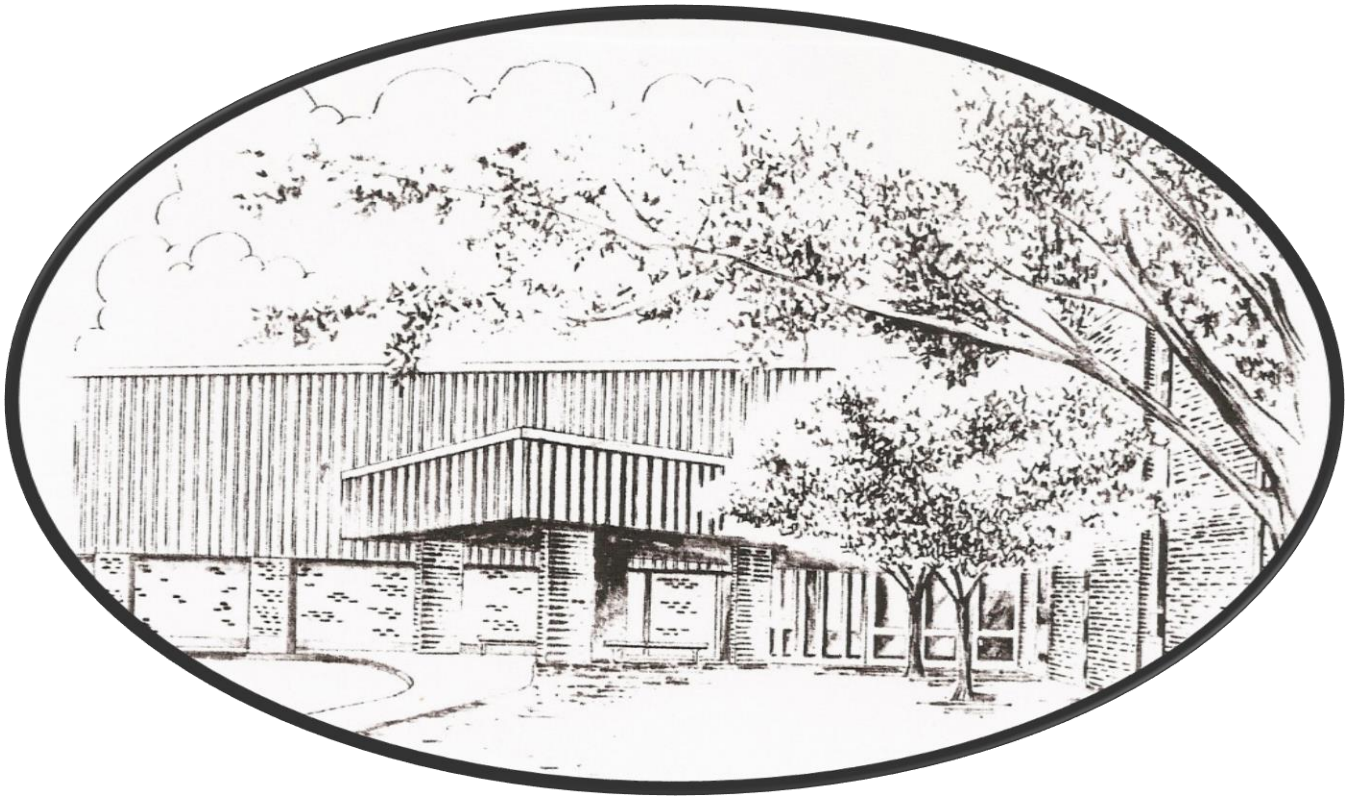
Mt. Zion High School

Mt. Zion, Illinois



Student Course Planning Handbook

2019-2020

INTRODUCTION

The administrators, faculty, and counselors of Mt. Zion High School strive to promote the development and growth of all students. Our goal is to graduate students who possess the skills and critical thinking capabilities that are necessary for success in college, post-secondary career opportunities, and social adult living.

Success and productivity are a result of planning and action. This handbook provides the student the opportunity to be proactive in his/her choice of curriculum offered at Mt. Zion. By using this handbook as a reference, the student will be able to intelligently select courses of interest that 1) meet state of Illinois and Mt. Zion Community School District #3 graduation requirements, 2) academically challenge the student, and 3) offer the skills that college and the work place demand.

This handbook is only a summary of Board approved high school courses and programs and may be changed during the year without notice. The handbook cannot possibly cover all scenarios that may arise regarding your academic and co-curricular planning, and it is not intended to limit administrators' authority to address academic and co-curricular matters not identified in the handbook. Therefore, the intent of this handbook is to serve as an academic planning guide for students that may be changed if the administration deems it necessary.

MISSION STATEMENT

The Mt. Zion Community Unit School District: "A Great Place to Learn"…working with families to fully develop every child's ability to be a life-long learner and contributing member of society.

TABLE OF CONTENTS

GRADUATION & COLLEGE ADMISSION REQUIREMENTS

Mt. Zion High School students must earn 24 credits to graduate. The following courses must be part of those credits:

- 4 credits of English (English I, II, III, and IV or RCC ENG 101 and RCC ENG 102 and/or Advanced English I, II, III, and English Literature & Composition AP)
- 3 credits of mathematics; one course must be Algebra and another course must include geometry content
- 3 credits of science (including 1 credit of biological science & 1 credit of physical science effective the graduating class of 2021)
- 2 credits of social sciences (1 credit of U.S. History during 11th grade, 1/2 credit of Civics, 1/2 credit of Modern World History)
- 1/2 credit of keyboarding
- 1/2 credit of health
- 1 credit of fine arts (may be music, art, foreign language, or vocational education [see below])
- 1/4 credit of consumer education
- 2 credits of physical education (Students must take Wellness/P.E. every semester unless a waiver applies [see page 52 for P.E. Waiver details])

The following courses may be used to satisfy the fine arts requirement with the exception of those courses used to fulfill another graduation requirement.**

- Heartland Technical Academy programs
- Cooperative Interrelated Occupations
- Agriculture department courses
- Computer Education courses
- Family and Consumer Sciences department courses
- Business department courses

**(For example, Consumer Education may not be used to satisfy the fine arts component because it is already a graduation requirement.)

The Illinois Board of Higher Education recommends that certain high school credits be earned for college admission. Counselors urge and recommend that students and their parents become aware of these requirements; it will afford the student the utmost consideration by a college for admission purposes if the student has met all of these guidelines:

- 4 credits of English (emphasizing written and oral communications and literature)
- 3 credits of social studies (emphasizing history and civics)
- 3 credits of mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
- 3 credits of science (laboratory sciences)
- 2 credits of the same foreign language (recommended), music, art, or vocational education

Each college has its own admission or program requirements: therefore, it is imperative that students check the specific entrance requirements of the school of their choice.

STUDENT SERVICES DEPARTMENT

The Student Services department is comprised of our school guidance counselors, a secondary counselor/social worker and academic liaison. The team works with students and staff to address the three domains of school counseling:

- Academic
- Social/Emotional
- Post Secondary/Career Development

Special Programs include:

- Freshman Orientation
- College Fair
- Host College and Military representatives
- College 101: Planning for your Future (Grade 10)
- Financial Aid Night (Grade 11)
- Awards Night (by invitation - May)

Services available to students include:

- Social/ Emotional Support Services
- Academic Support
- Resource Referrals
    - Community Counseling Resources
    - Test Prep
    - Financial Aid
- Academic Advisement/Four Year planning/Scheduling
- Post Secondary Planning: Career Exploration and Planning
- Transcript Review
- Coordination/Interpretation of Testing
- Assistance with procedures for NCAA eligibility
- Assistance with the College Application Process (Grade 12)
- Letters of Recommendation
- Transcript Requests

Testing Schedule*

Grade 9 - PSAT 8/9: Spring

Grade 10 - PSAT 10: Spring

Grade 11 - PSAT-NMSQT: October
SAT School Day: Spring
AP Exams (if applicable): May
ACT National Test Dates/ Registration: www.act.org
SAT National Test Dates/ Registration: www.collegeboard.org

Grade 12: AP Exams (if applicable): May

* Testing schedule may vary dependent on ISBE approved testing & policies/procedures

4-YEAR PLAN

GRADUATION REQUIREMENTS
(24 CREDITS MUST BE EARNED)

4 years of English
3 years of Math
3 years of Science
1 year of U.S. History
1/2 credit of Modern World History
1/2 credit of Civics
1/2 credit of Keyboarding
1/4 credit of Consumer Education
1 credit of Fine Arts (either Music, Art, Foreign Language, or Vocational Education)
1/2 credit of Health
2 credits of Physical Education

COLLEGE BOUND CURRICULUM: The Illinois Board of Higher Education recommends that students who plan to enter a state supported college or university successfully complete the following high school subject pattern:

4 years of English
3 years of Mathematics (beginning with Algebra I)
3 years of Lab Science
3 years of Social Science
2 years of same Foreign Language (recommended), Fine Arts, or Vocational Education

Occupational Goal: _____

Postsecondary Education/Training needed: _____

YEAR	1	2	3	4	5	6	7	Credits / Total Credits
Freshman	English I	Math	Science		P.E.			
Sophomore	English II	Math	Science		P.E.			
Junior	English III	Math	U.S. History	Science	P.E.			
Senior	English IV				P.E.			

CLUBS, ORGANIZATIONS & ATHLETICS

Mt. Zion High School students are encouraged to actively participate in one or more of the school sponsored activities. Activity participation enables the student to achieve experience in social activities, develop leadership qualities, pursue leisure-time interests (and to develop new interests), enlarge his/her friendships, learn the art and policy of government, and have fun.

- Student Council
- National Honor Society
- Future Business Leaders of America
- National FFA Organization
- Family, Career, & Community Leaders of America
- Principal's Advisory Council
- International Club
- Medics Club
- French Club
- Art Club
- Key Club
- Spanish Club
- Students Against Destructive Decisions (SADD)
- Math Team
- WYSE Team
- Competitive Mixed/Unisex Show Choirs
- A cappella Quartets/Ensembles
- Band
- Jazz Band
- Flag Corps
- Drama Club
- Scholastic Bowl
- Intramurals
- Bass Fishing
- STEM Club
- Honor Guard
- Fellowship of Christian Athletes

Athletics for boys.....		Athletics for girls.....	
Football	Basketball	Volleyball	Softball
Cross Country	Baseball	Cross Country	Cheerleading Squad
Golf	Track	Basketball	Pom Pon Squad
Wrestling	Soccer	Track	Soccer
Tennis		Tennis	Golf

NCAA ELIGIBILITY

NCAA Clearinghouse
Approved Courses

Mt. Zion High School athletes who plan to continue athletic competition at the collegiate level must meet certain minimum eligibility requirements set forth by the NCAA. One of those requirements is a high school "core" curriculum in English, Mathematics, Science, and Social Science. (For specific criteria requirements, please contact your counselor.) In planning your yearly schedule, it is extremely important for athletes to select courses that have been approved by the NCAA in order to meet their standards. The following courses offered at Mt. Zion High School have been approved by the NCAA Clearinghouse as meeting their "core" requirements. (Courses are added on an ongoing basis; check with your counselor for recent additions to the list or log on to www.ncaaclearinghouse.net or www.eligibilitycenter.org. Our high school code is 143-085.)

ENGLISH

Drama
English I
Advanced English I
English II
Advanced English II
English III
Advanced English III
English IV
English Lit & Composition (AP)
Composition 1
Composition 2
Speech Communications

MATHEMATICS

Algebra I
Algebra II
Advanced Algebra II
Calculus I (AP-AB)
Calculus II (AP-BC)
Formal Geometry
Pre-Calculus
Probability & Statistics
Applied Statistics

NATURAL/PHYSICAL SCIENCE

Integrated Science (Lab)
Biology (Lab)
Chemistry (Lab)
Advanced Chemistry (Lab)
Chemistry (AP) (Lab)
Anatomy & Physiology (Lab)
Intro Physics & Chemistry (Lab)
Physics 1(AP) (Lab)
Biology (AP) (Lab)

SOCIAL SCIENCE

Ancient World History
Civics
Modern World History
Psychology
Sociology
United States History
Contemporary America
The African-American Experience
Early America

ADDITIONAL CORE COURSES

French I
French II
French III
French IV
French V
Spanish I
Spanish II
Spanish III
Spanish IV
Spanish Language & Culture (AP)

Note: Courses are reviewed by NCAA on an ongoing basis for approved course status. Always check their website for the most up to date information.

GRADES

The final grade for a semester is determined by assigning equal weight for each quarter plus a designated percentage of the semester final exam. The semester grade is the only grade that is recorded on the student's transcript. A student must pass a course in order to receive credit. An explanation of the letters are as follows:

A - Superior (90%-100%)
B - Above Average (80%-89%)
C - Average (70%-79%)
D - Below Average (60%-69%)
F - Poor (0%-59%)

SUMMA CUM LAUDE - all A's in all courses
HIGH HONOR ROLL - 3.50-4.00+ average
HONOR ROLL - 3.00-3.49 average

A "D" or "F" in any subject disqualifies a student from any honor roll.

Report cards are available on Skyward Family Access.

GRADE POINT AVERAGE (GPA)

To calculate a student's GPA, assign the following points to grades received:

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

Total the points and divide by the number of grades received. This number is the GPA for the student.

WEIGHTED & ADVANCED PLACEMENT COURSES

ENGLISH

Advanced English I
Advanced English II
Advanced English III
English Literature & Composition (AP)

FOREIGN LANGUAGE

Spanish III, IV & Spanish Language & Culture (AP)
French III, IV & V

MATH

Advanced Algebra II
Pre-Calculus
Calculus I (AP-AB)
Calculus II (AP-BC)
Applied Statistics

SCIENCE

Physics 1 (AP)
Anatomy & Physiology
Advanced Chemistry
Chemistry (AP)
Biology (AP)

SOCIAL SCIENCES

African American Experience
U. S. History (AP)
Psychology
Ancient World History

VOCATIONAL

Management Systems
Advanced Computers
Accounting II

Note: Courses that are not in our curriculum will not receive the weighted "add-on" (regardless of level).

ADVANCED PLACEMENT PROGRAM

The College Board's advanced placement program is a cooperative agreement between high schools and colleges. Courses undergo an AP audit process to be classified with AP. Approved courses for Mt. Zion High School are indicated on the list above with (AP) following their title. Students in AP classes have the option to take the correlating AP exam at the end of the academic year. Students can demonstrate college level achievement by scoring a 3, 4 or 5 on the AP exam and are awarded college credit at their chosen college or university in Illinois. (Note: For private institutions or out-of-state universities, please contact their respective admissions office to see how AP credit applies.) For more info visit www.collegeboard.org

HOW TO CALCULATE THE GPA

ON THE "ADD-ON" WEIGHTED SYSTEM

With the adoption of the Skyward computer management system, the "Add-On" weighted system was implemented. (Remember that the weighted system is used as an additional means to rank students; it does not change grades.) To determine the GPA using the "Add-On" method:

1) Calculate GPA using traditional 4.0 scale.
2) For each year long course passed, add .04 to the year-end GPA (semester weighted courses earn .02). (See example.)

"Add-On" Example

COURSE	1ST SEM. AVG. GRADE	2ND SEM. AVG. GRADE	GRADE PTS.	"ADD-ON" PTS. (AFTER CALCULATING GPA)
*Advanecd English III	A	A	4	.04
U.S. History	A	A	4	
*Anatomy & Physiology	A	A	4	.04
*Pre-Calculus	A	A	4	.04
Band	A	A	4	
P.E.	A	A	4	
Spanish II	A	A	4	
***Weighted**			28 ÷ 7 = 4.0	+ .12 = **4.12 YEAR END GPA**

CREDITS EARNED

Mt. Zion High School students are required to enroll in a minimum of six (6) credits per school year and a minimum of six (6) classes per semester. Exceptions may be granted by the high school principal only when a scheduling conflict exists. Mt. Zion High School students earn credit for courses passed.

On average, a student should have earned:

6 credits at end of freshman year
12 credits at end of sophomore year
18 credits at end of junior year
24 credits at end of senior year

CLASS DESIGNATION (FOR TRANSFER STUDENTS)

Students who transfer to Mt. Zion High School will be classified as freshman, sophomore, junior or senior status based on the number of credits earned as delineated below.

1st year student in high school	Freshman
2nd year student in high school and earned a minimum of 4 credits	Sophomore
3rd year student in high school and earned a minimum of 10 credits	Junior
4th year student in high school and earned a minimum of 16 credits	Senior

Students that transfer from home schooling may transfer credits only from a state accredited approved curricula.

CLASS RANK, GPA, GRADUATION HONORS

Mt. Zion High School calculates class ranks and Grade Point Averages on both the unweighted, traditional 4.0 scale and a weighted system. Students are ranked according to GPA; i.e. the person with the highest GPA is #1 in the class and so forth. (See pages 6, 7, and 8 for additional information on the weighted policy and related calculation procedures.) It is important to note that colleges, universities, technical schools, and scholarship programs determine their own criteria for eligibility and use of the appropriate ranking and/or GPA systems. The best/better rank is used for students when applying for post-secondary educational opportunities and for scholarships.

For the graduation honors of valedictorian, salutatorian and top ten, the following criteria must be met:

1) Students must complete (at least) the first semester of the twelfth grade at Mt. Zion High School.
2) Class ranks will be determined on the weighted grading system and will be calculated at the end of the eighth semester.

CREDIT RECOVERY OPTIONS

Mt. Zion students who need additional credit due to failed courses may obtain that credit in a number of ways:

1) Correspondence Courses
2) Summer School
3) Schedule overload

Correspondence Courses

Counselors have information on correspondence schools. Counselors help the student select and register for appropriate classes; up to four (4) credits may be earned and applied to regular graduation credit. Once Mt. Zion receives an official transcript (from the correspondence school) which indicates credit earned and final grade, these are added to the Mt. Zion transcript. The student, parent, principal, and counselor sign a contract detailing these stipulations. Costs vary but one may expect to pay approximately $120.00-$300.00 per one-half credit.

Summer School Courses

Mt. Zion High School offers a limited number of summer school courses. Classes begin in early June. Your counselor will have summer school information in April.

Schedule Overload

To overload a student's schedule, a student may enroll in an early bird course offered in order to attempt to earn 8 credits per year.

*Students requiring more intensive credit recovery should consult with their guidance counselor for referral to alternative programs to obtaining those credits.

SCHEDULE CHANGE POLICY

Students are permitted to make schedule changes only when they are clearly warranted. Since registration for each school year begins in the spring of the preceding year, ample time is provided for careful planning of this program by the parents, the counselor, and the student. Changes in programming will not be allowed with certain important exceptions permitted when advisable.

