



LIVONIA
PUBLIC SCHOOLS

15125 Farmington Road • Livonia, Michigan 48154

Phone (734) 744-2500

To: Dr. Randy Liepa, Superintendent

From: Cynthia E. DeMan, Assistant Director of Personnel

Date: September 29, 2010

Re: Program of Study – Adult and Continuing Education Program

State mandated pupil accounting guidelines for Adult and Continuing Education Students are determined by the Michigan Department of Career Development. These guidelines require that courses counted for credit and state reimbursement be included on an approval list by the school district's Board of Education.

I am requesting that this topic be placed on the agenda of the October 4, 2010 Board Curriculum meeting so appropriate Board of Education approval can be obtained. Attached are copies of the Program of Study for the Adult and Continuing Education students for perusal by board members.

Please let me know if you require additional information or if you have any questions.

CED
attachment

LIVONIA PUBLIC SCHOOLS

ADULT & CONTINUING EDUCATION

PROGRAM

PROGRAM OF STUDY

2010-2011

LIVONIA PUBLIC SCHOOLS
15125 Farmington Road
LIVONIA, MICHIGAN 48152
(734) 744-2603

BOARD OF EDUCATION MEMBERS

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Dr. Randy A. Liepa

CLASS LOCATIONS

Franklin High School
31000 Joy Road
Livonia, MI 48150

McKinley Center
9101 Hillcrest
Livonia, MI 48150

COURSE DESCRIPTIONS

TECHNOLOGY EDUCATION

ADMINISTRATIVE ASSISTANT - .5 Credit

DESCRIPTION: Students will gain the skill and knowledge required to secure an entry-level position in this field of rapid advancement. The course will include familiarization with the current business software, office procedures, record keeping, and office communication skills.

COMPUTER BASICS - .5 Credit

DESCRIPTION: An introductory course to acquaint the student with microcomputers. This course will include keyboarding. The course presents Windows concepts of information processing and functions as a prerequisite for other computer classes where students are required to have minimum keyboarding skills and basic computer literacy.

DESKTOP PUBLISHING - .5 Credit

DESCRIPTION: Computer literacy is a prerequisite for this 15-week course introducing desktop publishing and related skills. Integrated text and graphics used to produce newsletters, brochures, forms, fliers and reports using Microsoft Word, Microsoft Publisher and Adobe Photo Shop Elements. Prerequisite includes use of Windows and a word processing program.

INTERNET CONNECTIONS - .5 Credit

DESCRIPTION: Course content will provide the student with the ability to accomplish tasks such as communications via e-mail, using attachments to send and receive photos and documents related to family and work, using search features for homework and other home studies such as investments, medical information, hobbies, travel plans, mapping directions and confirming reservations. Proper computer use and societal consequences of misuse will be discussed.

INTRODUCTION TO INFORMATION TECHNOLOGY - .5 Credit

DESCRIPTION: An introductory course to acquaint the student with prudent use of technology including personal computers, palm pilots, digital media and technical instrumentation. This course will include keyboarding, Windows platform and concepts of information processing information. This course meets the prerequisite requirement for all other computer classes where students are required to have minimum computer knowledge and skills. This course will cover the historical background and future sociological implications of the use of technology. The course can be taken for credit in addition to Computer Basics.

MICROSOFT ACCESS - .5 Credit

DESCRIPTION: This course teaches basic skills using the Microsoft Office Suite software package. Topics include: basic database concept; working with tables and forms; working with queries and reports; and enhancing forms and reports for presentations.

MICROSOFT ACCESS ADVANCED - .5 Credit

DESCRIPTION: A continuation of Microsoft Access.

MICROSOFT EXCEL - .5 Credit

DESCRIPTION: Learn the fundamental techniques of this widely-used spreadsheet. Students will acquire the ability to design a spreadsheet, use specific commands and functions, write formula and create graphs.

