned to school to take only CAD classes.*

*They can apply this certificate to an Occupational Certificate for future advancement with in their chosen occupations. For student's who elect to pursue drafting and design as a chosen occupation and student's who elect to continue their education, a 2-year A.A.S. Degree is available. Typical students who complete a 2-year Computer Drafting Technology program have a number of attributes to enter on their application for employment. These include in-depth training in drafting, ability to learn and flexibility in their skills.*

**CARPENTRY OCCUPATIONS (3002)**  
**Career and Technical AAS Degree/or Certificate**

*The Carpentry Occupations Program at Kaskaskia College allows students to # understand and explore the many facets of work encompassed by the Carpentry Profession. Beginning with safety and an understanding of materials and tools, the students learn the development of plans from site and layout work through the construction of footings, foundations, floors, walls, roofs, ceilings, and finish work. The complex world of construction operations and scheduling is examined in detail through the various courses of study.*

*This program is designed to help students prepare for a career in the building trades as an carpenter. This profession is in high demand and pays well. The Carpentry Occupations Program requires dedication to learning and understanding of all aspects of building dynamics through field and hands on experience.*

**COLLISION TECHNOLOGY (3003)**  
**Career and Technical AAS Degree/or Certificate**

*The Auto Collision Program at Kaskaskia College is designed to provide the student with a working knowledge of all phases of repair and maintenance of a vehicle's interior, exterior, and underbody structure. The program offers training in sheet metal repair, MIG welding, various types of painting procedures, interior/exterior trim, and glass repair. In addition, the student learns how to analyze damage and determine replacement parts on a vehicle. Lab classes give the student an opportunity to practice what has been learned on actual vehicles in a shop environment.*

**AUTOMOTIVE TECHNOLOGY (3004)**  
**Career and Technical AAS Degree**

*The automotive technology curriculum provides the students with technical skills necessary to diagnosis, test, and repair today's sophisticated vehicles. Through classroom study of principles combined with "heavy" hands on experiences applied on automobiles in the lab, graduates of the program are prepared to assume positions in the automotive industry as entry level technicians. Students entering the program should possess good math skills, the ability to read technical manuals, good communication skills, hand to eye coordination, and be interested in mechanical work. The program also prepares students for the ASE certification exams sponsored by the National Institute for Automotive Service Excellence. Students are encouraged to take the specific ASE exams upon completion of related courses.*

*After completion of the Associate in Applied Science Degree students may elect to transfer to select senior institutions under an advanced placement capstone option to obtain a four-year degree. Suggested General Education Electives for transfer will vary; see the automotive coordinator for further recommendations.*

*The instruction, course of study, facilities, and equipment of this program have undergone ridged evaluation by the National Automotive Technicians Education Foundation and met the ASE standards for training program Master Certification*

## **WELDING TECHNOLOGY (3005)**

### **Career and Technical Certificate**

*The Welding Technology Program at Kaskaskia College allows students to understand and explore the many avenues available for work enhanced by the skill of welding. Many professional trades use skilled welders (e.g. boilermakers, ironworkers, sheet metal mechanics, pipefitters and pipe welder, ship fitters and ship welders, automotive manufacturing, and aerospace industries.) Most of the better paying jobs in the metal fabrication trades will only let those individuals that have passed a qualification test do the work. Before students in the Welding Program can attain an A.W.S., A.S.M.E., or A.P.I. qualification report, they must demonstrate a strong desire for safety and a thorough understanding of materials, equipment and the tools used by someone utilizing this skill. The students learn how to develop the basic skills of welding from the three main arc processes taught (shielded metal arc, gas metal arc, and gas tungsten arc) and transform these basic skills into the ability to take a proctored welding qualification test. This would involve both structural plate and pipe welding tests. The complex world of metal fabrication and welding is examined in detail through the various courses of study offered in the Welding Technology Program.*

*This program is designed to help students prepare for a career in the metal fabrication trades as a skilled welding operator. The knowledge and demonstrated skill of a qualified welder is in demand and pays well. The Welding Technology Program requires dedication to learning and understanding of all aspects of welding dynamics through classroom lecture and intensive hands on experience in the laboratory setting.*