Despite this policy, it is recognized that circumstances exist which do warrant a legitimate change of schedule. These circumstances include the following:

1) A change due to a schedule conflict.
2) A change from one level to another. Such a change may be made with written approval of the principal.
3) A withdrawal because of a class section overload (first five full days). The approval of the principal is necessary.
4) A change for reasons of health. The approval of the principal is required along with a written statement from the physician.
5) A change to allow the student to enroll in academic classes which are required for graduation from high school provided that failure to take such classes will result in the pupil being unable to graduate.
6) A change which will allow a student to enroll in academic classes which are required for admission to an institution of higher learning provided that failure to take such classes will result in the pupil being denied admission to the institution of his or her choice. Evidence must be shown to indicate that such a change is necessary.

DROP/ADD CLASS(ES)

New classes may only be added during the first ***five full days*** of a semester. Students cannot drop a class after ***six weeks***, without failing the course. After the first five full days of a semester, schedule changes can only be made with approval of the principal or a designee.

AUDIT POLICY

A student who has earned a "D" in a course may choose to audit that course to prepare for the next sequential course and/or to earn a better grade needed for admission to post-secondary programs. Also, a student that has failed a course 2nd semester but passed 1st semester has the option to audit that course. A student must have a counselor recommendation and administrative approval. When a student audits a class:

1) No additional credit is earned.
2) The new grade (if higher than the original grade) will replace the previous grade.
3) Audit courses may only be taken the next consecutive year or semester of the original course.
4) The student must be enrolled in seven courses.

COURSE OFFERINGS

KEY: X Grade level course may be taken
*** Weighted class**
**** Class that may be repeated for credit**
+ Class may be repeated one time for credit

AGRICULTURE

Course	Credit	Recommended Grade			
		9	10	11	12
Intro to Agriculture	1	X	X		
Agricultural Construction & Technology	1	X	X	X	X
Horticultural Science	1	X	X	X	X
Physical Science Applications in Agriculture	1		X	X	X
Biological Science Applications in Agriculture	1		X	X	X
Supervised Agricultural Experience I (SAE)	¼-1		X	X	X
Supervised Agricultural Experience II (SAE)	¼-1		X	X	X

BUSINESS & TECHNICAL/VOCATIONAL

Course	Credit	Recommended Grade			
		9	10	11	12
Accounting I	1		X	X	X
*Accounting II	1			X	X
Business Law	½			X	X
Business Mathematics	½		X	X	X
Consumer Education	¼	X	X		
Word Processing	½	X	X	X	X
*Management Systems	½				X
Retail Marketing	½			X	X
Keyboarding & Formatting	½	X	X	X	X
Heartland Technical Academy	3			X	X
Cooperative Interrelated Occupations	3				X

COMPUTER EDUCATION

Course	Credit	Recommended Grade			
		9	10	11	12
Computer Concepts & Software Applications	½		X	X	X
*Advanced Computers	½		X	X	X
Web Development	½		X	X	X

ENGLISH

Course	Credit	Recommended Grade			
		9	10	11	12
English I	1	X			
*Advanced English I	1	X			
English II	1		X		
*Advanced English II	1		X		
English III	1			X	
*Advanced English III	1			X	
English IV	1				X
English Literature & Communications	1				X
*English Literature & Composition (AP)	1				X
Speech Communications	½			X	X
Creative Writing	½			X	X
Drama	½			X	X
Theater Arts	½		X	X	X
**Yearbook	1		X	X	X
**Reading	1	X	X	X	

FAMILY & CONSUMER SCIENCES

Course	Credit	Recommended Grade			
		9	10	11	12
Nutrition & Culinary Arts I	½		X	X	X
Nutrition & Culinary Arts II	½		X	X	X
Child Development	½	X	X	X	X
Textiles & Design	1	X	X	X	X
**Advanced Textiles & Design	1		X	X	X
Parenting	½	X	X	X	X
Housing & Interior Design	½		X	X	X

FINE ARTS

Course	Credit	Recommended Grade			
		9	10	11	12
**Band	1	X	X	X	X
**Flag Corps	½	X	X	X	X
**Jazz Band	1	X	X	X	X
Music Theory & Composition	1		X	X	X
**Orchestra	1	X	X	X	X
**Concert Choir (Mixed/Male Choir)	1	X	X	X	X
**Les Femmes (Female Show Choir)	1	X	X	X	X
**Swingsations (Mixed Show Choir)	1	X	X	X	X
Art I	1	X	X	X	X

Art II	1		X	X	X
Art III	1			X	X
Art IV	1				X

FOREIGN LANGUAGE

Course	Credit	Recommended Grade			
		9	10	11	12
French I	1	X	X	X	X
French II	1	X	X	X	X
*French III	1	X	X	X	X
*French IV	1		X	X	X
*French V	1			X	X
Spanish I	1	X	X	X	X
Spanish II	1	X	X	X	X
*Spanish III	1	X	X	X	X
*Spanish IV	1		X	X	X
*Spanish Language & Culture (AP)	1			X	X

MATHEMATICS

Course	Credit	Recommended Grade			
		9	10	11	12
Math Concepts	1	X	X		
Informal Geometry	1		X	X	X
Algebra I Concepts	1	X	X		
Algebra I	1	X	X	X	X
Formal Geometry	1	X	X	X	X
Algebra II	1		X	X	X
*Advanced Algebra II	1	X	X	X	X
Probability & Statistics	1			X	X
*Pre-Calculus	1		X	X	X
*Calculus I (AP-AB)	1			X	X
*Calculus II (AP-BC)	1			X	X
*Applied Statistics	1		X	X	X
**Mathematics Lab	1	X	X	X	

PHYSICAL, HEALTH & SAFETY EDUCATION

Course	Credit	Recommended Grade			
		9	10	11	12
Driver Education	¼	X	X	X	X
Health	½	X	X	X	X
Wellness	1	X	X	X	X
Power Training	1	X	X	X	X
Athletic Physical Education	1		X	X	X

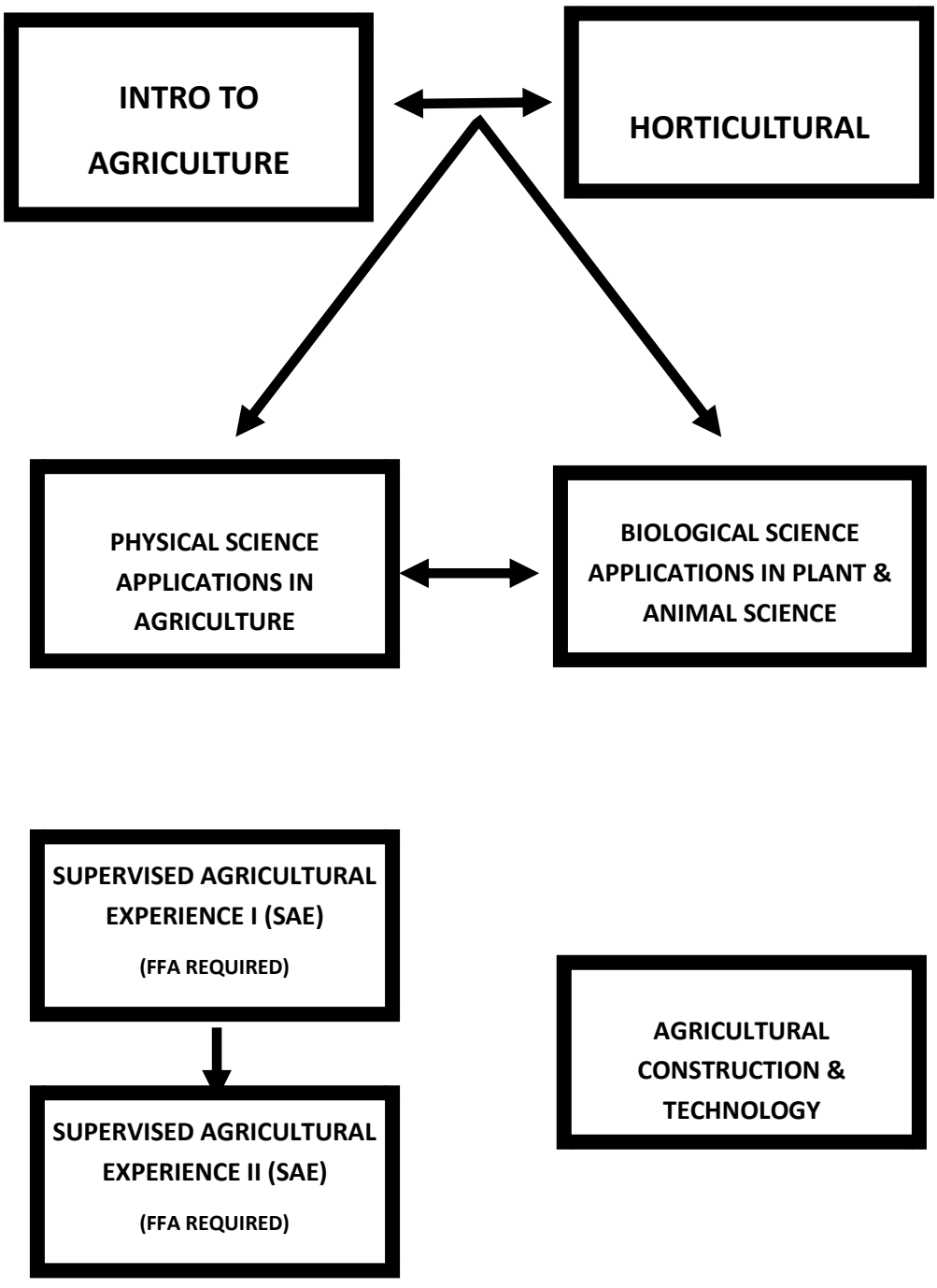
SCIENCE

Course	Credit	Recommended Grade			
		9	10	11	12
Intro to Agriculture	1	X	X		
Horticultural Science	1	X	X	X	X
Integrated Science	1	X	X		
Physical Science Applications in Agriculture	1		X	X	X
Biological Science Applications in Agriculture	1		X	X	X
General Science	1	X	X	X	X
Introductory Physics & Chemistry	1	X	X	X	X
Biology	1	X	X	X	X
*Biology (AP)	1		X	X	X
Chemistry	1		X	X	X
*Advanced Chemistry	1		X	X	X
*Chemistry (AP)	1			X	X
*Physics 1 (AP)	1			X	X
*Anatomy & Physiology	1		X	X	X

SOCIAL SCIENCES

Course	Credit	Recommended Grade			
		9	10	11	12
Modern World History	½	X	X	X	X
*Ancient World History	½				X
U.S. History	1			X	
*U.S. History (AP)	1			X	
Civics	½		X	X	X
*The African-American Experience	½				X
Early America	½		X		
Contemporary America	½				X
Sociology	½			X	X
*Psychology	½			X	X
+Youth-Community Service	½		X	X	X

AGRICULTURE COURSE FLOW CHART



AGRICULTURE COURSES

INTRO TO AGRICULTURE Level 9, 10 (11, 12 with administrative approval)

1 credit Year Course

Prerequisite: none

Aim of Course: To offer the student a general background in the areas of plant science and animal science with relation to agricultural concerns.

Course Description: Major units of instruction include agricultural research, soil science, advanced plant science, biotechnology, advanced animal science. Applied science and math skills and concepts will be stressed throughout the course as they relate to each area. Improving computer and workplace skills will be a focus.

HORTICULTURAL SCIENCE Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: none

Aim of Course: To provide students with basic horticulture skills through greenhouse utilization.

Course Description: This course is designed to develop knowledge and skills in the following areas: using soil and other plant growing media; identifying horticultural plants; propagating horticultural plants; landscaping plants and principles; floral arrangement; basics of growing horticultural plants in greenhouse and nursery settings; constructing, maintaining, and using plant-growing structures; operating, repairing, and maintaining equipment used in the horticultural field.

PHYSICAL SCIENCE APPLICATIONS IN **AGRICULTURE** Level 10, 11, 12

1 credit Year Course

Prerequisite: Level A science course

Aim of Course: To offer the student a background in physical science with relation to the agriculture industry.

Course Description: This course is designed to reinforce and extend students understanding of physical science and the scientific process by associating scientific and math principles and concepts with relevant applications in agriculture. Topics of study are in the areas of scientific investigations, environmental/natural resource systems, agricultural production systems, agricultural structural systems, energy and power systems, agricultural mechanics and machine systems, and food processing systems. The course will be valuable preparation for further education and will increase the relevance of science through the applied setting of agriculture by enhancing literacy in science and the scientific process.

BIOLOGICAL SCIENCE APPLICATIONS IN AGRICULTURE Level 10, 11, 12

1 credit Year Course

Prerequisite: Level A science course.

Aim of Course: To offer the student a background in plant and animal science with relation to the agriculture industry.

Course Description: This course is designed to reinforce and extend students understanding of science by associating basic scientific principles and concepts with relevant applications in agriculture. Topics of study are in the areas of initiating plant growth (germination, plant sensory mechanisms, enzyme action, absorption), managing plant growth (photosynthesis, respiration, translocation, metabolism, and growth regulation), growth and development of animals (embryology, ethology, nutrition, immunity systems, and processing animal products (preservation, fermentation, and pasteurization). The course will be valuable preparation for further education and will increase the relevance of science through the applied setting of agriculture by enhancing literacy in science and the scientific process.

AGRICULTURAL CONSTRUCTION & TECHNOLOGY Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: none

Aim of Course: To offer the student a background into skilled trades and to build knowledge and understanding of the construction industry.

Course Description: This introduction 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, surveying, construction skills in carpentry, plumbing, electricity, concrete, block laying, drywall and painting. Careers such as agricultural engineers, carpenter, plumber, electrician, concrete and block layers, finishers, safety specialists, and other related occupations will be examined.

*A material fee is required to cover material costs for this class, please see the instructor about possible scholarship opportunities if this is an issue.

SUPERVISED AGRICULTURAL EXPERIENCE I (SAE) Level 10, 11, 12

.25-1 credit Individual plans determine course length

Prerequisite: Instructor approval.

Aim of Course: To provide the student with the opportunity to extend knowledge learned in a previous agriculture course through individual research and work.

Course Description: This course is designed to establish knowledge and skills in various agricultural careers. Students will gain credit by establishing a project at their home, at a local business, or at their school usually after normal school hours. Example projects may include, but are not limited to: working at a garden center, raising vegetables/grain/livestock, conducting agri-science experiments in a greenhouse, and training horses at a stable. Students will be required to verify their experiences by keeping written or computerized records including: business agreements, budgets, inventories, daily activities, hours worked, income and expenses, total earnings, depreciation, and net worth. Instructor supervision will be conducted to the student's home or place of employment.

*SAE participation can lead to fulltime employment, scholarships, and awards through the FFA.

SUPERVISED AGRICULTURAL EXPERIENCE II (SAE) Level 10, 11, 12

.25-1 credit Individual plans determine course length

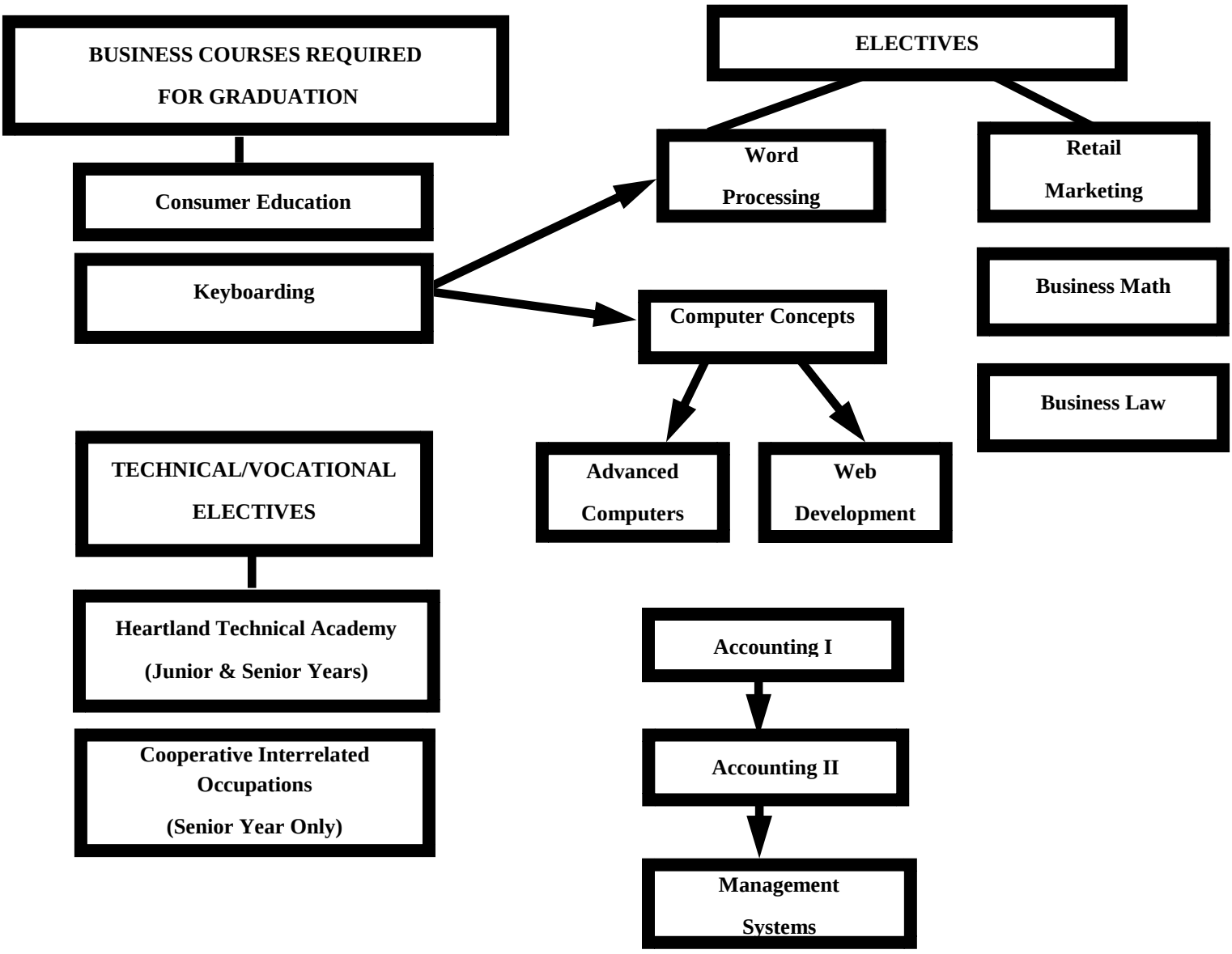
Prerequisite: SAE I and instructor approval.

Aim of Course: To provide the student with the opportunity to extend knowledge learned in a previous agriculture course through individual research and work.

Course Description: This course is designed to improve and expand knowledge and skills in various agricultural careers. Students will gain credit by continuing a project at their home, at a local business, or at their school usually after normal school hours. Students are encouraged to add additional projects, experiences, scope, and growth involving managerial and decision making skills. Students will be required to verify their experiences by keeping written or computerized records including: business agreements, budgets, inventories, daily activities, hours worked, income and expenses, total earnings, depreciation, and net worth. Instructor supervision will be conducted to the student's home or place of employment.

*SAE participation can lead to fulltime employment, scholarships, and awards through the FFA.