ADVANCED MICROSOFT EXCEL - .5 Credit

DESCRIPTION: A continuation of Microsoft Excel.

MICROSOFT OFFICE - .5 Credit

PREREQUISITE: Basic keyboarding ability and computer literacy.

DESCRIPTION: Keyboarding skills are required. Students will be introduced to the Microsoft Office package. A brief overview of Word, Excel, Access and PowerPoint will be presented. This course is designed for the beginning student interested in gaining knowledge of this popular software product.

MICROSOFT OFFICE II - .5 Credit

PREREQUISITE: Microsoft Office I or the equivalent.

DESCRIPTION: Continuation of Microsoft Office I.

MICROSOFT POWERPOINT I & II - .5 Credits

PREREQUISITE: Basic computer literacy and Windows knowledge.

DESCRIPTION: This course will teach the student to illustrate ideas using a computer-generated slide show format to complete multimedia presentations. The program used is part of the Microsoft Office Suite software package. The student will also learn how to set up and edit slides, create colorful and exciting presentations and to export work to and from Internet sources. Power point II is a continuation program.

MICROSOFT WORD - .5 Credit

DESCRIPTION: This is part of the Microsoft Office Suite package. Students will be working in a Windows environment. The word processing program covers the fundamentals of creating, formatting, and editing documents. Basic and advanced features will be performed to prepare students for entry-level word processing jobs or personal use.

ADVANCED MICROSOFT WORD - .5 Credit

DESCRIPTION: A continuation of Microsoft Word.

MICROSOFT PUBLISHER - .5 Credit

PREREQUISITE: Basic keyboarding ability and knowledge of Microsoft Word required.

DESCRIPTION: Learn basic concepts of desktop publishing including: integrating text and graphics to produce newsletters, brochures, forms fliers, and reports, using the publishing program designed to work efficiently with the Microsoft Office Suite. The basic difference in this course and the Desktop Publishing course is this course emphasizes Microsoft Office integration.

WINDOWS - .5 Credit

PREREQUISITE: Basic keyboarding ability and computer literacy recommended.

DESCRIPTION: Students will be introduced to the Windows 2000 environment. An overview of the computer will be presented. The course covers beginning through advanced concepts of Windows.

MICROSOFT OUTLOOK – .5 Credit

PREREQUISITE: Windows basics and Microsoft Word.

DESCRIPTION: Students will be introduced to the Microsoft Outlook Suite package that is used in many businesses and professional organizations. Ideally suited for home use as well, the program includes personal messages, appointment calendars, and scheduling tasks.

DIGITAL PHOTOGRAPHY I – .5 Credit

PREREQUISITE: None.

DESCRIPTION: Students will learn the basics of digital photography and the integration of computer generated photo processing. Graphic design will be introduced relative to good picture composition and photography techniques. A study of the history of photography will also be included.

WEB PAGE DESIGN I/PHOTOSHOP – .5 Credit

PREREQUISITE: Windows basics and Microsoft Word.

DESCRIPTION: This course assists students in learning how to design their own Web pages. Multi-media enhancements and graphics are also addressed.

WEB PAGE DESIGN II – .5 Credit

DESCRIPTION: This class is a continuation of the Web Page Design course and incorporates the basics of digital photography and the integration of computer generated photo processing.

GENERAL EDUCATION DEVELOPMENT

PRE-GED/GED PREPARATION

DESCRIPTION: GED classes are available to 18 & 19 year-old Livonia Public School residents at a cost and are free to all adults of any residency over 20 years of age who do not have a high school diploma. Classes run for the standard 15-week course length and cover the four general topics tested on the GED 2002 version including Science, Math, Social Studies and Language Arts. Students who are under the age of 18 and are LPS residents can take the GED classes on a limited case-by-case recommendation with the permission of their parent/guardian and their home high school. The State of Michigan will not award the actual GED certification to any student under the age of 18 and/or before the student's original high school graduation date has occurred. High school credit may be given for completion of GED classes on an individual basis. **On-line PLATO classes are also available for adult students.**

EXPERIENTIAL LEARNING--OCCUPATIONAL

WORK EXPERIENCE

Elective credit may be given for work experience on a cases-by-case basis. Credit may also be given for work experience in the cases where the student is in need of elective credit. Up to 6 credits may be issued. Documentation is necessary as well as Administrative permission.