BUSINESS & TECHNICAL COURSE FLOW CHART



BUSINESS COURSES

ACCOUNTING I Level 10, 11, 12

1 credit Year Course

Prerequisite: Suggested C average in Mathematics.

Aim of Course: Accounting I is a skill level course for students who have a variety of career objectives: 1) Beginning vocational preparation for careers in accounting. 2) Accounting knowledge and skill needed for careers in related business fields. 3) A foundation on which to continue studying business and accounting at the collegiate level.

Course Description: Accounting procedures are described, drilled, and practiced, then reinforced. In each part new topics are presented that build on previous learnings. Learning progresses from the simple to the complex. Part 1 describes accounting careers and ten commonly accepted accounting concepts. Part 2 describes the accounting cycle for a small service business organized as a proprietorship. Students will learn how to start an accounting system, analyze transactions, journalize and post business transactions. The students then progress and learn the procedures for converting from a manual to an automated accounting system. Students will learn the accounting cycle for a merchandise business organized as a partnership and a merchandising business organized as a corporation. Throughout the course computer concepts related to accounting are presented and problems are completed to provide the students with hands-on experience using computers to automate this accounting cycle.

ACCOUNTING II (weighted) Level 11 & 12

1 credit Year Course

Prerequisite: Accounting I

Aim of Course: Accounting II is a course primarily for students with determined career objectives in the accounting profession. This course is designed for students who 1) want an accounting position upon graduation from high school, or 2) want to go to college and major in accounting or some phase of business.

Course Description: Accounting II is a skill level course that builds upon the foundation established in Accounting I. Basic accounting concepts are reviewed with notations made throughout the text to emphasize the application of the accounting concepts. A review of general accounting procedures for a merchandising business is presented which provides a foundation of knowledge and procedures for corporate accounting that will be introduced. Students will learn accounting for uncollectible accounts, plant assets, prepaid expenses, accrued expenses, unearned revenue, accrued revenue, and promissory notes. Computer applications are provided throughout the course when applicable. The organizational structure, acquisition of additional capital, and financial analysis and financial statement preparation for a corporation is presented. The students will become familiar with such specialized fields of accounting as cost accounting, management accounting, payroll accounting, tax accounting, and others.

BUSINESS LAW Level 11 & 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: This course is designed to help all students with survival skills in our legal system and to expand their legal vocabulary, sharpen their ability to think analytically and systematically, and better understand the "law-oriented" society in which they live.

Course Description: This course is designed to help the student understand the nature and kinds of today's laws. Emphasis is placed on business and consumer law: torts, crimes, law for the minor, law for the business firm, offer and acceptance, legal agreement, consideration, void and voidable agreements, contractual forms, discharge of contracts, breach of contracts, and insurance. Hypothetical cases and actual court cases are used to help develop the student's ability to analyze and discuss the issues presented. This course will be offered every other year based on student enrollment.

BUSINESS MATHEMATICS Level 10, 11, 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: To enable students to see the relationship between business and math and how it is used in everyday calculations in the business world.

Course Description: This course consists of instruction on business and personal money records; gross, average, piece rate, overtime and net pay; fringe benefits; commissions; the metric system; budgeting and buying; borrowing, saving and investing money; and business and home expenses.

CONSUMER EDUCATION Level 9 & 10

1/4 credit Nine Week Course

Prerequisite: none

Aim of Course: To enable students to become knowledgeable consumers.

Course Description: This course is a state requirement. The units of study include techniques of budgeting, check writing, credit, insurance, and costs of owning and operating a car. Students will complete six learning modules from the Everfi.net website.

WORD PROCESSING Level 9, 10, 11, 12

1/2 credit Semester Course

Prerequisite: Keyboarding & Formatting or pass equivalency test.

Aim of Course: The student will be introduced to currently used word processing programs. Knowledge of these word processing programs will give the student an added edge in gaining employment in the workforce and aid college-bound students in preparing professional papers.

Course Description: The students will perfect keyboarding techniques, increase speed, and develop additional formatting techniques. This course is designed to teach students word processing concepts and applications. Students will prepare a variety of documents and master specialized software functions. Course emphasis is placed on computer literacy, creating and editing documents, and printing and maintaining documents. The course will teach students to work effectively in a computerized word processing office environment.

Upon completion of this course, students should be able to use word processing skills to produce business documents to create letters, reports, flyers, newsletters, power point presentations, etc.

MANAGEMENT SYSTEMS (weighted) Level 12

1/2 credit Semester Course

Prerequisite: Accounting II

Aim of Course: To give students an introduction to management decisions with emphasis placed on cost accounting. Students will learn about electronic spreadsheeting, working in an organizational setting, and conducting meetings in addition to performing accounting functions for existing organizations.

Course Description: This course emphasizes the basic flow of costs and inventory methods as well as cost systems. In addition, departmental cost of production will be prepared. Electronic spreadsheet applications will be applied in arriving at management decisions. A good portion of the class will be spent maintaining actual books for clubs, organizations, and businesses. These activities involve journalizing, posting, preparing financial statements, and giving oral reports on accounting procedures that the students have implemented. This course will be offered every other year based on student enrollment.

RETAIL MARKETING Level 11 & 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: To enable students to understand different aspects of a retail operation.

Course Description: This course is designed to educate students about the following areas of retail marketing: forms of business including sole proprietorships, partnerships, corporations, and franchises; personnel policies including hiring, training, and evaluation of employees; channels of distribution of products from manufacturer to consumer; retail advertising in both print and electronic media; site selection and floor layout; and product selection/mix and inventory controls. This course will be offered every other year based on student enrollment.

KEYBOARDING & FORMATTING Level 9, 10, 11, 12

½ credit Semester Course

Prerequisite: none

Aim of Course: This is a required course for all students. The aim of this course is to prepare students to operate a keyboard with good techniques and reasonable speed.

Course Description: To be a successful participant in the business and professional world of today and tomorrow, the students must be able to use a keyboard. This course will emphasize keyboarding techniques, proofreading skills, centering problems, formatting basic manuscripts, and preparing business letters. Basic word processing concepts will be introduced.

For students who have transferred in and had a Keyboarding class in Junior High a Keyboarding Proficiency Test is available. If a student passes the Keyboarding Proficiency test, a class in computer technology is still required to meet graduation requirements. This test will allow the student to advance to Word Processing or Computer Concepts.

TECHNICAL PROGRAM COURSES

HEARTLAND TECHNICAL ACADEMY Level 11 & 12

3 credits Year Course

Requirements for Admission: Admission to the Heartland Technical Academy is based on the following guidelines:

1. Junior or senior during the current school year.
2. Academic success defined as a 1.8 overall GPA.
3. Missed no more than 10 unexcused days of school the previous two semesters.
4. Counselor recommendation
5. Administrator recommendation pending review of discipline records for prior two semesters. Serious and/or repeat discipline offenses resulting in out of school suspension can result in loss of admission.

Students must complete an application and transcripts are sent with that application.

Fee Information: Students attending the Technical Academy will be charged $200 per year and is due in August at the time of registration. Students on reduced lunches will be charged $100 and students on free lunches will be charged $50.

Aim of Course: The Heartland Technical Academy is operated as part of the Heartland Region and accepts interested students from 22 area high schools. It offers programs that generally require high expenditure equipment and 2 1/2 hours of attendance per day by the student. This intense vocational training is available in a number of program areas.

All classes are offered at the Technical Academy or on the Richland Community College Campus with the exception of Cosmetology.

NOTE: Meeting the application criteria does not guarantee admission. Participation in the Heartland Technical Academy can further be limited by Mt. Zion CUSD #3 or RCC based on the number of applicants, scheduling concerns, and other administrative considerations.

Course Description: Agricultural Sciences & Technology, Auto Body-Collision Repair, Automotive Technology, Business Technology Procedures, Cosmetology, Criminal Justice, Culinary Arts, Early Childhood Education, Engineering Technology, Entrepreneurship through Technology, Fire Fighting, Graphic Arts, Industrial Trades, Nursing Assistant, and Welding.

All courses through the Technical Academy are taught at Richland Community College with the exception of Cosmetology. The following courses receive dual credit through Richland Community College: Agricultural Science & Technology, Auto Body-Collision Repair, Automotive Technology, Business Technology Procedures, Cosmetology, Criminal Justice, Culinary Arts, Drafting, Early Childhood Education, Engineering Technology, Entrepreneurship through Technology, Fire Fighting, Graphic Arts, Industrial Trades, Nursing Assistant, and Welding.

COOPERATIVE INTERRELATED OCCUPATIONS Level 12

3 credits Year Course

Prerequisite: Senior, 16 years old, coordinator approval based on application

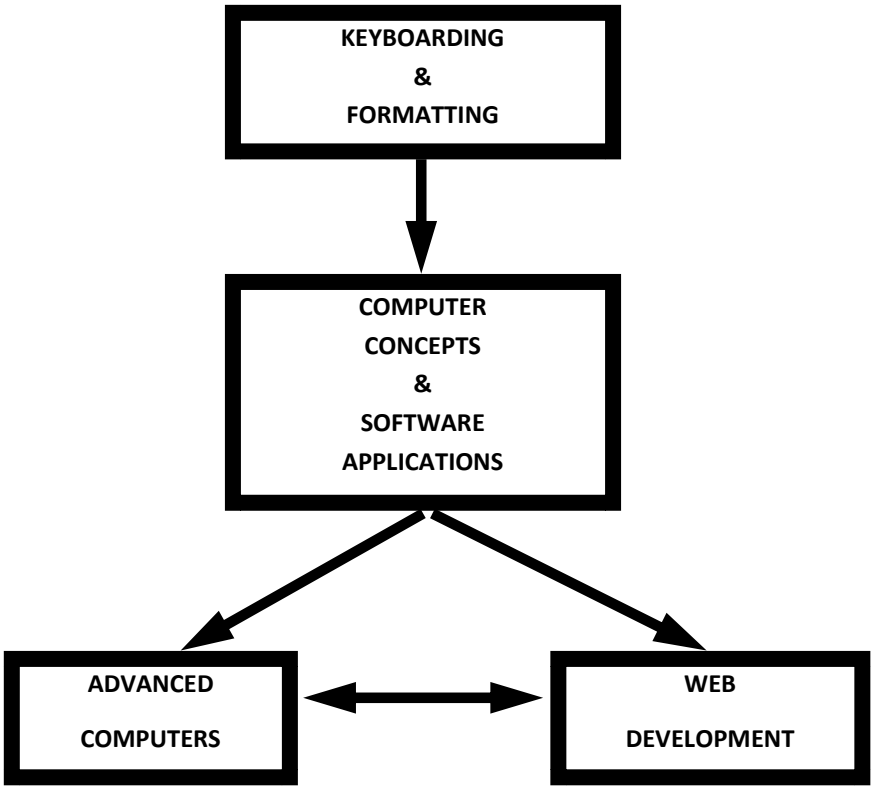
Aim of Course: To enable students to develop appropriate basic employment and business skills through practical, advanced instruction in the school and work experience. Admittance to the program is determined on past attendance, discipline and grades.

Course Description: Cooperative Occupations is a capstone course designed to assist students in the development of effective employment skills and attitudes through practical instruction and experience on the job through cooperative education. A training plan is developed by joint agreement with the teacher/coordinator, job sponsor, student and parent/guardian that identifies training to be provided. Related classroom instruction has a focus on these areas:

1. Developing appropriate skills and attitudes as they apply to the world of work
2. Students career goals based on areas where on-the-job performance indicates need.
3. Character building, basic work relations and ethics, effective communication strategies and mathematical computations.

Students receive one credit for coursework and two credits for the work experience.

COMPUTER EDUCATION COURSE FLOW CHART



COMPUTER EDUCATION COURSES

COMPUTER CONCEPTS & SOFTWARE APPLICATIONS Level 10, 11, 12

1/2 credit Semester Course

Prerequisite: Keyboarding & Formatting or passing the Keyboarding Proficiency Test with a "B" or better.

Aim of Course: To prepare college and non-college bound students in the use of software packages currently being used in businesses.

Course Description: Introduces students to the concepts and applications of operating systems, word processing, spreadsheets, databases, the Internet, and presentation software. Topics will include exposure to software for each of the areas of study and how to evaluate software and hardware. This course is designated as a dual credit course with Richland Community College.

ADVANCED COMPUTERS (weighted) Level 10, 11, 12

1/2 credit Semester Course

Prerequisite: Computer Concepts & Software Applications/CIS 110

Aim of Course: To acquire advanced skills in using Microsoft Word, Excel, PowerPoint, Publisher, and Access and advanced skills in accessing information from the Internet.

Course Description: The students will complete a variety of projects using software packages.

WEB DEVELOPMENT Level 10, 11, 12

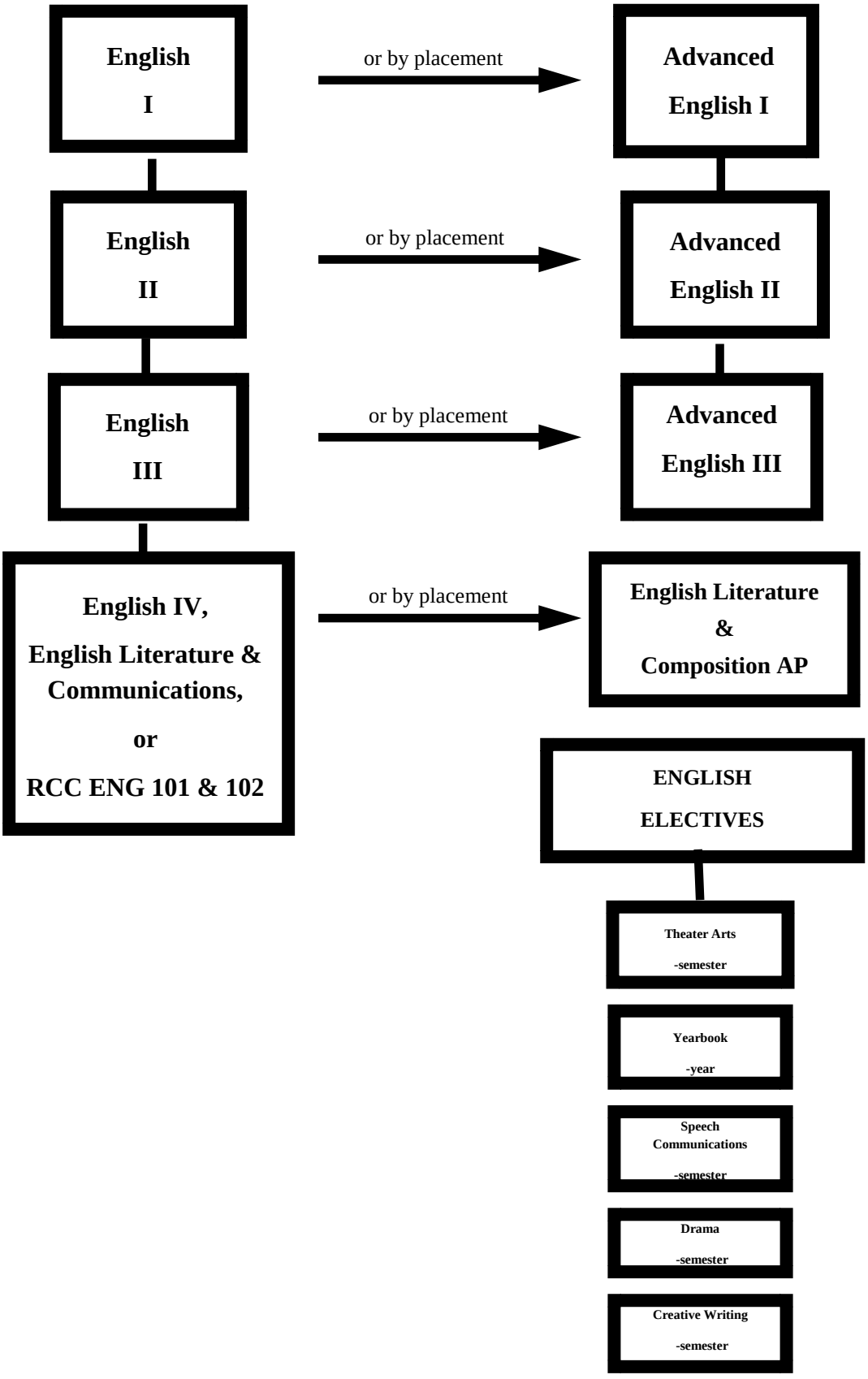
1/2 credit Semester Course

Prerequisite: Computer Concepts & Software Applications/CIS 110

Aim of Course: Web Development design skills have become a necessity in many careers in today's computer-oriented society. In every area of an organization, employees are asked to create, maintain, or contribute to departmental web sites on company intranets. People create personal web sites about their families or interests, as part of a career search, or on almost any subject imaginable. Creating and maintaining professional-looking web pages involves careful planning, organization, and creativity, as well as technical skills. This class teaches those skills.

Course Description: Web Development is designed to introduce students to the fundamentals of web site creation. This course presents the students with windows-based web page and website design techniques using Dreamweaver. Students will develop, manage, and maintain professional web sites using HTML, XHTML and Cascading Style Sheets. The complete production process including pre-production planning, layout and design considerations (including site maps and navigation), testing, uploading and implementing the site, maintenance and applicable legal and ethical issues are covered. Professional web design software and production tools are used for graphics development, image manipulation, and page/site layout in the hands-on laboratory exercises. This course is designed as a dual credit course with Richland, allowing the student to receive 3 hours credit for the semester.

ENGLISH COURSE FLOW CHART



ENGLISH COURSES

***NOTE – All English courses, both advanced and on level, are designed to promote college and career readiness. Reading Lab is not a college preparatory course.**

ENGLISH I Level 9

1 credit Year Course

Prerequisite: none

Aim of Course: To improve both oral and written communication skills and to expose students to the process of values clarification through literature.

Course Description: This course emphasizes the study of grammar, vocabulary, and composition. Other important areas of study are literature and oral communication.

ADVANCED ENGLISH I (weighted) Level 9

1 credit Year Course

Prerequisite: A minimum cumulative G.P.A. of 3.25 in Junior High Literature & Composition as well as appropriate scores on benchmark screening tools.

Aim of Course: To offer literary and composition experiences which are challenging to the superior student and aid in the development of written and oral communication skills.

Course Description: Advanced English I, II, and III are challenging courses. The curriculum includes intensive writing instruction, in-depth literature study, and demanding collaborative group work.

To remain eligible for Advanced English, the student must earn a "C" or better each semester unless administrative permission is granted.

ENGLISH II Level 10

1 credit Year Course

Prerequisite: English I

Aim of Course: To expand skills in grammar, writing, speech, and literature.

Course Description: This course emphasizes a continuation of grammar, theme writing, speech, and literary techniques that are taught in ninth grade. Specific grammar concerns will be the phrase, the clause, correct agreement, pronoun usage, and effective sentences. The study of literature should include the short story, poetry, the play, the novel, and nonfiction. Interpersonal communication, listening, and public speaking skills will be developed throughout the course.

ADVANCED ENGLISH II (weighted) Level 10

1 credit Year Course

Prerequisite: Successful completion of Advanced English I or administrative recommendation.

Aim of Course: To enable students to understand and intelligently discuss the different genre or literature and display above average knowledge in oral and written work.

Course Description: The literary aspects of the course include the study of the short story, poetry, drama, and novels. Also included in the course will be a review of grammar, the organization and development of various kinds of essays, the research report, and vocabulary expansion. Oral activities will be included in literature and writing units.

To remain eligible for Advanced English, the student must earn a "C" or better each semester unless administrative permission is granted.

ENGLISH III Level 11

1 credit Year Course

Prerequisite: English I and II

Aim of Course: To instruct the student in communication, grammar, writing, and the understanding of literature.

Course Description: This course consists of a chronological study of American literature with intensive practice in grammar, mechanics, usage, composition and speech activities. The student will analyze the literature and improve practical written and oral communication skills.

ADVANCED ENGLISH III (weighted) Level 11

1 credit Year Course

Prerequisite: Successful completion of Advanced English II or administrative recommendation.

Aim of Course: To challenge the advanced English student in communication, composition, critical thinking skills, and literary analysis. Discussion, enrichment, research, and creative learning activities are stressed in this course.

Course Description: This course will enable students to read complex texts with understanding and to write prose to communicate effectively with a variety of audiences. Students will analyze and interpret samples of purposeful multimodal texts to identify and explain an author's use of rhetorical strategies. Students will also utilize effective rhetorical strategies and techniques when composing their own writing; create and sustain original arguments based on information synthesized from readings and research; and demonstrate understanding and control of Standard Written English as well as stylistic maturity in their own writing. Students will read and annotate a required novel prior to the start of the official school year. Students should be prepared for a critical analysis activity of their reading at the start of the school year.

To remain eligible for Advanced English, the student must earn a "C" or better each semester unless administrative permission is granted.

ENGLISH IV Level 12

1 credit Year Course

Prerequisite: Successful completion of English I, II, and one semester of English III.

Aim of Course: To instruct students in communication, grammar, writing, and the understanding/analysis of literature applying real world activities.

Course Description: This is a year-long comprehensive class and includes the study of literature, grammar practice through application, mechanics, composition, research, and speech activities.

ENGLISH LITERATURE AND COMMUNICATIONS Level 12

1 credit Year Course

Prerequisite: Successful completion of English I, II, one semester of English III and teacher recommendation.

Aim of Course: To instruct students in communication, writing, research, and analysis of non-fiction literature.

Course Description: This course stresses the importance of communication skills through the development of writing, speaking, listening, and reading skills. Specifically, students will read contemporary nonfiction pieces in order to assess authorial intent, rhetorical strategies, and author bias. Students will also write in a variety of contexts based in the digital media spectrum. Students will take part in both individual and group research based projects in order to develop effective collaboration and critical thinking skills. This course will prepare students for a variety of post-secondary educational opportunities.

ENGLISH LITERATURE & COMPOSITION (AP) (weighted) Level 12

1 credit Year Course

Prerequisite: Successful completion of Advanced English III or administrative recommendation.

Aim of Course: To prepare the student for college level coursework and college level credit in English. Students may opt to take the Advanced Placement English Literature and Composition Test offered by the College Examination Board in the Spring.

Course Description: This course emphasizes college preparatory skills through the study of British and western literature. Students will develop advanced level skills in analysis, discussion, interpretation, and response to literature. In addition, students will write a college application essay, persuasive essay, research paper, as well as literary analyses and other types of essays. Students will read and annotate a required novel prior to the start of the official school year. Students should be prepared for a critical analysis activity of their reading at the start of the school year.

To remain eligible for Advanced English, the student must earn a "C" or better each semester unless administrative permission is granted.

SPEECH COMMUNICATIONS Level 11 & 12

1/2 credit Semester Course

Prerequisite: Two years of English.

Aim of Course: To make students better oral communicators.

Course Description: This course develops communication skills: one-to-one, group discussion, public speaking, and mass communication. A variety of speaking situations include group projects in mass communication and short, informal speaking assignments like the "Pet Peeve" speech. Other speeches include the audio-visual and the sales/persuasion speech. An emphasis will be placed on outlining, research, and bibliographies. This is a valuable course no matter what your plans are after graduation.

CREATIVE WRITING Level 11 & 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: Creative Writing will develop and enhance students' writing skills, help them to discover ways to use language creatively, and provide students with an opportunity to write in a variety of genres.

Course Description: Creative Writing is an elective course for students who seek an overview of the basic aspects of creative writing techniques. Students will learn to polish writing skills and to communicate in a professional and engaging manner.

DRAMA Level 11 & 12

1/2 credit Semester Course

Prerequisite: Successful completion of English I and II.

Aim of Course: To expose the students to drama as literature.

Course Description: This course introduces the appreciation of drama as an art form. Students will trace the development of drama, beginning in ancient Greece through modern United States. Coursework will include the reading and studying of plays, writing essays, completing projects, and oral presentations. Films will accompany many of the plays we read and students will be required to attend one live production.

THEATER ARTS Level 10, 11, 12

1/2 credit Semester Course

Prerequisite: Successful completion of English I.

Aim of Course: To give students a background in Theater Arts.

Course Description: Theater Arts explores the world of theater by focusing on physical acting, vocal acting, theater appreciation, and technical theater. Coursework includes class participation, play reading, acting and performing, tests, projects, and papers. Students are required to attend and critique two live performances. Students will explore the technical aspects of theater through ten hours of crew/technical work for the school play

YEARBOOK Level 10, 11, 12

1 credit Year Course

Prerequisite: Successful completion of English I. An application must be successfully completed or the student must obtain administrative approval.

Aim of Course: To acquaint students with the publication process and to successfully publish a yearbook.

Course Description: This course is the study of the publishing process. Students are involved in the production of the book from the planning stages through the completed product. Students are involved in composition, selling advertisements, producing photography, copywriting, editing, completion of various layout designs, and proofreading.

READING LAB Level 9, 10, 11

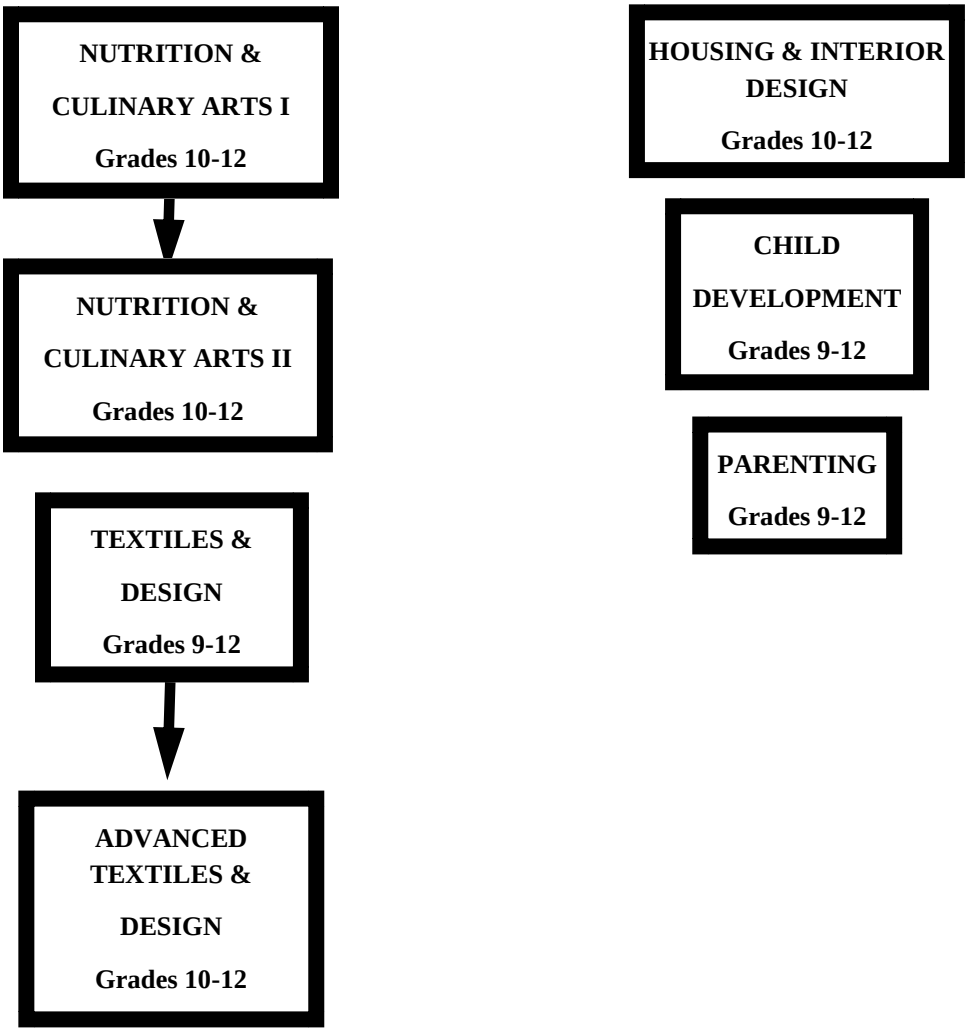
1 credit Year Course

Prerequisite: Students that are identified as behind in reading levels and benchmark scores in 8th grade, as measured by various assessments, may be required to enroll in this reading course.

Aim of Course: In addition to the primary aim of raising reading skills to grade level, students will also develop an appreciation of literary genres, enhance development of overall reading skills, and increase comprehension and vocabulary.

Course Description: Students will read for comprehension and with fluency. They will also read and understand literature representative of various societies, eras, and ideas. Reading materials will include short stories, essays, instructional manuals, and non-fiction works.

FAMILY & CONSUMER SCIENCE COURSE FLOW CHART



FAMILY & CONSUMER SCIENCE COURSES

NUTRITION & CULINARY ARTS I Level 10, 11, 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: Students will recognize the influences of food choices pertaining to nutritional value and food guidelines. They will apply food safety and sanitation principles while participating in food labs. Basic food preparation will be examined, studied, and practiced to give students a basis to build upon in the future.

Course Description: This course will provide classroom and laboratory experiences to develop a knowledge and understanding of culinary principles and nutrition for people of all ages. Emphasis is placed on the practical skills needed for the development of food service job-related competencies. This course includes: food service and preparation management using the decision-making process; meeting basic needs by applying nutrition concepts; meeting health, safety, and sanitation requirements; maximizing resources when planning, preparing, preserving, and serving food; applying hospitality skills; and analyzing nutritional needs in relation to change.

NUTRITION & CULINARY ARTS II Level 10, 11, 12

1/2 credit Semester Course

Prerequisite: Passing grade in Nutrition & Culinary Arts I.

Aim of Course: Food preparation skills will be expanded. Students will prepare more difficult recipes and utilize time, skills, and resources more efficiently. Food safety and sanitation will be stressed. The students will study a variety of food-related topics such as food customs, entrepreneurship, restaurant management, and food art.

Course Description: This class provides principles of application into the hospitality industry that include nutrition, culinary, and entrepreneurial opportunities. Emphasis is placed on careers in nutrition and culinary arts. This course includes: the selection, purchase, and conservation of food, cost accounting, advertising, taking inventory, dietary needs and trends, regional and international cuisine, safety and sanitation, and careers in food service industries. All of these concepts will be interpreted through laboratory experiences.

CHILD DEVELOPMENT Level 9, 10, 11, 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: Students will gain an understanding of the physical, cognitive, social, and emotional development of children from the age of one year through adolescence. Fetal development, child birth, and delivery will be examined. The students will learn to care for a child from the viewpoint of a childcare coordinator, director, and teacher. The students will prepare and teach childcare lessons.

Course Description: This course is designed to address the skills, attitudes, and behaviors needed to support and promote optimal growth and development in infants and children. This course focuses on research-based nurturing and parenting practices and skills, including brain development research. This hands-on course will

allow students to explore opportunities in human services and education-related careers. Students will also have the opportunity to develop child-specific career related materials.

TEXTILES & DESIGN Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: none

Aim of Course: This course provides students with opportunities to develop knowledge and understanding of textiles, fashions, and fabrics. Students will explore style, textile fabrication, fashion history, color and shape theory, wardrobe planning, and clothing construction.

Course Description: This course will provide basic knowledge and understanding of the design, development, and production of textile products. Students will operate sewing equipment as they construct basic sewing projects. This hands-on, project-based course includes: discovery of fiber characteristics, historic clothing design, sales promotion, fabric construction methods, elements of science and design in textiles and apparel, and basic construction skills used in apparel industries. Career and industry trends in textiles are emphasized. Students will be required to purchase their own supplies and materials.

ADVANCED TEXTILES & DESIGN Level 10, 11, 12

1 credit Year Course

Prerequisite: Completion of Textiles & Design and teacher recommendation.

Aim of Course: Clothing construction skills; color and shape theory; textile fabrication skills; and fashion merchandising knowledge will be expanded. Construction techniques will become increasingly difficult. The students will study a variety of fabrications such as, plaids, patterns, French seams, and invisible zippers, among others.

Course Description: This project-based course focuses on the implementation and recognition of design principles in selecting, constructing, altering, and remodeling textile products. Project management skills, including efficient use of time, materials, technique, and tools are incorporated throughout the course. Topics include: engineered fabric constructions; fiber and textile trends; color theory; principles of design; fabric finishes; industry construction techniques; use of industry tools, equipment, and terminology; knowledge of resources and vendors; research and evaluation of textiles products for special needs populations; impacts of technology; construction, alteration and re-design skills; and simple flat pattern and recognition.

HOUSING & INTERIOR DESIGN Level 10, 11, 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: Students will examine housing selection, construction, architectural styles, landscaping, interior and exterior design, furnishings, and lighting. Students will explore housing and interior design through the use of hands-on projects and activities.

Course Description: This course provides basic knowledge and skills needed to select, acquire, furnish, maintain, and manage residential and commercial environments to meet the needs of the users and occupants. Emphasis is placed on the design applications used to construct and adorn the exterior and interior housing structure. The course includes the application of interior design elements and principles; selection and care of furnishings, equipment and accessories in relation to socio-economic factors, trends, personal tastes, and physical and psychological needs; safety, sanitation, and efficiency factors in interior design; and evaluating the use and care of textiles. This project-based class focuses on project management skills. Students will be required to purchase their own supplies and materials.

PARENTING Level 9, 10, 11, 12

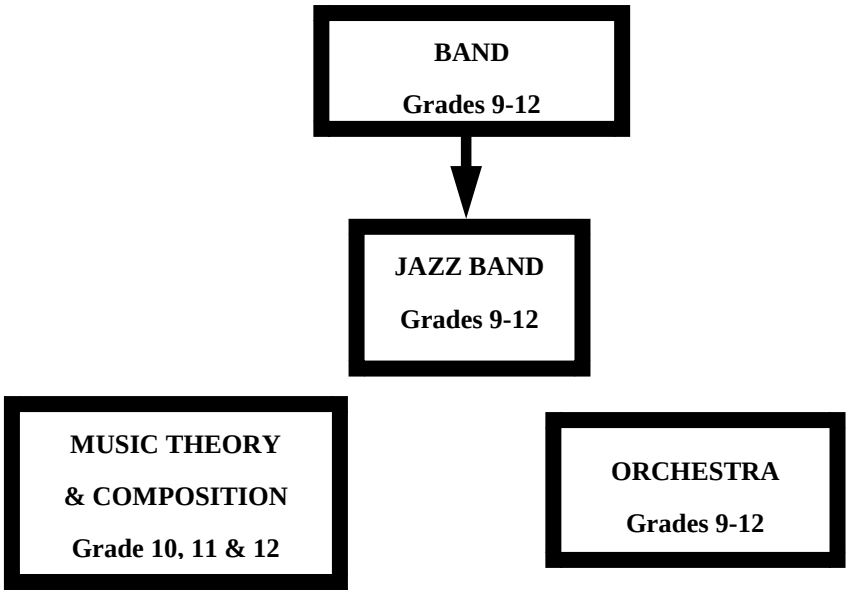
1/2 credit Semester Course

Prerequisite: none

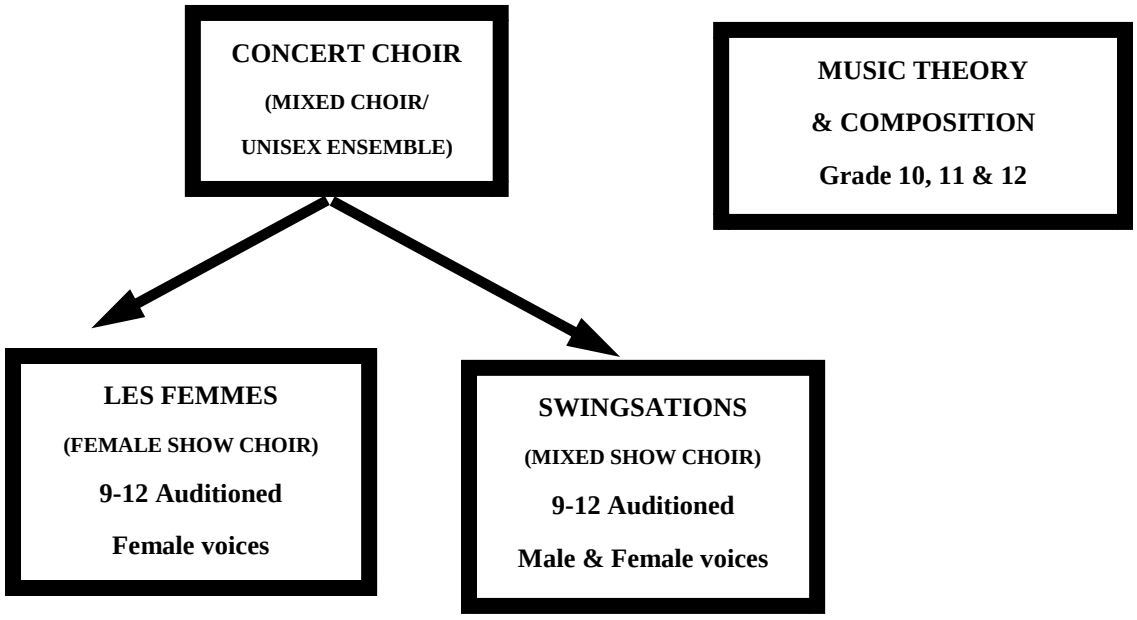
Aim of Course: Students will recognize the many responsibilities of parenting; parenting styles, parenting theories, real life situations, discipline, and emotional and social development will be examined. The students will also learn the importance of proper nutrition and toy selection.

Course Description: This course will focus on the responsibilities, satisfactions and stresses of parenthood. Emphasis is placed on family relationships and well-being. This course includes: managing and organizing parenting by applying decision-making and goal-setting skills; applying the basic principles of the parenting process and life cycle; practicing health and safety standards as they relate to parenting; providing experiences which encourage parents and children to maximize community resource agencies and services; encouraging human relations skills in children/adolescents; and evaluating the impact of family and career changes.