EXPERIENTIAL LEARNING--GENERAL

LIFE EXPERIENCE

Elective credit may be given for life experience on a case-by-case basis. Credit may also be given for life experience in the cases where the student is in need of elective credit. Up to 6 credits may be issued. The student must work with a teacher/counselor to verify experience. Documentation is necessary as well as program administrative permission.

RECREATIONAL EXPERIENCE

Elective credit may be given for volunteer experience on a case-by-case basis. Up to 2 credits may be issued. Documentation is necessary as well as program administrative permission.

VOLUNTEER EXPERIENCE

Elective credit may be given for volunteer experience on a case-by-case basis. Up to 6 credits may be issued. Documentation is necessary as well as program administrative permission.

ON-LINE COURSEWORK FOR ADULT EDUCATION STUDENTS

The State of Michigan Department of Labor and Economic Growth has approved the PLATO Software Program for use in the adult secondary education programs for high school credit equivalency for high school completion students over 20 years of age.. The NOVA-NET, ED2020, etc. on-line software package has also been approved for use in all of the State of Michigan Adult Education High School Completion Programs. Approval of student participation is contingent upon recommendation from the adult education program administrator and classroom teacher.

CLASSROOM INTERNSHIPS

Student internships for credit will be available on an independent study basis in the subject areas of computers, science, auto, medical occupations, world studies, physical education and language arts. Approved for participation is based on recommendation from the adult education program administrator and the classroom teacher.

ESL/ABE PROGRAM INFORMATION

The Adult Education program also offers opportunities for course work and independent study in both English as a Second Language and Adult Basic Education. These programs are available for students who are age 20 years or older. There are no residency requirements.

INDUSTRIAL TRADE OCCUPATIONS

AUTOMOTIVE FUNDAMENTALS I - .5 Credit

DESCRIPTION: This class is geared to those with no experience or training in auto servicing. Emphasis is placed on increasing the consumer's knowledge of automobiles, tune-ups, lubrication, and general repairs. Students use their own cars for diagnosis and repair.

AUTOMOTIVE FUNDAMENTALS II - .5 Credit

PREREQUISITE: This is a continuation of Automotive Fundamentals I.

DESCRIPTION: The student acquires in-depth understanding of operation, maintenance and diagnosis of automobile systems.

AUTO MECHANIC CERTIFICATION I - .5 Credit

PREREQUISITE: Automotive Fundamentals or previous experience.

DESCRIPTION: This class helps the student develop competencies related to hands-on work in each area of automotive mechanics. It provides classroom instruction focusing on the six areas of certification for the National Automotive Service Excellence and state exams. The labs provide demonstrations and experience in techniques.

AUTO MECHANIC CERTIFICATION I I - .5 Credit

PREREQUISITE: Auto Mechanic Certification I or experience and skills preferred.

DESCRIPTION: This class will cover auto electronics and electricity, fuel injection and electronic controls. The student will continue to work on and receive individual help toward passing state certification exams.

AUTOMOTIVE SERVICING - .5 Credit

DESCRIPTION: An introductory course for those with little or no experience in automotive maintenance. This course offers classroom and hands-on instruction and shop facilities for the basic repair of automobiles.

LANGUAGE ARTS

All students need basic skills in reading, writing, speaking, listening and interpersonal communication to enable them to function in today's complex society. The requirements for an Adult Education High School Diploma are discussed below.