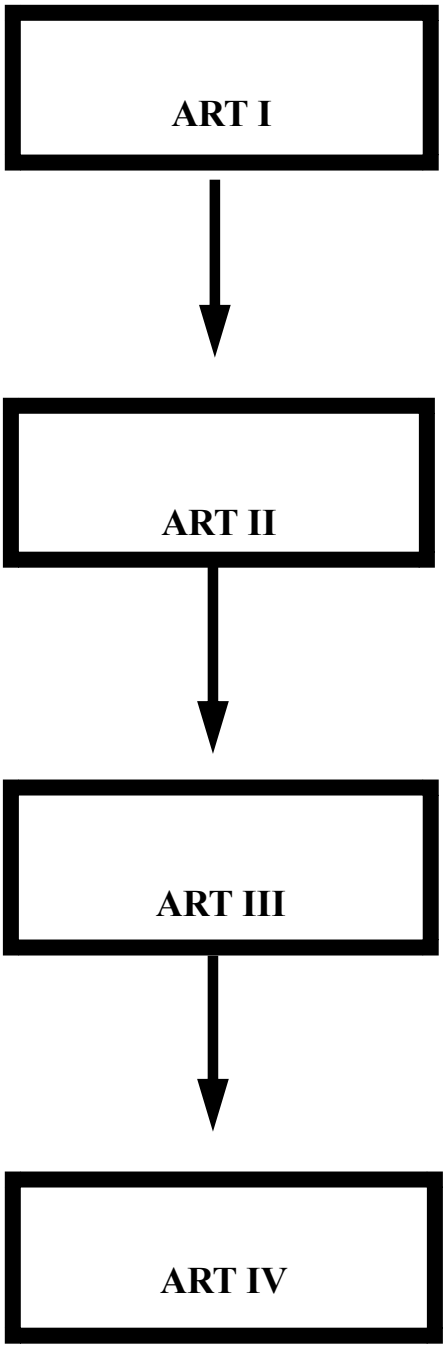
INSTRUMENTAL MUSIC COURSE FLOW CHART



VOCAL MUSIC COURSE FLOW CHART



ART FLOW CHART



FINE ARTS COURSES

BAND Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Previous musical training on one's chosen instrument or permission of instructor.

Aim of Course: To develop a high level of musicianship, both individually and as a large ensemble; including a basic appreciation and understanding of band music.

Course Description: The course emphasizes performance and competition in both marching and concert settings. When you assume the responsibility of being a band member, you must agree to be present for all scheduled activities of the band such as concerts, parades, game performances, and special rehearsals. The marching band performs quite extensively, providing opportunities for travel and public performance. Students participating in the program are a very enthusiastic group who, through their music, extend the positive attitude of Mt. Zion High School to our community, state, and region. Grades and awards are based upon the student's music achievement, efforts, participation, attendance, and attitude.

FLAG CORPS Level 9, 10, 11, 12

1/2 credit First Semester Course

Prerequisite: Audition

Aim of Course: To become an integral member of the flag squad and participate in performances with the band.

Course Description: Students will develop discipline, showmanship techniques, and an understanding of the flag corps' role in marching bands.

JAZZ BAND Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Audition and enrollment in Band.

Aim of Course: To equip the student with the knowledge and technique to perform musically in a jazz band.

Course Description: The course emphasizes performance in festivals, contests, concerts, and basketball games.

MUSIC THEORY & COMPOSITION Level 10, 11, 12

1 credit Year Course

Prerequisite: Elementary Piano Skills

Aim of Course: To equip students with a basic knowledge of Music Theory (melodic, harmonic, form, and rhythmic construction), for the purpose of understanding and analyzing the compositional techniques used by composers as well as the creation of works of their own.

Course Description: During the first semester, students will study the building blocks of music. Using both written and aural skills, students will learn to analyze keys, signatures, modes, melodies, intervals, and chord progression using traditional four part writing practices. Students will also study the use of small forms. During second semester, these skills will be expanded to more complex music and students will begin to create music of their own in a variety of styles.

ORCHESTRA Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Previous musical training on one's chosen instrument or permission of instructor.

Aim of Course: To develop musicianship, both individually and as an ensemble, including a basic appreciation and understanding of string/orchestra music.

Course Description: The course emphasizes individual development through performance with limited exposure to solo and chamber music (most attention is paid to the concert settings). Students progress through fundamental concepts of basic musicianship. The orchestra is a very enthusiastic group that through music, extends the positive attitude of Mt. Zion High School to our community, state, and region. Grades and awards are based upon the student's musical achievement, effort, participation, attendance, and attitude.

CONCERT CHOIR (MIXED CHOIR/UNISEX ENSEMBLE) Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Consent of instructor or administrative recommendation.

Aim of Course: To develop the singing voice and ensemble singing and to study musical elements, sight reading, and vocal techniques.

Course Description: The philosophy of this course is to provide musical development by the building and understanding of concepts and skills through active involvement in speech and singing. This course will include: Knowing and understanding cultural and historical contexts; developing knowledge and understanding about analytical and critical processes for evaluating the arts; demonstrating knowledge and understanding by creating, producing and performing; and promoting personal identity, positive self-worth, and group interaction.

LES FEMMES (FEMALE SHOW CHOIR) Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Selected by audition only.

Aim of Course: To develop the singing voice and ensemble singing, to study musical elements, sight reading, vocal techniques, and to learn basic to advanced dance skills, staging methods, performance techniques, and proper stage etiquette.

Course Description: This course emphasizes ensemble singing and performing. Performance shows are learned for both competitive and non-competitive venues. The philosophy of this course is the musical development to build and understand the concepts and skills through active involvement in speech, movement, singing, and playing instruments. This course will include: Knowing and understanding cultural and historical contexts; developing knowledge and understanding about analytical and critical processes for evaluating the arts; demonstrating knowledge and understanding by creating, producing and performing; and promoting personal identity, positive self-worth, and group interaction.

SWINGSATIONS
(MIXED SHOW CHOIR)

Level 9, 10, 11, 12

1 credit

Year Course

Prerequisite: Selected by audition only.

Aim of Course: To develop the singing voice and ensemble singing, to study musical elements, sight reading, vocal techniques, and to learn basic to advanced dance skills, staging methods, performance techniques, and proper stage etiquette.

Course Description: This course emphasizes ensemble singing and performing. Performance shows are learned for both competitive and non-competitive venues. The philosophy of this course is the musical development to build and understand the concepts and skills through active involvement in speech, movement, singing, and playing instruments. This course will include: Knowing and understanding cultural and historical contexts; developing knowledge and understanding about analytical and critical processes for evaluating the arts; demonstrating knowledge and understanding by creating, producing and performing; and promoting personal identity, positive self-worth, and group interaction.

ART I

Level 9, 10, 11, 12

1 credit

Year Course

Prerequisite: none

Aim of Course: To introduce students to a variety of art materials and techniques as well as the art of other cultures.

Course Description: Art I is a hands-on course that acquaints students with many forms of art, media, and artists. Students will study the following skills/topics: basic drawing, color theory, design, painting, sculpture, and art history.

ART II

Level 10, 11, 12

1 credit

Year Course

Prerequisite: Art I

Aim of Course: To continue the study of more advanced art techniques, concepts, and artists.

Course Description: Art II is designed to complement Art I, but to provide a greater challenge for students. Students will study clay and oil paints, pointillism, watercolor, and glass mosaics. The study of art history will advance to more contemporary artists.

ART III

Level 11 & 12

1 credit

Year Course

Prerequisite: Art I and Art II

Aim of course: To enable students to further develop individual style and skills in a variety of media.

Course Description: Art III is a more in-depth study of the media and art forms the student is interested in. Further study of the following concepts are included: elements of art, principles of design, basic drawing, color theory, painting, and art history. Students will utilize time management skills to set their project outlines and meet their due dates.

ART IV Level 12

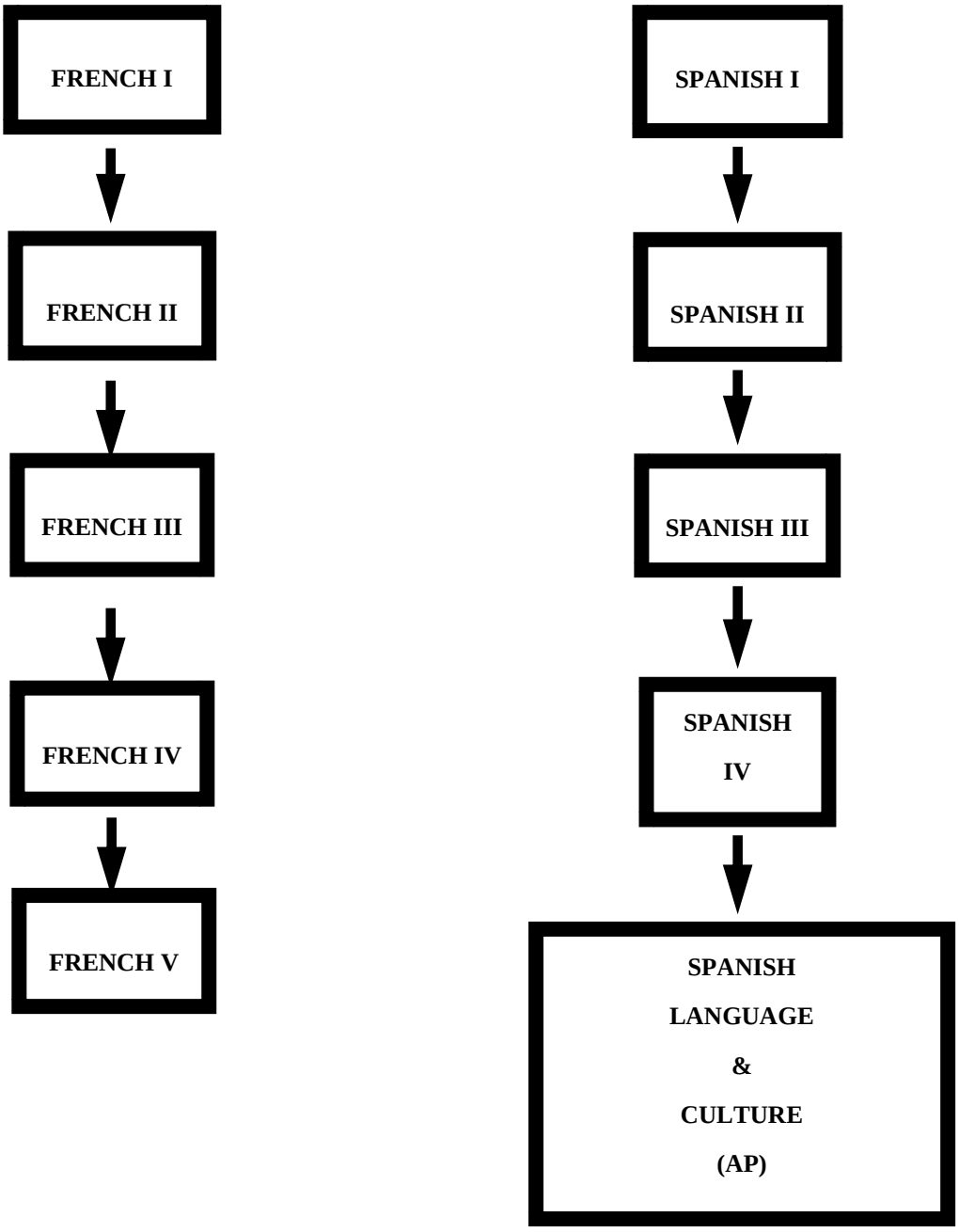
1 credit Year Course

Prerequisite: Art I, II and III

Aim of Course: To develop the artistic style of the individual.

Course Description: Art IV is a more in-depth study of the media and art forms the student is interested in. Further study of the following concepts are included: elements of art, principles of design, basic drawing, color theory, painting, and art history. Students will utilize time management skills to set their project outlines and meet their due dates. Art IV seniors are responsible for a Senior Showcase at the Annual Art Show.

FOREIGN LANGUAGE COURSE FLOW CHART



FOREIGN LANGUAGE COURSES

FRENCH I Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: none

Aim of Course: To enable students to communicate in the target language and help them develop an appreciation of a foreign culture.

Course Description: Through reading, writing, and oral/aural practice, students gain ability in pronunciation, basic conversation, fundamental grammar principles, and vocabulary practice. Through informal discussion students gain knowledge of French culture and civilization.

FRENCH II Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: C or better in French I

Aim of Course: To enable students to build vocabulary, make use of more sophisticated grammatical structures, and communicate more in oral French.

Course Description: More complex sentence structures are emphasized, incorporating more verb tenses. Dialogues for conversation are generally more lengthy and sophisticated than in French I. Cultural units of study include such topics as French cuisine and dining customs.

FRENCH III (weighted) Level 9, 10, 11, 12
FRENCH IV (weighted) Level 10, 11, 12

1 credit Year Course

Prerequisite: C or better in French II/French III

Aim of Course: To have students communicate totally in French, use more subtle nuances of the language, and become acquainted with events in French history.

Course Description: Students carry more of the responsibility of oral communication in class than in previous courses. They use new grammatical principles, covering all verb tenses and moods. Students study literary works such as Voltaire's Candide, Dumas' Three Musketeers, Phantom of the Opera, and others. Students are required to write several two- page reports entirely in French as well as give several oral presentations on subject matter covered. Students also study important events in French history and cultural differences between French speaking countries and the United States.

FRENCH V (weighted) Level 11 & 12

1 credit Year Course

Prerequisite: C or better in French IV

Aim of Course: To stimulate students to further advance their speaking and reading skills through a variety of authentic media.

Course Description: This course will promote creative self-expression and exploration of francophone literature. The emphasis will be on oral and written communication. Advanced grammatical concepts will be covered.

SPANISH I Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: None

Aim of Course: To provide a careful balance among basic listening, speaking, reading and writing skills in Spanish.

Course Description: This course emphasizes the cultural concepts of Hispanic countries through the use of dialogues, narratives, and videos. Grammatical concepts are approached clearly and logically through a variety of exercises and oral activities.

SPANISH II Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: C in Spanish I

Aim of Course: To continue to provide a balance in the basic skills of listening, speaking, reading, and writing in Spanish.

Course Description: This course provides a complete review of the first year's work with a greater emphasis on speaking Spanish. The content is student-centered and the grammar sections feature varied exercises and activities. The vocabulary is practical and the cultural units expand the student's knowledge of Hispanic civilization.

SPANISH III (weighted) Level 10, 11, 12

1 credit Year Course

Prerequisite: C in Spanish II

Aim of Course: To stimulate students to advance their speaking and reading skills in order to become more proficient in Spanish.

Course Description: This course continues to emphasize the grammatical structures of Spanish. It also promotes creative self-expression and interaction correlated to literature.

SPANISH IV (weighted) Level 11 & 12

1 credit Year Course

Prerequisite: C or better in Spanish III

Aim of Course: To continue to stimulate students to advance their speaking, writing, and reading skills in order to become even more proficient in Spanish.

Course Description: This course provides more opportunities for self-expression through writing in journals and verbally stating opinions. A more comprehensive overview of the grammatical structures of the language is emphasized as well as an in-depth study of the Hispanic culture.

SPANISH LANGUAGE & CULTURE (AP) (weighted) Level 11 & 12

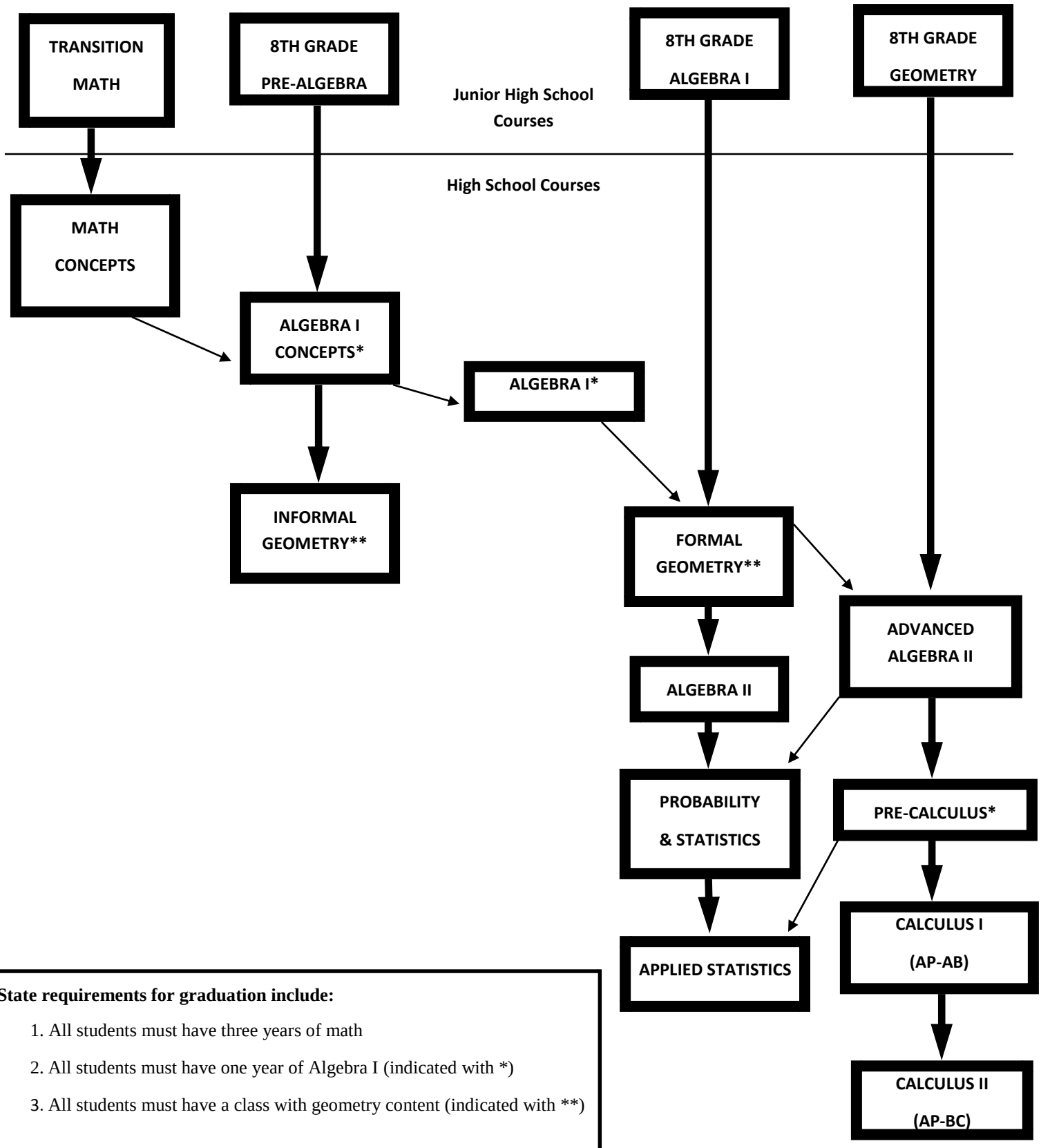
1 credit Year Course

Prerequisite: C or better in Spanish IV

Aim of Course: To prepare the student for college level credit. Students may opt to take the Spanish Language exam offered by the Advanced Placement Program of the College Board offered for a fee in May.

Course Description: This course emphasizes college preparatory skills through the study and practice of the Spanish language. Students will take practice tests which include: listening comprehension, vocabulary, sentence structure, reading comprehension, and free-response in writing and in speaking. The total time for the examination is approximately three hours.

MATHEMATICS COURSE FLOW CHART



State requirements for graduation include:

1. All students must have three years of math
2. All students must have one year of Algebra I (indicated with *)
3. All students must have a class with geometry content (indicated with **)

MATHEMATICS COURSES

MATH CONCEPTS Level 9 & 10

1 credit Year Course

Prerequisite: Placement by 8th grade math teacher.

Aim of Course: To serve as a first course in high school mathematics and to provide an opportunity to gain basic skills and knowledge.

Course Description: Math Concepts is the basic study of sets, real numbers, operations, properties, equations, inequalities, factors, polynomials, linear sentences, rational expressions.

ALGEBRA I CONCEPTS Level 9 & 10

1 credit Year Course

Prerequisite: A grade of C or above in 8th grade math, completion of Math Concepts or administrative recommendation.

Aim of Course: To review basic math skills, introduce and practice basic algebra I concepts, preparing students for more advanced algebra I concepts.

Course Description: This course consists of a review of basic math skills including operations involving whole numbers, integers, rational numbers, conversion of measurements, percentages, area, and volume. Students are also introduced to basic algebra properties of solving, factoring, and graphing including slope. The concepts are applied in the development of introductory algebraic skills including operations with signed numbers, roots and powers, equations, and graphing linear functions.

ALGEBRA I Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: A grade of C or above in Algebra I Concepts or Informal Geometry, or an A in 8th grade General Math, or administrative recommendation based on placement test.

Aim of Course: To serve as a first course in a college preparatory curriculum, and to extend the development of numbers and logical thinking.

Course Description: Algebra I is the study of sets, operations, properties, equations, inequalities, factors, polynomials, linear sentences, rational expressions, radicals, and quadratics.

ALGEBRA II Level 10, 11, 12

1 credit Year Course

Prerequisite: Completion of Algebra 1 and Formal Geometry or teacher recommendation

Aim of Course: To expand on concepts found in Algebra I, introduce new topics in algebra, while developing the problem-solving abilities of the student..

Course Description: This course consists of topics in Algebra including systems, functions, matrices, quadratics, complex numbers, higher degree polynomials, rational expressions, exponential functions, logarithmic functions,

conic sections, introductory trigonometric functions, sequences and series, and some probability and statistics.

ADVANCED ALGEBRA II (weighted) Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Algebra 1 with C or above and Formal Geometry or concurrent enrollment in Formal Geometry with teacher recommendation

Aim of Course: To expand on concepts found in Algebra I, introduce new topics in algebra, and develop the problem-solving abilities of the student. This course is taught at a higher level of learning than Algebra II.

Course Description: This course consists of topics in Algebra including systems, functions, matrices, quadratics, complex numbers, higher degree polynomials, rational expressions, exponential functions, logarithmic functions, conic sections, introductory trigonometric functions, sequences and series, and some probability and statistics. Advanced Algebra II is taught at a faster pace than Algebra II and is a prerequisite for Pre-Calculus.

INFORMAL GEOMETRY Level 10, 11, 12

1 credit Year Course

Prerequisite: Successful completion of Algebra 1 Concepts or Algebra 1.

Aim of Course: To improve practical geometry skills such as finding of area and volume, and to improve application of geometric skills to broader math concepts.

Course Description: Informal Geometry is focused on application rather than formal proof, differentiating it from higher level STEM focused Formal Geometry. Concepts developed include congruence, similarity, and the special properties of parallelograms, circles, and right triangles. Coordinate geometry, transformations, constructions, and the areas and volumes of plane and solid figures are also studied.

FORMAL GEOMETRY Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Algebra I with a grade of C or above or administrative recommendation.

Aim of Course: To improve practical geometry skills such as the finding of area and volume, and to improve logical thinking skills.

Course Description: Geometry is the development of a mathematical system involving definitions, postulates, and theorems. Concepts developed include congruence, similarity, and the special properties of parallelograms, circles, and right triangles. Coordinate geometry, transformations, constructions, and the areas and volumes of plane and solid figures are also studies.

("A" students may take Formal Geometry and Algebra II simultaneously in order to accelerate the math sequence.)

PROBABILITY & STATISTICS Level 11 & 12

1 credit Year Course

Prerequisite: Algebra II with a C or better or administrative recommendation.

Aim of Course: The purpose of this course is to give a general introduction to the fields of statistics and probability while integrating Algebra and Geometry content. This course should enable students to appropriately interpret data and use this information in everyday life to help make decisions.

Course Description: This course is designed for students with a wide variety of interests. Statistics involves collecting numerical information called data, analyzing it, and making meaningful decisions based upon the data. Probability and its application to statistics will also be presented.

APPLIED STATISTICS (*weighted) Level 11 & 12
(MATH 113 dual credit) Level 10 with concurrent enrollment in Pre-Calculus

1 credit Year Course

Prerequisite: Completion of Algebra II and satisfactory score on the mathematics & English RCC placement exam. Students may be exempt from placements exams based on ACT scores.

Aim of Course: To provide college level statistics instruction and experience including application and testing methods.

Course Description: Descriptive statistics covered include frequency tables, graphs, and measures of location and variation. Topics from probability include probability rules, counting techniques, and probability distributions. Inferential statistics coverage includes estimation, confidence intervals, hypothesis testing, and probability values. Statistical methods discussed include the one and two sample t-tests, one and two proportion tests, chi-square goodness of fit and test for independence, correlation, regression, and analysis of variance. This course makes heavy use of technology to solve real-world applications. *This course can only be taken for weight if the student has not previously taken weighted Probability & Statistics offered in past years.

PRE-CALCULUS (weighted) Level 10, 11, 12

1 credit Year Course

Prerequisite: Advanced Algebra II with a C or above

Aim of Course: To gain a better understanding of algebra, geometry, and trigonometry and their applications. This course will also enable students to prepare for calculus and further mathematical studies.

Course Description: The first semester of this course includes the study of functions and their graphs and the study of trigonometry and its practical applications. Trigonometry involves the relationships of angles, triangles, and related functions such as sine, cosine, and tangent. The second semester of pre-calculus involves the review and further development of all previous math courses.

CALCULUS I (AP-AB) (weighted) Level 11 & 12

1 credit Year Course

Prerequisite: Pre-Calculus with a grade of C or above, or administrative recommendation.

Aim of Course: This course ties together concepts that students have studied in previous math classes and introduces the new concepts of Calculus. This course provides an excellent opportunity for the student to experience a college-level mathematics course in a high school setting.

Course Description: This course discusses the two major concepts of Calculus: the derivative and the integral. First semester topics include limits, continuity and derivatives. The main emphasis of the second semester is on the study of integrals. Application of concepts is emphasized throughout the year. Advanced Placement Test may be taken to acquire one college math credit.

CALCULUS II (AP-BC) (weighted) Level 11 & 12

1 credit Year Course

Prerequisite: Calculus I (AP) with a grade of C or above, or administrative recommendation.

Aim of Course: The purpose of this course is to provide students the opportunity to deepen their knowledge of calculus and to apply calculus skills.

Course Description: The material addressed in this course will include subjects that are not addressed by the AB level Advanced Placement tests, but will be encountered on the BC level test and in a college level Calculus II program. Some of the subjects in this class include: Integration by parts, surface revolutions, slope fields, line lengths, and trigonometric functions in calculus. This course will also include many hands-on explorations of calculus with the goal of applying calculus skills to real life situations, as well as an in-depth review of material covered in Calculus I focusing on how the skills and subjects already learned are interrelated and dependent upon each other. Students who complete this course will have the coursework necessary to be prepared to take the Calculus Level BC Advanced Placement test.

MATHEMATICS LAB Level 9, 10, 11

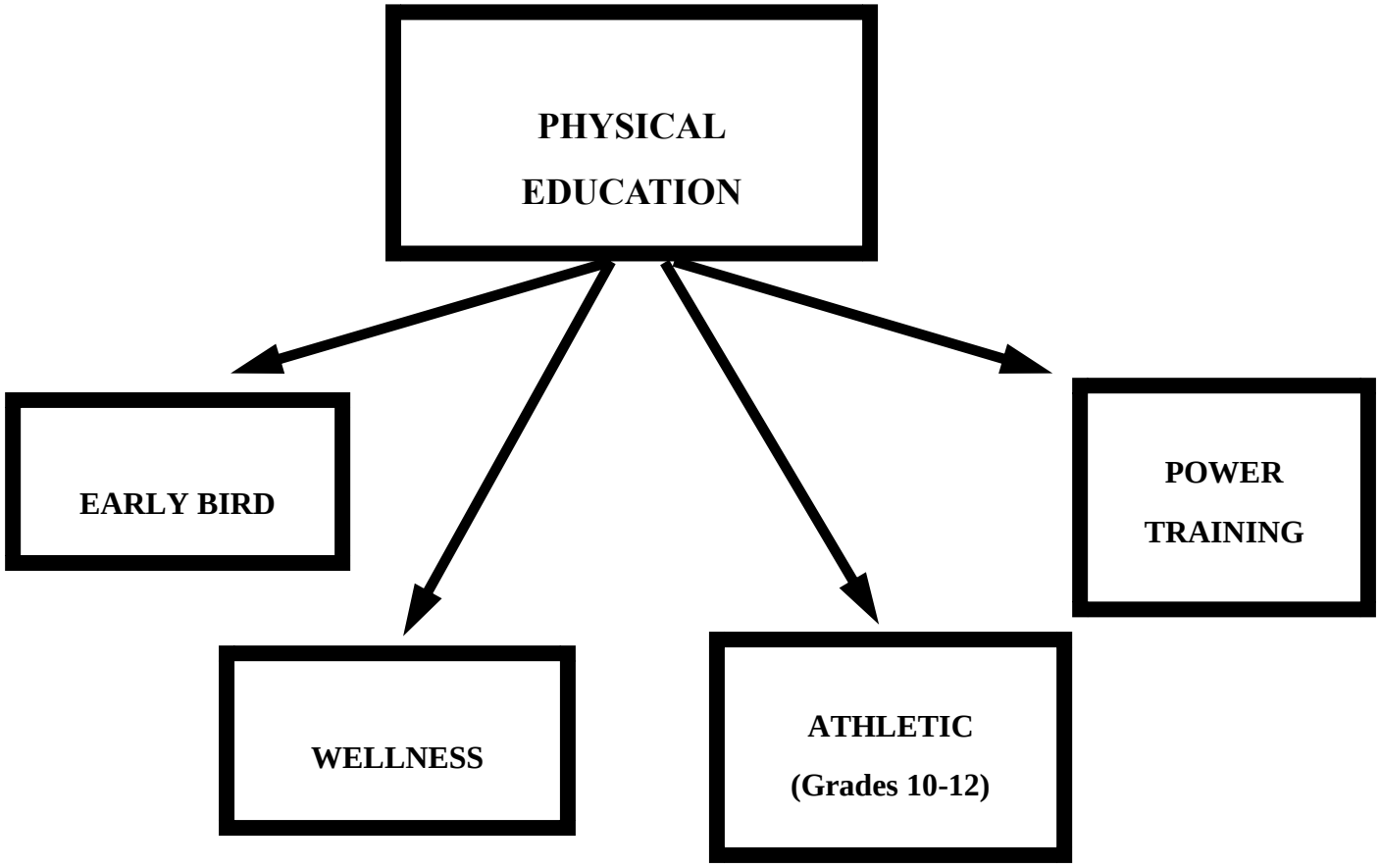
1 credit Year Course

Prerequisite: Students that are identified as behind in math levels and benchmark scores in 8^{th} grade, as measured by various assessments, may be required to enroll in this math course.

Aim of Course: To provide students with individualized and differentiated instruction keyed to specific content and skill needs in mathematics based on both the student's global performance data and regular progress checks.

Course Description: The course is a small group setting (10-13 students) that allows students with identified needs in mathematics performance and skills to receive individualized teaching and monitoring beyond what can be reasonably accomplished in the larger class setting. The scope of the content and skills will range from foundational math concepts to Algebra II/Math 3 concepts as defined by the Common Core Standards.

PHYSICAL EDUCATION COURSE FLOW CHART



PE WAIVER

Illinois School Code requires that all high school students take P.E. every semester. Students are required to obtain a minimum of 2 P.E. credits for graduation. However, students may be exempt from P.E. for the semester if they meet any of the following criteria:

1) The student is in grade 11 or 12 and is a participant in interscholastic athletics, cheer, poms, and/or show choir.

2) The student is in grade 9-12 and is a participant in Marching Band (1st semester only).

3) The student is in grade 11 or 12 and must enroll in a class that, if not taken, would prevent the student from graduating (requires verification by one of our high school counselors).

4) The student is in grade 11 or 12 and must enroll in a class that, if not taken, would prevent the student from admission to an institution of higher learning of the student's choice (requires written verification from a college admissions counselor).

5) The student has a medical issue and provides documentation signed by a physician.

6) The student is enrolled in Work Program, Heartland Technical Academy, and/or Transfer Academy.

PHYSICAL, HEALTH & SAFETY EDUCATION COURSES

DRIVER EDUCATION - CLASSROOM PHASE Level 9, 10, 11, 12

1/4 credit Nine Weeks Course

Prerequisite: Students must have passed eight courses during the previous two semesters.

Aim of Course: To enable students to develop sound judgments and proper mental attitudes for the safe operation of a motor vehicle.

Course Description: Each student must attend at least thirty clock hours in order to receive a passing grade for the classroom phase. The classroom course will be offered eight times throughout the school year and once during the summer months.

DRIVER EDUCATION - BEHIND-THE-WHEEL

No credit Level 9 & 10

Prerequisite: Successful completion or enrollment in the classroom phase.

Aim of Course: To enable students to achieve the basic skills necessary in handling a motor vehicle.

Course Description: The fundamental knowledge of good driving will be taught. In the behind-the-wheel phase of driver education, the student will receive a minimum of six hours of actual behind-the-wheel driving time. The behind-the-wheel phase will be taught before school, after school, weekends, vacation days, or during the summer. Only one hour each day of behind-the-wheel driving will be taught during the school year.

HEALTH Level 9, 10, 11, 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: To enable students to acquire information, knowledge, and skills necessary to make responsible decisions for their own health and welfare.

Course Description: This course includes the following units of study: nutrition, physical wellness, CPR, first aid, mental health, infectious and noninfectious diseases, personal hygiene, and human growth and development.

WELLNESS Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: none

Aim of Course: To enhance the overall well-being of students through various cardiovascular fitness activities, health-based lessons, and team sports. Physical fitness is achieved by having the students do various activities with emphasis on cardiovascular endurance, muscular endurance, muscular strength, and flexibility.

Course Description: This course consists of 60% cardiovascular training and 40% sports. Cardiovascular training includes circuit workouts, aerobic interval training, anaerobic interval training, yoga, HIIT, and dance cardio.

Early bird Wellness classes are designed for the student that cannot fit the course into the regular seven period day.

POWER TRAINING Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Priority enrollment for this class will be given to students involved in athletics at Mt. Zion High School as verified by the Mt. Zion High School coaching staff. Physical ability to do all activities within the structure of the class including, but not limited to: squats, jumping, sprinting, and cardiovascular training. Enrollment will be open to all other students by seniority grade level, as the class numbers will allow.

Aim of Course: To enhance the physical abilities of students/athletes at Mt. Zion High School. This course will provide an opportunity for students/athletes to develop an advanced level of physical fitness and muscular power, i.e., strength and speed combination.

Course Description: This course consists of activities organized in a schedule of progression to improve the student's level of physical power and fitness. These activities include weight training; quickness development through vigorous, repetitive drills; speed development through varied sprinting drills including plyometric training; and overall cardiovascular improvement through prolonged, vigorous movement. Early bird power training classes are designed for the student that cannot fit physical education into the regular seven period day.

ATHLETIC PHYSICAL EDUCATION Level 10, 11, 12

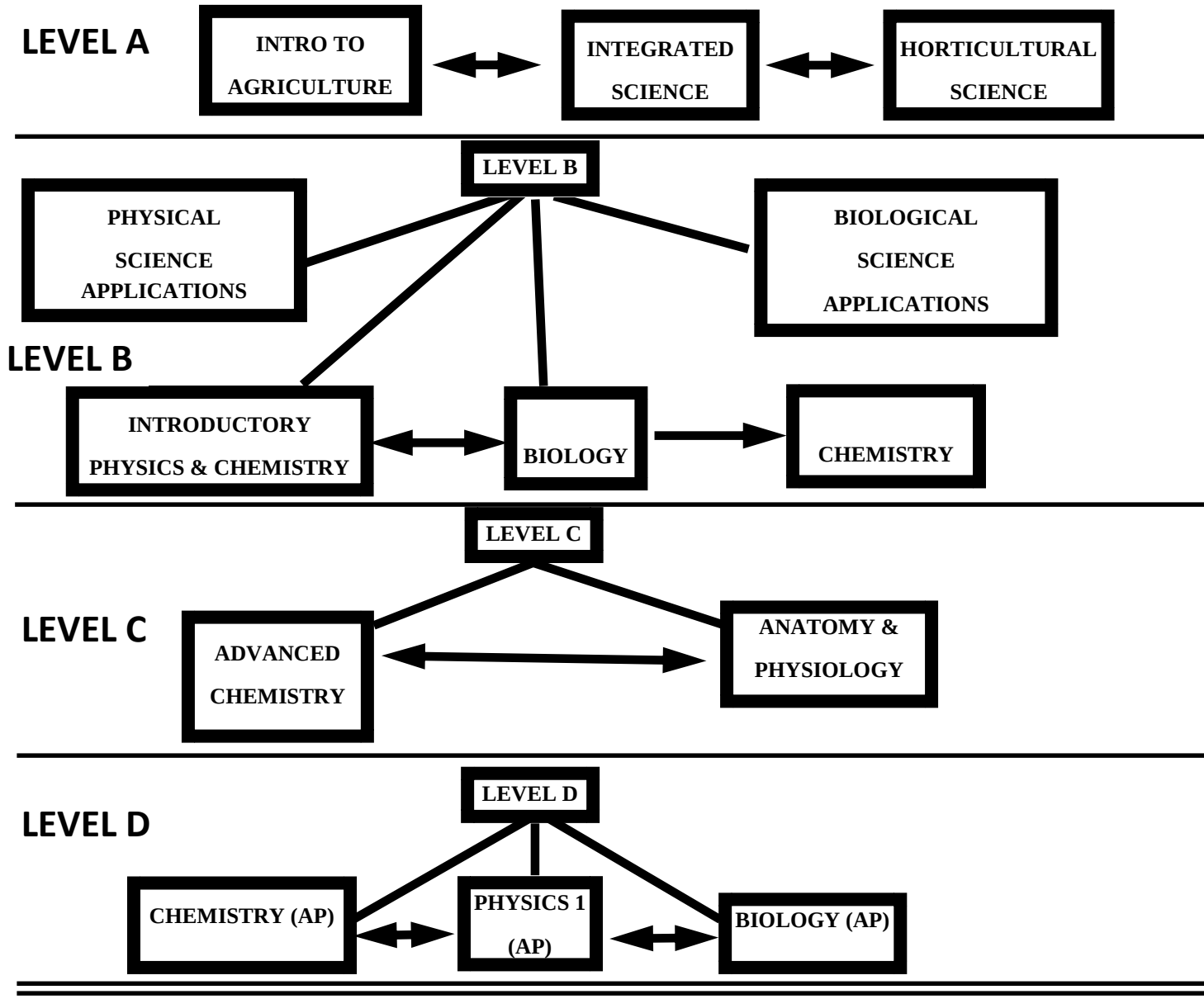
1 credit Year Course

Prerequisite: The student must be a member in good standing of a Mt. Zion High School athletic team(s) and have the approval of both the athletic coach of said team(s) and administration. To remain in course for the entire year the student must be in a sport during the fall, winter, and/or spring. To be counted as being in the sport the athlete needs to have been on the roster the previous season and also finish the season. Team managers or student assistants do not count as being members of the athletic team as eligibility to be in Athletic PE.