Students will take two semesters of English 9 (ELA) and two semesters of English 10 (ELA) or equivalent courses. In addition, students must successfully complete one semester of a writing class, one semester of reading/literature class, and one semester of an oral communication or speech-related class unless other arrangements are made. Students may take a language arts class for their academic elective selection. Classes are offered within the Language Arts Department which will not be applicable for meeting departmental requirements, but for which students may receive graduation requirement elective credit. Independent study opportunities will also be available upon recommendation of the supervisor.

ENGLISH 9 – I & II (ELA)- .5 Credit each semester

PREREQUISITE: None

DESCRIPTION: In this two-semester course, students will have opportunities to learn and use the literacy skills of reading, writing, thinking, speaking, listening, viewing, and presenting. Activities will focus upon a wide variety of literature, technical material, and non-print media.

ENGLISH 10 – I & II (ELA)- .5 Credit for each semester

PREREQUISITE: Recommended English 9

DESCRIPTION: In this two-semester course, students will have opportunities to understand and apply the literacy skills of reading, writing, thinking, speaking, listening, viewing, and presenting. Activities will focus upon a wide variety of American, World and Contemporary literature, technical material, and non-print media.

BUSINESS ENGLISH - .5 Credit

PREREQUISITE: Recommended English 9 (first semester)

DESCRIPTION: Students develop a formal style of written expression, learn to draft, edit, rewrite and finalize various types of business correspondence.

COMPOSITION I & II - .5 Credit for each semester course

PREREQUISITE: English 10 (first semester)

DESCRIPTION: Students work toward a more complex style of written expression learning to draft, edit, rewrite, and finalize well-organized papers with an expository, argumentative, comparative, or analytical purpose.

COMMUNICATION/DISCUSSION SKILLS - .5 Credit

PREREQUISITE: Recommended English 9 (first semester)

DESCRIPTION: This course is designed to help students gain pose and confidence in speaking and to assist them in communicating more effectively with the people in their lives. Emphasis is placed on listening and speaking skills, group discussions and non-verbal forms of communication.

CREATIVE WRITING I & II - .5 Credit for each semester course

PREREQUISITE: Recommended English 9 (first semester)

DESCRIPTION: This course will familiarize students with the various types of creative writing and will emphasize areas and opportunities where students can practice communication through the written word. The student will be encouraged to expand, explore and discover their own individual writing styles. A portfolio will be required to receive credit.

IMPROVING ENGLISH SKILLS - .5 Credit

PREREQUISITE: None

DESCRIPTION: Students learn to improve communication skills through basic writing, reading, and vocabulary development and usage. This is a remedial course not intended for ESL students.

INDEPENDENT STUDY AMERICAN/WORLD/CONTEMPORARY LITERATURE

PREREQUISITE: By special permission only.

DESCRIPTION: Independent Study is designed for students who have a high interest in a particular area that is not covered in the regular curriculum. An in-deeper study may be pursued upon acceptance of a well-designed plan for the course to be conducted. This course may be elected only after approval is obtained from the program supervisor.

CHILDREN'S LITERATURE I - .5 Credit

DESCRIPTION: This course is designed as either an independent study and/or group literature class. Emphasis will be on classical children's literature and will include works from several world cultures. Students will study oral interpretation and will learn to critique literacy works appropriate for children of all ages

CHILDREN'S LITERATURE II- .5 Credit

DESCRIPTION: This course is designed as an independent course from Children's Literature I using both classical and contemporary children literary works as a basis for instruction. Students will study oral interpretation and will work on presenting their own children's theatrical production. In addition, students will learn how to choose and evaluate age-appropriate reading materials.

READING/LANGUAGE TECHNIQUES - .5 Credit

DESCRIPTION: Students develop an appreciation for the written word and how it is used in their daily lives. Vocabulary development is linked to relevant topics and to specific content areas. Strategies for using maps, charts, graphs, forms, etc. are also stressed, listening and writing is an integral part of the interactive classroom climate. This course is not designed as an ESL course.

TECHNICAL WRITING - .5 Credit

PREREQUISITE: English 9 & 10 or equivalent.