Aim of Course: To provide an opportunity for students/athletes to further develop the physical fitness levels needed to compete in interscholastic athletics while further developing the specific fundamental skills required in each of their sports.

Course Description: This course consists of activities organized into an alternating schedule of power training sessions and athletic skills sessions.

SCIENCE COURSE FLOW CHART



Students are required to complete three years of science. Beginning the class of 2021, one must be a biological science and one a physical science.

LEVEL A COURSES
Integrated Science (P.S./B.S.)
Intro to Agriculture (A.S.)
Horticultural Science (A.S.)

LEVEL B COURSES
Biology (B.S.)
Intro Physics & Chem. (P.S.)
Phy. Sci. App. in Ag.(A.S./P.S.)
Bio. Sci. App. in Ag. (A.S./B.S.)
Chemistry (P.S.)

LEVEL C COURSES
Advanced Chemistry (P.S.)
Anatomy & Physiology (B.S.)

LEVEL D COURSES
Chemistry (AP) (P.S)
Physics 1 (AP) (P.S.)
Biology (AP) (B.S.)

(P.S. = Physical Science; A.S. = Ag. Science; B.S. = Biological Science)

MATH/SCIENCE CONNECTION

Students who will be enrolled in the following math courses (per Jr. High teacher recommendation) should consider the science courses connected to them:

- **Math Concepts or Informal Geometry**
  Consider taking Integrated Science or Intro to Agriculture

- **Algebra I Concepts**
  Consider taking Integrated Science or Intro to Agriculture

- **Algebra I**
  Consider taking Integrated Science or Biology or Physical Science Applications in Agriculture or Biological Science Applications in Agriculture

- **Formal Geometry**
  Consider taking Integrated Science, Biology, or Introductory Physics & Chemistry

- **Algebra II**
  Consider taking Integrated Science, Biology, or Introductory Physics & Chemistry

- **Advanced Algebra II**
  Consider taking Biology, or Introductory Physics & Chemistry

SCIENCE COURSES

GENERAL SCIENCE Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Teacher recommendation as well as appropriate scores on benchmark screening tools.

Aim of Course: To introduce basic skills of science for students.

Course Description: This course is for students who need development in basic science concepts. It will cover all areas of science including Earth, Space, Biology, and Physical

INTEGRATED SCIENCE Level 9 & 10

1 credit Year Course

Prerequisite: none

Aim of Course: To explore the individual science disciplines of physics, chemistry, biology, earth science, and astronomy plus the areas where these disciplines overlap.

Course Description: By completing this course, students will have an idea of the fields of science they intend to follow. Integrated science is designed to be an introductory course to reinforce science concepts. This course will include lecture that will be supplemented with laboratory exercises.

INTRO TO AGRICULTURE Level 9, 10 (11, 12 with administrative approval)

1 credit Year Course

Prerequisite: none

Aim of Course: To offer the student a general background in the areas of plant science and animal science with relation to agricultural concerns.

Course Description: Major units of instruction include agricultural research, soil science, advanced plant science, biotechnology, advanced animal science. Applied science and math skills and concepts will be stressed throughout the course as they relate to each area. Improving computer and workplace skills will be a focus.

HORTICULTURAL SCIENCE Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: none

Aim of Course: To provide students with basic horticulture skills through greenhouse utilization.

Course Description: This course is designed to develop knowledge and skills in the following areas: using soil and other plant growing media; identifying horticultural plants; propagating horticultural plants; landscaping plants and principles; floral arrangement; basics of growing horticultural plants in greenhouse and nursery settings; constructing, maintaining, and using plant-growing structures; operating, repairing, and maintaining equipment used in the horticultural field.

PHYSICAL SCIENCE APPLICATIONS IN AGRICULTURE Level 10, 11, 12

1 credit Year Course

Prerequisite: Level A science course.

Aim of Course: To offer the student a background in physical science with relation to the agriculture industry.

Course Description: This course is designed to reinforce and extend students understanding of physical science and the scientific process by associating scientific and math principles and concepts with relevant applications in agriculture. Topics of study are in the areas of scientific investigations, environmental/natural resource systems, agricultural production systems, agricultural structural systems, energy and power systems, agricultural mechanics and machine systems, and food processing systems. The course will be valuable preparation for further education and will increase the relevance of science through the applied setting of agriculture by enhancing literacy in science and the scientific process. Improving computer and workplace skills will be a focus.

BIOLOGICAL SCIENCE APPLICATIONS IN AGRICULTURE Level 10, 11, 12

1 credit Year Course

Prerequisite: Level A science course.

Aim of Course: To offer the student a background in plant and animal science with relation to the agriculture industry.

Course Description: This course is designed to reinforce and extend students understanding of science by associating basic scientific principles and concepts with relevant applications in agriculture. Topics of study are in the areas of initiating plant growth (germination, plant sensory mechanisms, enzyme action, absorption), managing plant growth (photosynthesis, respiration, translocation, metabolism, and growth regulation), growth and development of animals (embryology, ethology, nutrition, immunity systems, and processing animal products (preservation, fermentation, and pasteurization). The course will be valuable preparation for further education and will increase the relevance of science through the applied setting of agriculture by enhancing literacy in science and the scientific process. Improving computer and workplace skills will be a focus.

BIOLOGY Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Successful completion of Integrated Science or concurrently enrolled in Algebra or higher.

Aim of Course: Students will be introduced to the basic principles and theories of the life sciences.

Course Description: In this program, students will acquire a clear understanding and mastery of key biological concepts and ideas. Mastery of important science process and safety skills through laboratory investigation and dissections are emphasized. Students will be able to develop a proficiency in critical and creative thinking and problem solving skills – skills essential in science and in everyday life. The overall goal is to allow the students to foster a growing appreciation of and interest in biology – and all other sciences. Students will be required to participate in lab activities to meet course requirements. Students will be assessed by homework assignments, quizzes, lab reports, and tests.

ANATOMY & PHYSIOLOGY (weighted) Level 10, 11, 12

1 credit Year Course

Prerequisite: Introductory Physics & Chemistry or Biology with a "C" average or above.

Aim of Course: To introduce students to the principles of human anatomy and physiology.

Course Description: This course will include a year-long program of intense human anatomy and physiology studies. The areas covered will include: medical terminology, basic chemistry, cell and tissue structure, and the 11 systems of the human body (integumentary, skeletal, muscular, nervous, endocrine, circulatory, lymphatic, digestive, respiratory, urinary and reproductive). Laboratory work will be required, including a 6-8 week comparative anatomy dissection lab using the domestic cat.

BIOLOGY (AP) (weighted) Level 10, 11, 12

1 credit Year Course

Prerequisite: Biology or Introduction to Physics & Chemistry and Chemistry or concurrent enrollment in Chemistry or science teacher recommendation.

Aim of Course: To provide students with the conceptual framework, factual knowledge, and analytical skills necessary to deal critically with the rapidly changing science of biology. The goals have been set for percentage coverage of three general areas: molecules and cells (25%), heredity and evolution (25%), organisms and populations (50%).

Course Description: This is an introductory college course for accelerated students with a special interest in biology. The course satisfies and exceeds the requirements set by the College Board for AP Biology which includes the study of the "Four Big Ideas". The student acquires an in-depth understanding of many biological processes and principles. Emphasis is on molecular and cell physiology, genetics, organisms and populations, evolution, and ecology. Comprehensive lab experience is included in this course. Evaluation is based on student review of current journal articles, tests, and laboratory work. The course meets for 1 period daily (50 minutes per day) and is open-enrollment. Field trips enhance study.

INTRODUCTORY PHYSICS & CHEMISTRY Level 9, 10, 11, 12

1 credit Year Course

Prerequisite: Successful completion of Biology or concurrently enrolled in Geometry or Algebra II.

Aim of Course: To present an introduction to the physical sciences and fundamental physical science theories and concepts.

Course Description: The topics covered in this course are atomic structures, basic chemistry, and chemical reactions, principles and theories of energy, basic physics, electricity, waves and wave motion, and science technology. Class lecture will be supplemented with laboratory exercises. This course is designed to prepare students for more advanced science courses or to satisfy a graduation requirement.

CHEMISTRY Level 10, 11, 12

1 credit Year Course

Prerequisite: Successful completion of Introductory to Physics & Chemistry or Biology and enrollment in Algebra II.

Aim of Course: To provide students with and introduction to basic chemistry concepts

Course Description: Topics covered during this year long course will be metrics, states of matter, atomic structure, nomenclature, solutions, and chemical reactions. Laboratory work and problem solving will be emphasized.

ADVANCED CHEMISTRY (weighted) Level 10, 11, 12

1 credit Year Course

Prerequisite: Successful completion of Introductory Physics & Chemistry and enrollment in Algebra II. For students to transition from Biology to Advanced Chemistry without the Introductory Physics & Chemistry course, successful completion of Biology with a "B" or higher and concurrent enrollment in Pre-Calculus is required.

Aim of Course: To provide students with an in-depth introduction to the principles of chemistry

Course Description: This course includes topics such as scientific measurement, atomic structure, chemical formulas and compounds, physical states of matter, thermochemistry, nuclear chemistry, organic chemistry, acids and bases, solutions, kinetics and equilibrium. Laboratory work and problem solving are vital to this course.

CHEMISTRY (AP) (weighted) Level 11 & 12

1 credit Year Course

Prerequisite: Advanced Chemistry

Aim of Course: To provide an in-depth study of matter and the changes it undergoes.

Course Description: This course includes a year long program in chemistry comparable to a basic first-year college course. A college textbook is used to assist the study of stoichiometry, atomic structure, bonding, thermodynamics, kinetics, solutions and electro-chemistry. This course allows the student the option of an advanced level of chemistry by using additional time preparing for the AP exam.

PHYSICS I (AP) (weighted) Level 11 & 12

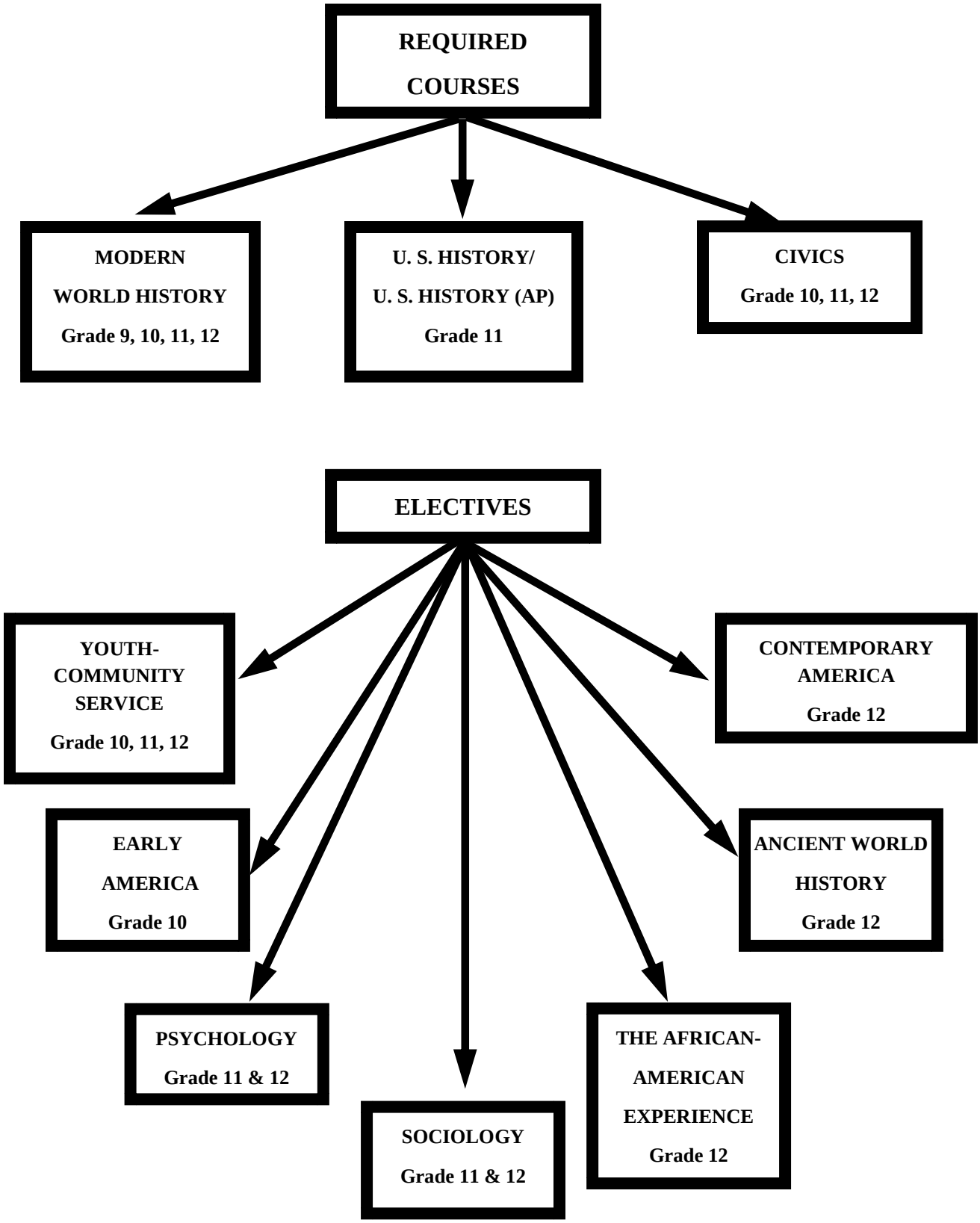
1 credit Year Course

Prerequisite: Successful completion of Algebra II or currently enrolled in Pre-Calculus, Calculus or Calculus II. Introductory Physics & Chemistry is recommended.

Aim of Course: To introduce students to the principles of physics which involve the relationships between matter and energy.

Course Description: The course includes the topics of kinematics, dynamics, energy, momentum, circular motion, torque, rotational motion, simple harmonic motion, electric charge, electric force, circuits, and waves. Emphasis is placed on problem solving and laboratory work. The course follows the recommended guidelines of the Advanced Placement Program and students will be prepared to take the A.P. Physics Exam in May.

SOCIAL SCIENCE COURSE FLOW CHART



SOCIAL SCIENCE COURSES

MODERN WORLD HISTORY Level 9, 10, 11, 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: To survey the development of the modern world from 1400 BCE to the present day.

Course Description: Modern World History explores the evolution and development of political, social, and economic systems throughout the last six hundred years. Methodology will utilize the study of world geography, research skills, basic historiography, and critical thinking towards mastery of the course content. The course content includes the following topics: The Middle Ages, Renaissance and Reformation, The Global Age of Exploration, Enlightenment and Revolution, The Age of Napoleon, Industrialization and World War I.

ANCIENT WORLD HISTORY(weighted) Level 12

1/2 credit Semester Course

Prerequisite: Modern World History, U.S. History, "B" average recommended.

Aim of Course: The purpose of this course is to familiarize students with the ancient world through the medieval period of Europe. Because this is a college preparation course, it will require a commitment to complete intensive reading and writing assignments. The student will also participate in classroom discussion, collaborative group efforts, and analysis of primary sources.

Course Description: This course is a survey study of the development of early human social groups, and their evolution towards a complex civilization. Beginning with a brief study of Neanderthals and early Homo sapiens, the class traces the development of humans from the Neolithic Revolution and into the River Valley Civilizations of Egypt, Mesopotamia, India, and China. The course will also emphasize the Hellenistic and Roman Heritage of the West, as well as the development of major religions such as Judaism, Christianity, and Islam.

U.S. HISTORY Level 11

1 credit Year Course

Prerequisite: none

Aim of Course: To give students a better understanding of America today, based upon the historical factors which determined America's current place in the world, and to give students a greater appreciation of the uniqueness of the American heritage.

Course Description: This course is a comprehensive study of the history of the United States. It emphasizes the ideas and institutions that have determined the course of American progress from being a newly independent nation to a major world power. Subject matter is divided into two semesters. The course will focus on such topics as the Second World War, the Cold War, as well as social and cultural history of the post-World War II era.Historical, as well as political, economic, and social developments and influences will be analyzed.

U.S. HISTORY (AP) (weighted) Level 11

1 credit Year Course

Prerequisite: Modern World History, Advanced English I & II recommended or administrative recommendation; written essay and summer work required.

Aim of Course: This course is designed to provide students with the analytic skills and factual knowledge necessary to deal critically with the problems and materials in United States History. The program prepares students for intermediate and advanced college courses by making demands on them equivalent to those made by full-year introductory college courses. Students should learn to assess historical materials – their relevance to a given interpretive problem, their reliability, and their importance – and to weigh the evidence and interpretations presented in historical scholarship. This course thus develops the skills necessary to arrive at conclusions on the basis of an informed judgment and to present reasons and evidence clearly and persuasively in essay format.

Course Description: This course is a comprehensive study of the history of the United States. It emphasizes the ideas and institutions that have determined the course of American progress from being a newly independent nation to a major world power. Subject matter is divided into two semesters: The Colonial Period through the 1920's and the Great Depression through the 1970s. The areas of concentration include historical, political, and economic history coupled with an intense study of cultural and intellectual institutions and their development. Solid reading and writing skills, along with a willingness to devote considerable time to homework and study, are necessary to succeed in this challenging course. Students will be prepared throughout the year to take the nationally administered proficiency examination by which college credit may be attained.

CIVICS Level 10, 11, 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: To create an awareness of the several styles of world governments and the role these institutions play in relation to social, political, and economic systems.

Course Description: This course consists of four units which are required by state law: U.S. and Illinois Constitutions, the U.S. Flag Code, and the Declaration of Independence. In addition, the political process is examined through the input of public opinion, political parties, and pressure groups. Several mini-units are studied including the incumbent executive policies, the judicial and legal systems of the U.S., and municipal governments. Written and oral projects are also required.

CONTEMPORARY AMERICA Level 12

1/2 credit Semester Course

Prerequisite: U.S. History (AP) or U.S. History.

Aim of Course: The purpose of this course is to convey an understanding of the political, economic, and social developments that occurred in the United States from the 1980s up to the present day. Students will learn research skills, analyze primary sources, complete intensive reading and writing assignments, and participate in classroom discussion and collaborative group efforts.

Course Description: This course takes a comprehensive look at American life and institutions since the Vietnam/Watergate era, with special emphasis on domestic change, foreign policy, and presidential politics. Content will be devoted to analyzing the conservatism of the 1980s, the expressionism of the 1990s, and finally an evaluation of America's current position as a world power of the in the 21st century.

THE AFRICAN-AMERICAN EXPERIENCE (weighted) Level 12

½ credit Semester Course

Prerequisite: U.S. History (AP) or at least a B average in U.S. History.

Aim of the Course: This course is designed to provide students with an awareness of the experiences of African-Americans throughout history as well as create an appreciation for their heritage. In addition, students will have the opportunity to engage in a community service learning project in conjunction with a local African American cultural museum. Since this is a college-prep course, the demands are high, requiring a deep commitment to complete challenging reading and writing assignments. Strong essay writing skills are expected from all students.

Course Description: The African-American experience spans four hundred years, from the initial settlement of the American continent by Europeans and the establishment of the trans-Atlantic slave trade, through emancipation and the push for civil rights, down to the present day. This introductory course is organized chronologically, with an emphasis on the ideas of political protest and efforts to initiate social change.

EARLY AMERICA Level 10
(Level 11 only with administrative approval)

½ credit Semester Course

Prerequisite: Modern World History recommended.

Aim of the Course: The purpose of this course is to convey an understanding of the political and cultural landscape of the beginnings of the United States of America. This course will require completing reading and writing assignments, analyzing and interpreting primary documents, and participating in classroom discussion.

Course Description: This course is a comprehensive study of the beginnings of the United States of America. It emphasizes the various people, ideas, and events that played a role in creating the United States of America. Topics to be discussed, researched, and evaluated in this course begin with the arrivals of the Spanish and English into the Americas and conclude with the assassination of President Lincoln following the Civil War. Historical, political, economic, and social factors will be analyzed. Students enrolled in this course will be expected to discuss, read, and write extensively in regards to the various topics being covered.

SOCIOLOGY Level 11 & 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: To understand human relationships and how individuals act, react, and interact in social contexts.

Course Description: This course explains the place and behavior of people in society. The scope of study extends from concerns of the family to problems of mass society. Topics of discussion and analysis include culture, status, roles, norms, birth order, deviance, social institutions, social structure, and social problems. Students participate in a variety of individual and group projects that examine how groups operate and the conflicts that affect society.

PSYCHOLOGY (weighted) Level 11 & 12

1/2 credit Semester Course

Prerequisite: none

Aim of Course: To understand how we think and why we choose to act in certain ways, scientists engage in psychological research. Briefly put, psychology is the study of the human mind and human behavior. This course will give students a perspective into how and why people do the things they do. Not only will students better understand others, they will engage in meta-analysis of their own lives. Throughout the class, they will relate to specific cultural and biological events that take place during adolescence. Adolescence is more than just puberty; it is how society defines a specific period in every person's life.

Course Description: During the course of this semester, a number of fields within the discipline will be examined. These include, but are not limited to, the self, the body, the mind, the environment, mental health, and how these factors control human emotions and decisions. In their investigations, students will look at different psychological methods. Students will realize that multiple interpretations exist. Through these interpretations, students will realize that often a clear cut answer does not exist. Students will analyze experiments, cases studies, and other procedures to become familiar with the methodologies of the subject. They will understand the processes of the nervous system, the functions of the brain, and the how the senses perceive stimuli.

YOUTH-COMMUNITY SERVICE Level 10, 11, 12

1/2 credit Semester Course

Prerequisite: none

Aim of course: To encourage students to participate in community-based volunteer programs.

Course Description: This course will provide guidance to students entering into the fulfilling world of volunteer services. Student research into an approved community-based program will be required before actual community service activities are pursued. Students will be required to have a community sponsor and document 100 hours of service. Students may volunteer in two different organizations (earning 100 hours in each organization) to receive one full credit.

Dual Credit Options for Students with Richland Community College

At Mt. Zion High School	At Richland Community College
• Pass the placement tests or get an acceptable score on ACT/SAT. • Students of Junior or Senior standing. Options include: English 101, English 102 Psychology 110 Sociology 110 Self Pay: Tuition, Books, Fees	• Pass the placement tests or get an acceptable score on ACT/SAT. • Students of Junior or Senior standing. Students are at Mt. Zion part of the day and attend classes at RCC part of the day. Any three credit hour class will be accepted for dual credit. Self Pay: Tuition, Books, Fees
Heartland Tech Academy	**Transfer Academy at RCC**
• Meet the GPA criteria of 1.80 GPA and attendance requirements. • Students of Junior or Senior standing Students choose a career/ technical ed program to participate in ½ day on RCC's campus. The amount of dual credit awarded varies with each program's requirements. Students pay $200 participation fee. (Sliding scale available for students who qualify for free or reduced lunch).	• Meet the GPA criteria (3.70 GPA) and attendance requirements • Pass placement tests or acceptable ACT/SAT scores • Students of Junior or Senior standing Attend MTZ ½ day, Attend RCC ½ day. Students are given options of transferable college courses (IAI) to choose from based on RCC's semester schedule. Student pays $400 participation fee and cost of books. District covers cost of tuition.

*Notes: Classes such as Computer Concepts (CIS 110), Web Development (IT 153) and Applied Statistics (Math 113) are in house options for dual credit. Students may have to pay for cost of books. Tuition is waived because the course is taught by staff at MTZ.

Speech Communications (CMN 1301G) is offered through a cooperative agreement with Eastern Illinois University. Students must be Junior or Senior standing. Self pay: Tuition, books, & any applicable fees.

RICHLAND TRANSFER ACADEMY

Patterned after the Heartland Technical Academy, Richland Community College is partnering with area high schools to offer an opportunity for students to earn up to 38-41 transferrable college credits in a two year Dual Credit Program.

Much like the students who attend the technical academy, students who enroll in the RTA will be at Mt. Zion High School ½ day and will attend RCC and be enrolled in three college level courses the remainder of the day, earning 9-10 college credits each semester. Courses offered to students in this program are "approved" by the Illinois Articulation Initiative to transfer as General Education Core Curriculum (GECC) to other 4 year colleges and universities in the State of Illinois. (For more information on the Illinois Articulation Agreement visit their website at http://www.itransfer.org.)

Requirements for Admission:

In order to enroll in the Richland Transfer Academy students must meet the following criteria:

1. Minimum 3.70 weighted cumulative HS GPA
2. Junior or Senior during the current school year.
3. Missed no more than 10 unexcused days of school the previous two semesters.
4. No Out of School disciplinary issues the previous two semesters.
5. Sophomore Applicants: Have earned 9 credits by January of Grade 10.
   Junior Applicants: Earned 15 credits by January of Grade 11.
6. Option 1: Successfully pass both the English and Math placement tests required by RCC. Option 2: Earn approved ACT/SAT scores for placement into transferrable coursework: Math ACT 22/SAT 560, English & Reading ACT 19/SAT 480. Students taking the ACT/SAT should have their scores sent directly to RCC.
7. Complete the MTZ - Richland Transfer Academy Application and have it turned in by the stated deadline. **See your counselor for further details**.

NOTE: Meeting the application criteria does not guarantee admission. Participation in the RTA can further be limited by Mt. Zion CUSD #3 or RCC based on the number of applicants, scheduling concerns, and other administrative considerations.

Fee Information

Mt. Zion School District pays for tuition, and fees associated with enrollment in the Richland Transfer Academy. Individual students will pay a program fee of $400 per year for participation in the program as well as for books. The program fee is due at the time of school registration in August.

GPA Information

It is important to note students do start their college GPA with enrollment in the dual credit courses, and this GPA may transfer to their intended 4 year college or university.

Students enrolled in the RTA would be expected to follow the attendance calendar of Richland Community College. Students enrolled in the RTA would still be expected to meet the graduation requirements set forth by the Mt. Zion Board of Education to receive a Mt. Zion High School Diploma.

Richland Community College and
Mt. Zion Community Unit School District #3

DUAL CREDIT COOPERATIVE AGREEMENT

I. Purpose

This cooperative agreement between Richland Community College District #537 (RCC) and Mt. Zion Community Unit School District #3 (MZCUSD) documents both parties' agreement to offer dual credit for Richland Community College (RCC) courses taken by high school students from Mt. Zion Community Unit School District #3 (MZCUSD).

II. Guidelines

A. Credit

Richland Community College will offer one or more college courses at Mt. Zion High School or at another designated site, said courses to be jointly selected by the administrations from RCC and MZCUSD. In addition, high school students may attend classes on the RCC campus with the written approval of the high school principal. (100 level or above and 3 credit hour minimum.)

All Illinois community college policies, accreditation standards and local college policies for RCC must be met, as stated in the "Dual Credit Program Guidelines".

When students successfully complete an RCC course, college credit will be awarded at Richland Community College. Mt. Zion's administration will determine which college courses will receive dual credit at the high school by completing and submitting the "Principal's Approval Form" to the RCC Records Office.

This handbook delineates RCC courses that may be substituted through dual credit for MZCUSD required courses. Other RCC courses may be substituted only with prior approval of Mt. Zion High School principal.

B. Student Requirements

Students selected for enrollment in college courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course. The Mt. Zion High School principal, in consultation with the high school counselors, will recommend high school juniors and seniors, and high school "gifted" students who may benefit from enrollment in dual credit courses.

Students enrolled in the college courses must satisfy course placement tests and prerequisites when applicable.

- Students must take placement tests unless they have an ACT score of at least 19 or an SAT score of at least 480 (English and Reading).
- Students must take a Math placement exam unless they have an ACT score of at least 22 or an SAT score of at least 560.
- Students must submit a principal's approval form and a signed parent permission form.

All college class participants will abide by the college rules and regulations as stated in RCC's *Student Rights and Responsibilities* publication.

High school students will be required to attend a minimum of two (2) Mt. Zion High School classes (in addition to enrollment in any dual credit courses) and must carry a minimum course load of six courses.

C. Class Requirements

The college class enrollment size will be determined by RCC. A minimum of 12 students will be needed to hold an RCC class on a Mt. Zion site.

The course outlines utilized for college courses offered at Mt. Zion High School will be the same as for the courses offered on RCC's campus and will contain the content articulated with colleges and universities in the State of Illinois. Course prerequisites, description, requirements, learning outcomes and methods of evaluating students will be the same as those used for the same course on campus.

D. Calendar

Students enrolled in RCC courses for dual credit will be required to follow Richland's calendar throughout the school year. This includes vacation days, early dismissal days, high school assemblies, or any other high school special activity scheduled during the RCC class time. RCC classes held in a high school classroom and during the high school day will operate on the high school bell schedule.

III. Class Instructors

A. Instructors for Dual Credit courses will be selected, employed, and evaluated by Richland Community College. Instructors will be selected from RCC's full time or adjunct faculty.

B. Instructors will have appropriate credentials as stated in the faculty position description and demonstrated teaching competencies at the college level. High school teachers who meet the qualifications for teaching college level courses may submit an RCC application form for adjunct faculty positions. Generally, the minimum credential is a Master's degree in the course discipline.

C. Instructors will utilize the same course outline, textbooks, learning outcomes, and grading policies as the same course(s) taught on the RCC campus. The appropriate college dean will provide the current syllabi and course materials for each course covered by this Agreement.

IV. Grades

A. Richland Community College will supply a grade roster to each dual credit course instructor. According to college procedures, the instructor will submit a grade for each student enrolled to the RCC Records Office by the date specified. RCC Records Office will submit final grades to the Mt. Zion administration for each student enrolled and approved for dual credit.

B. Dual credit students may withdraw from Richland Community College classes under the withdrawal regulations as given in the *College Catalog*. The policy states that students may withdraw through the last day of class before the final exam week of the term. A grade of "W" will be given at the college for courses that are officially dropped. If a student quits attending and does not officially withdraw, a grade of "F" may be assigned for the class on the College records.

For Mt. Zion High School records, students enrolled in dual credit courses must adhere to Mt. Zion deadlines for withdrawing from a class (six weeks). Withdrawals after the six-week deadline will result in an "F" on the High School transcript and will be calculated as such into the student's high school G.P.A.

C. Instructors of dual credit courses will notify the Mt. Zion High School principal on a weekly basis of any dual credit student who is failing the course. This grade report is needed to establish student eligibility for co-curricular activities. The high school administration will establish the required reporting dates.

V. Registration

A. Students may register for dual credit courses at designated times when an RCC representative will be scheduled at Mt. Zion High School or at RCC's main campus.

B. Students must pay tuition and any other appropriate fees according to the schedule established for payment each semester.

C. Students will purchase the appropriate textbooks and required course materials as specified by the course instructor.

DUAL CREDIT PROGRAM GUIDELINES

Richland Community College provides a variety of opportunities for high school students to accelerate their education. High school students who meet the necessary placement requirements and prerequisites may enroll in regularly scheduled courses offered on campus or at one of the many extension sites within RCC's district. College courses offered at off-campus sites, including high schools, are of the same high quality, cover the same content, and have the same rigor as courses offered on Richland's campus.

The following guidelines apply to Dual Credit course offerings:

State Policies and Accreditation Standards: All state policies specified by the Illinois Community College Board, accreditation standards specified by the North Central Association, and local college policies that apply to courses, instructional procedures, and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty, and staff associated with these courses.

Instructors: The instructors for these courses will be selected, employed, and evaluated by Richland Community College. Instructors will be selected from RCC's full-time and/or adjunct faculty with appropriate credentials and demonstrated teaching competencies at the college level.

Qualifications of Students: Students selected for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course. The students' course selections are made in consultation with high school counselors and/or principals and ordinarily are restricted to students in the junior and senior years of high school. The students will meet all college criteria and follow all college procedures for enrolling in courses.

Placement Testing and Prerequisites: Students enrolling in college-level courses must satisfy course placement tests or course prerequisites when applicable. This ensures that high school students enrolled in college-level courses have the same qualifications and preparation as other college students.

Course Outlines: The course outlines utilized for courses offered at secondary schools are the same as for courses offered on campus, and at other off-campus sites, and contain the content articulated with colleges and universities in the state of Illinois. Course prerequisites, descriptions, outlines, requirements, learning outcomes, and methods of evaluating students are the same as for on-campus offerings.

Dual Credit: The determination for whether a college course is offered for concurrent credit at the high school is made at the secondary level according to the policies and practices of the school district. (100 level or above and 3 credit hour minimum.) The main objective for offering college-level academic courses for high school students is to stimulate qualified secondary students to be challenged during their junior and/or senior year of high school and to allow them to have advanced college placement status when entering the college of their choice. A course(s) can be selected from transfer courses that have been articulated with senior institutions in Illinois or from the first-year

courses in ICCB approved associate in applied science degree programs. The main objective in offering college-level occupational courses for high school students is to provide successful transitions from one educational experience to another, improving students' successful transition to high-skill, high-wage careers.

HIGH SCHOOL CREDIT AWARDED:

All courses awarded college credit through Richland Community College are eligible for ½ (one-half) Mt. Zion High School credit, provided the course (or combination of courses) entails at least three (3) semester hours and is 100 level or above.

Mt. Zion High School Required Courses

The following Richland Community College (RCC) courses may be substituted for Mt. Zion High School "required" courses in the "Dual Credit Program." Other RCC courses may be substituted only with prior approval of the high school principal.

Mt. Zion High School Course	RCC Course
English IV (1 credit)	English 101 & *102 (1/2 H.S. credit each)
English Literature & Composition (AP) (1 credit)	*English 102 & 251 (1 H.S. credit)
U.S. History (AP) or U.S. History (1 credit)	*History 101 & 102 (1 H.S. credit)

*Will be weighted only once (see note on weighted grades below).

WEIGHTED GRADES:

The above Richland Community College (RCC) courses delineated with an asterisk (*) will be accepted as Mt. Zion High School weighted classes if substituted for Mt. Zion courses. However, a student may only receive one "add-on" if he/she enrolls in both courses (Mt. Zion High School and RCC).

Correlated Weighted Courses Between Mt. Zion and RCC

Mt. Zion Weighted Course	Richland Correlated Course
Mathematics	**Mathematics**
Calculus I (AP-AB)	Mathematics 121
Calculus II (AP-BC)	Mathematics 122 & Mathematics 121
Probability & Statistics	Mathematics 171
Pre-Calculus	Mathematics 116 & Mathematics 117
Algebra II	Mathematics 098
Applied Statistics	Mathematics 113
Science	**Science**
Physics I (AP)	No correlated course
Anatomy & Physiology	Biology 201 & Biology 202
Advanced Chemistry	Chemistry 100 & Chemistry 110
Chemistry (AP)	Chemistry 131 & Chemistry 132
Biology (AP)	Biology 101
English	**English**
Advanced English III	No correlated course
English Literature & Composition (AP)	English 102 & English 251
Social Sciences	**History & Psychology**
U.S. History (AP)	History 101 & History 102
African American Experience	African American Experience 120
Psychology	Psychology 110
Ancient World History	History 111
Foreign Language	**Spanish & French**
Spanish III	No correlated course
Spanish IV	No correlated course
Spanish Language & Culture (AP)	Spanish 101 & Spanish 202
French III	No correlated course
French IV	No correlated course
French V	No correlated course
Career & Technical	**Accounting & C.I.S.**
Accounting II	Accounting 102
Management Systems	No correlated course
Advanced Computers	No correlated course

Richland Community College
Dual Credit Courses
for Mt. Zion High School

(Tentative Listing)

Site: Mt. Zion High School

During the past several years that Mt. Zion and Richland Community College have cooperated in the Dual Credit Agreement, several courses have routinely been offered at Mt. Zion. They are

Fall:

ENGL 101 Composition 1
PSYCH 110 Introduction to Psychology

Spring:

ENGL 102 Composition 2
SOCIO 110 Introduction to Sociology

Other courses may be offered on our campus based on student interest and sign up. (A course may be offered on our campus if a minimum of 12 students sign up.)

Mt. Zion recognizes Richland Community College courses for Dual Credit purposes if the course is a minimum of three credit hours and at the 100 level or above. Students may take Richland Community College Dual Credit courses on our campus and/or on the Richland Community College campus. No on-line, hybrid, or independent study courses are accepted for Dual Credit.