DESCRIPTION: This class is patterned after and intended to provide students with the basic skills and course work included in the automotive/manufacturing industry's entry level apprenticeship program for technical engineering and skill trades program. Information can also be applied to medical and industrial manufacturing occupations.

TECHNICAL READING - .5 Credit

PREREQUISITE: English 9 & 10 or equivalent. One literature class recommended.

DESCRIPTION: This class is patterned after and intended to provide students with the basic skills and course work included in the automotive/manufacturing industry's entry level apprenticeship program's technical reading requirements. Emphasis will be place on the technical reading techniques used in business, engineering, medical and industrial manufacturing occupations.

LANGUAGE ARTS II

BEGINNING SPANISH - .5 Credit

DESCRIPTION: This course is designed to introduce the student to Spanish grammar and vocabulary, listening, comprehension, speaking, reading and writing. Course materials promote the use of language to communicate with others and foster a greater appreciation of the Spanish culture.

SPANISH INTERMEDIATE/ADVANCE - .5 Credit

DESCRIPTION: Continuation of Beginning Spanish.

MATHEMATICS

In math, our goal is not only to teach computational and analytical skills but also to relate math concepts to practical application in everyday living activities.

CONSUMER MATH I & II - .5 Credit for each course

PREREQUISITES: None.

DESCRIPTION: This two-semester course emphasizes practical knowledge of the use of applied basic arithmetic skills in everyday life. Sample activities include determining which products on a supermarket shelf reflect better buys, understanding interest charges and installment buying, calculating car payments and mortgage contracts, measuring skills, and use of checking accounts.

GENERAL MATH I & II - .5 Credit for each semester course

PREREQUISITE: None

DESCRIPTION: This two-semester course reviews the basic skills of arithmetic including addition, subtraction, multiplication, division, fractions, and decimals. Courses are designed for remediation and student is encouraged to take both sequences in order to build a firm foundation for developing advanced math skills.

INTRODUCTION TO ACCOUNTING - .5 Credit

PREREQUISITES: Basic math skills. Consumer math recommended.

DESCRIPTION: This course is designed to acquaint the student with the basic accounting process and is intended to provide a foundation for studying more in depth accounting concepts. The course will include a brief review of bookkeeping and business math concepts but is not recommended for those students who do not have a firm grasp of basic math skills.

TECHNICAL MATH - .5 Credit

PREREQUISITE: General Math or permission of the instructor.

DESCRIPTION: This class is patterned after and intended to provide students with the basic skills and course work included in the automotive/manufacturing industry's entry level apprenticeship program's technical math requirements. Study of engineering scenarios, development of spatial relations skills, techniques of information gathering and problem solving skills will be emphasized.

ALGEBRA 1 & II (ALGEBRA -- IB & IIB) - .5 Credit Each

PREREQUISITE: General Math.

DESCRIPTION: This course emphasizes the study of the real number system and solving equations. This course is designed for sequencing only.

INT. ALGEBRA B 1 & II - .5 Credit Each

PREREQUISITE: Course sequence above for 1B.

DESCRIPTION: This course is an extension of the above Algebra sequencing designed for students before they enter Algebra 2 sequence. Must be taken in sequence.

ALGEBRA 2 I & II - .5 Credit Each

PREREQUISITE: ALGEBRA I SEMESTERS SEQUENCE

DESCRIPTION: This course is designed for continuing of the Algebra 1 first and second semester sequences.

MATH APPLICATIONS I & II - .5 Credit per each semester course

DESCRIPTION: This two semester course emphasizes mathematical applications and develops various techniques for problem solving. Course(s) are similar to the general math sequence but build on the more advanced concepts necessary to enter into the study of higher math.

INTEGRATED MATH - .5 Credit

DESCRIPTION: This course covers proportionality, properties and relationships of geometric shapes and polygons, statistics, algebraic expressions, solving linear equations and inequalities.

INTRODUCTION TO GEOMETRY I/ADV. GEOMETRY II

DESCRIPTION: Based on assessment scores and prerequisites, students are placed in an individualized program which covers more advanced skills of mathematics.

MATH LAB I & II - .5 Credit per session

DESCRIPTION: Based on assessment scores, students are placed in an individualized program which covers concepts from the most basic through more advanced skills of mathematics.

MATH REVIEW FOR HEALTH CARE OCCUPATIONS - .5 Credit

PREREQUISITE: Basic Math Skills.

DESCRIPTION: In-depth review of math concepts pertaining to health care occupations with computer accounting spreadsheets included. Can count as a math elective for adult students.

MEDICAL OCCUPATIONS

Successful completion of medical classes will result in a certificate of completion from the Livonia Schools but will not guarantee subsequent certification by the appropriate state licensing authorities. Upon successful completion, American Red Cross classes may result in official certification allowing participants to provide professional skills to the public.

COMPUTERIZED MEDICAL BILLING - .5 Credit

PREREQUISITE: Computer literacy required. Medical experience recommended.

DESCRIPTION: This course is designed to introduce students to the computerized process of billing Medicare, BCBS, Medicaid, and commercial insurance. Students will learn how to properly code diagnoses and procedures including charging and balancing patient accounts.

MEDICAL CODING - .5 Credit

PREREQUISITE: Computer literacy required. Medical terminology recommended.

DESCRIPTION: This module will cover the components of ICS (diagnosis) and CPT (procedure) coding methods used on medical insurance claims. Students will learn to apply proper codes by using the coding manuals and through case studies and insurance form exercises.

MEDICAL ASSISTANT I & II- .5 Credit

PREREQUISITE: Basic math and reading skills.

DESCRIPTION: Students develop proficiency in medical assisting procedures for entry-level jobs. Topics include: study of vital signs, EKG, administration of medication, hematology, etc. Emphasis will be placed on diagnostic procedures. Course will include American Red Cross CPR training.

HEALTH CARE AIDE - .5 Credit

PREREQUISITE: None.

DESCRIPTION: Students will learn the basic skills necessary to care for the sick, injured or invalid patients. Emphasis will be placed on custodial care techniques.

AMERICAN RED CROSS HEALTH & SAFETY CERTIFICATION COURSE - .5 Credit

PREREQUISITE: None.

DESCRIPTION: Students will become certified in the complete set of American Red Cross health and safety courses including Adult, Infant and Child CPR with AED, Standard and Advanced First Aid, Workplace Training and Safety Modules, and Blood and Air-borne Pathogens. Water Safety Instructor training will not be included. The course provides basic entry level job skill training. Students must be 16 years of age. This is a 15-week course and may also be used for science credit or health credit as well. The course may be used as a health credit toward graduation requirement.

AMERICAN RED CROSS INSTRUCTOR/TRAINER CERTIFICATION - .5 Credit

PREREQUISITE: American Red Cross Certifications and Administrative Approval

DESCRIPTION: Students will become certified as an Instructor Trainer for the American Red Cross health and safety courses including Adult, Infant and Child CPR with AED, Standard and Advanced First Aid, Workplace Training and Safety Modules, and Blood and Air-borne Pathogens.

Water Safety Instructor training will not be included. The course provides entry level job skill training. Students must be 18 years of age by the time they complete the course. This is a 15-week course and may also be used for science credit or health credit as well. The course may be used as a health credit toward graduation requirement.

MEDICAL TERMINOLOGY/ANATOMY - .5 Credit

PREREQUISITE: This is a reading-intensive course.

DESCRIPTION: This course is designed to teach the basic terminology for use in which the medical profession uses. Students review the basics of anatomy and physiology. Definitions, pronunciations, spellings and abbreviations of anatomical and diagnostic terms are studied. This course is very useful for students who plan to work in a doctor's office or in a hospital setting. Course will include American Red Cross CPR and Standard First Aid training.

FUNDAMENTAL PRINCIPLES IN HEALTH CAREERS - .5 Credit

PREREQUISITE: None.

DESCRIPTION: This course is designed to cover the basic principles of human psychological development, concepts of professionalism in the medical field, basic communication skills as they relate to healthcare offices as well as familiarization with law and ethics in health care.

MEDICAL FRONT OFFICE SKILLS - .5 Credit

PREREQUISITE: None.

DESCRIPTION: This module provides the student with an introduction into the computer concepts and data entry skills needed in the field of medical office administration as well as familiarization with the types of equipment found in medical offices, records management tools, health care screening procedures as well as routine office procedures.

SCIENCE

Students will explore various areas of interest concerning life, earth, and physical science. Laboratory-oriented courses will enable students to use reason, memory, imagination and the scientific method of inquiry. Students will learn the basic principles of each subject areas and will be helped to apply these concepts to everyday life as well as to future studies. Course selections will accommodate the capabilities and backgrounds of each student.

The high school science courses are designed to encourage students to become involved in more advance science offerings. It is strongly recommended that all students take more than the minimum two years of science to attain the knowledge and skills necessary to receive the state science endorsement on their high school diploma.

CHEMISTRY 1 & II/CHEMISTRY PRINCIPLES I & II - .5 Credit for each course

PREREQUISITE: High School Science Sequences Must be Completed.

DESCRIPTION: This course is designed to fulfill the K-12 high school chemistry sequence. Students must take both semesters. Courses are designed for students to track with material offered in either a regular or step down track.

HEALTH - .5 Credit

PREREQUISITE: None.

DESCRIPTION: This course is designed to meet the graduation requirement for student in the Class of 2011 and beyond.

INTEGRATED SCIENCE I - .5 Credit

PREREQUISITE: None.

DESCRIPTION: This course identifies the connections between scientific subject areas including biology, chemistry, astronomy, and physics by topic. Emphasis, however, will be on the natural world. Students learn to relate issues in science by comparison and contrast of scientific areas. Course will include American Red Cross CPR and Standard First Aid Training.

INTEGRATED SCIENCE II - .5 Credit

PREREQUISITE: Basic Math skills.

DESCRIPTION: This course is a continuation of Integrated Science I. It identifies the connections between scientific subject areas including biology, chemistry, astronomy, and physics by topic. However, emphasis will be on the physical world.

INTEGRATED SCIENCE III - .5 Credits

PREREQUISITE: None

DESCRIPTION: This course is a continuation of Integrated Science II. It identifies the connections between scientific subject areas including biology, chemistry, astronomy, and physics by topic. However, emphasis will be on the geophysical world and space exploration.

LIFE SCIENCE - .5 Credit

PREREQUISITE: None.

DESCRIPTION: An introductory course that teaches use of the basic scientific fundamentals as they pertain to the developmental stages of life. Course will include American Red Cross CPR training.

LIFE SCIENCE/BIOLOGY I & II- .5 Credit

PREREQUISITE: None.

DESCRIPTION: An introduction to and progressively more advanced science course that will replace the Integrated Science modules for the Class of 2011 and beyond and met the current statewide & LPS science curriculum requirements..

SCIENCE & LITERATURE I & II - .5 Credit

PREREQUISITE: Recommended one science and one literature class.

DESCRIPTION: A course that may count as either a science or a literature class exploring the contributions of scientific discovery through the written word to world culture and societies.

HEALTH -.5 Credit - see description on above page

SOCIAL STUDIES: PHILOSOPHY OF THE DEPARTMENT

In social studies, our goal is to prepare students to become active and responsible citizens who will participate in community, state and national activities. The minimum requirements in social studies are 2.5 credits for graduation. These include two semesters of social science/geography courses, two semesters of U.S. History, and one semester of American Government. In addition, students may choose electives from several one-semester elective courses.

AMERICAN GOVERNMENT - .5 Credit

PREREQUISITE: Recommended U.S. History I and II.

DESCRIPTION: Students learn that while the political structure of our nation may have permanency, the problems and people flowing through that structure change constantly. Students analyze the institutions of government as well as respond to contemporary issues. Topics include rights and responsibilities of citizenship, participatory democracy, civil liberties, the Presidency and foreign policy, state's rights versus federal responsibility, and the function of Congress.

CRIMINAL JUSTICE I - .5 Credit

PREREQUISITE: None.

DESCRIPTION: Students examine the criminal justice system including the courts, police, prosecutor, defense attorneys, and the correctional system. Students become familiar with Michigan Criminal laws, contemporary problems such as drug abuse and organized crime structures. Classroom speakers and field trips are incorporated into the course work.

CRIMINAL JUSTICE II/Legal Systems - .5 Credit

PREREQUISITE: None.

DESCRIPTION: A course designed to be independent from Criminal Justice I and will emphasize our American legal system in the various forms of existence. Students will be assigned an appropriate semester research project Classroom speakers and field trips to related agencies are incorporated into the course work.

LAW ENFORCEMENT/PUBLIC SAFETY - .5 Credit

PREREQUISITE: None.

DESCRIPTION: This course is designed to acquaint the student with information necessary for a job in the field of law enforcement or in the public safety sector. It also provides information necessary for pursuing related careers in industries such as insurance investigation, public or private information procurement, military safety and homeland security (agencies such as the FAA, FCC). Course will include American Red Cross CPR and Standard First Aid Training.

UNITED STATES HISTORY I - .5 Credit

PREREQUISITE: None.

DESCRIPTION: This course explores the development of the United States up to 1865. Students will develop and understanding of the economic, technological, cultural, and global patterns and relationships affecting U.S. history. Using the Declaration of Independence, the Constitution, and the Amendments students will develop knowledge and understanding of the core democratic values.

UNITED STATES HISTORY II - .5 Credit

PREREQUISITE: Recommended U.S. History I

DESCRIPTION: A continuation of U.S. History I emphasizing the 20th century and the involvement of the United States in world affairs.

WORLD LANGUAGES I & II - .5 Credit

PREREQUISITE: World Languages I for entry into World Languages II.

DESCRIPTION: This course is designed to acquaint the students with linguistic, cultural, geographical and political structures of the world including units related to underdeveloped nations. Emphasis is placed on language, environmental awareness, and current social-political issues. This course will count as either a Language Arts or Social Studies elective. In class, students will be introduced to a beginning foreign language experience of their choosing.

WORLD REGIONS I & II - .5 Credit each course

PREREQUISITE: World Regions I for entry into World Regions II.

DESCRIPTION: Explores the various regions of the world in relationship to land mass, weather, cultures, economic factors and natural resources.

WORLD HISTORY I & II - .5 Credit each course

These courses fulfill the K-12 high school Class of 2011 requirements

PREREQUISITE: World History I for entry into World History II.

DESCRIPTION: Explores the timeline of world history throughout the ages. Establishes a foundation for a greater understanding of current events and world conditions.

ECONOMICS .5 credit

This course is designed to meet the requirements for high school students graduating with the Class of 2011 and beyond.

CAREER ASSESSMENT I & II - .5 Credit each course

PREREQUISITE: Career Assessment I for entry into Career Assessment II.

DESCRIPTION: This course is designed to help the student to make an informed decision regarding their potential career path. The course will be multi-disciplinary covering the psychological and sociological aspects of individual workers and their environments as well as economic factors impacting future career fields.

Practical application will also be included for job skills search techniques along with knowledge of appropriate workplace behavior. *The software program Career Cruising will be used.*

ESL/ABE PROGRAM INFORMATION

The Adult Education program also offers opportunities for course work and independent study in both English as a Second Language and Adult Basic Education. These programs are available for students who are age 20 years or older. There are no residency requirements.