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# COURSE CATALOG



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# Course Registration Information

Please take time to study the information presented in this section before selecting your classes. If you have any questions as you work your way through this process, please e-mail [callcenter@tdalearn.org](mailto:callcenter@tdalearn.org) or call toll-free number **888-828-4798 ext. 791**.

All students wishing to graduate from TRECA Digital Academy must:

- Pass all sections of the State of Ohio Graduation Tests.
- Successfully earn 20 total high school credits according to the table below.
- Carry at least four (4) classes at all times during each semester.

## Grade Level Placement

High school grade levels are determined by credits earned. Graduation requires 20 credits. Students may move through more than one grade level in a year, depending upon the rate at which they successfully complete course work.

- 0 - 4.75 credits ..... Freshman**
- 5 - 9.75 credits ..... Sophomore**
- 10 - 14.75 credits ..... Junior**
- 15 or more credits ..... Senior**

These requirements meet the State of Ohio Minimum Graduation requirements revised 9/15/01: SBA 55 and HBO 94. Please study the tables in the subsequent pages to see the graduation requirements for TDA.

## Minimum Requirements for Graduation from TRECA Digital Academy

Students Entering 9th Grade Prior to July 1, 2010

English	4 credits of comprehensive English
Math	3 credits
Science	3 credits including; 1 credit Biological Science, 1 credit Physical Science, 1 credit Elective
Social Studies	3 Credits including .5 Credit American History .5 Credit U.S. Government .5 Credit Geography (TDA requirement) 1.5 Credits Elective
Health	.5 credit
Physical Education	.5 credit
Required Electives	1 credit - Must be one of the following: Foreign Language, Fine Arts or Technology
Additional Electives	5 credits
<b>Total Credits</b>	<b>20</b>
English	4 credits of comprehensive English
Math	3 credits including Algebra & Geometry
Science	3 credits including Biology and Chemistry or Physics
Social Studies	3 Credits including .5 Credit American History .5 Credit U.S. Government .5 Credit

## Suggested College Preparatory Curriculum

Students Entering 9th Grade Prior to July 1, 2010

English	4 credits of comprehensive English
Math	3 credits including Algebra & Geometry
Science	3 credits including Biology and Chemistry or Physics
Social Studies	3 Credits including .5 Credit American History .5 Credit U.S. Government .5 Credit Geography (TDA requirement) 1.5 Credits Elective
Health	.5 credit
Physical Education	.5 credit
Foreign Language	2 Credits of the <b>same</b> foreign language
Fine Arts	1 Credit (any art or music course)
Additional Electives	3 Credits
<b>Total Credits</b>	<b>20</b>

## 2010-2011 Freshman Class Ohio CORE Graduation Requirements

In accordance with the Ohio CORE Graduation Requirements (SB 311 adopted 1/3/07), all students entering the 9th grade after July 1, 2010 will need to complete the minimum credit requirements for TDA as spelled out below;

English	4 credits of comprehensive English
Math	4 credits including Algebra 2
Science	3 credits including; 1 credit Life Sciences, 1 credit Physical Sciences, 1 credit Advanced Sciences
Social Studies	3 Credits including .5 Credit American History .5 Credit U.S. Government .5 Credit Geography (TDA requirement) & 1.5 Credits Elective
Health	.5 credit
Physical Education	.5 credit
Required Electives	1.5 credits - .5 credit Financial Literacy and 1 credit of the following: Foreign Language, Fine Arts or Technology
Additional Electives	3.5 credits
<b>Total Credits</b>	<b>20</b>

# Credit Flexibility Educational Options

Contact Guidance counselors for more information on any of these educational options.

Credit flexibility is the method to motivate and increase student learning by allowing access to more resources and/or customization around individual student needs and the use of multiple measures of learning as mandated by Ohio Senate Bill 311.

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st Century skills.

The TRECA Digital Academy credit flexibility plan enables students to earn high school credit by:

1. completing coursework;
2. testing out or showing mastery of course content;
3. pursuing an educational option and/or an individually approved option and/or
4. any combination of the above.

Credit flexibility options also include the Post-Secondary Education Options program (PSEO) for which two options may be considered:

## Post-Secondary Education Options Program (PSEO)

The Post-Secondary Education Options Program (PSEO) has been established to permit high school students in grades 9-12 to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience course work at the college or university level. Any high school student admitted to a course by an institution of higher education will be expected to perform at the same level as the institution’s regular students. College courses should either contribute to or supplement the broad academic preparation needed by high school students.

**OPTION A:** Permits eligible students to enroll in college courses for college credit only. Students electing this option will be responsible to pay all costs incurred, including tuition, books, materials and fees. High School credit is optional.

**OPTION B:** Permits eligible students to enroll in college courses for college AND high school graduation credit. Students electing this option will not be required to pay for tuition or books. The window for notifying schools of your intent to participate in Option B is the month of March of the year preceding the year of participation.

While some colleges operate on a semester basis, others operate on a trimester or quarter system (less time in class converts to fewer units of credit). College or university course hours will be converted to Carnegie units, used in Ohio's high schools, in a prescribed fashion as outlined:

5 semester hours = 1.00 Carnegie unit 4

semester hours = 0.80 Carnegie unit 3

semester hours = 0.60 Carnegie unit 2

semester hours = 0.40 Carnegie unit 1

semester hour = 0.20 Carnegie unit

7.5 quarter hours = 1 Carnegie unit 6

quarter hours = 0.80 Carnegie unit 5

quarter hours = 0.67 Carnegie unit 4

quarter hours = 0.53 Carnegie unit 3

quarter hours = 0.40 Carnegie unit 2

quarter hours = 0.26 Carnegie unit 1

quarter hour = 0.13 Carnegie unit

## Course Descriptions

**Changes, additions, or deletions in these course descriptions may occur at any time throughout the school year. Contact your Guidance Counselor for more information.**

### English Department

**English I      Prerequisite: None      Credit: 1      Grade Level: 9, 10, 11, 12**

This course develops an understanding of literary genres (fiction, nonfiction, poetry, rhetoric, essay and oratory) and communication skills (reading, writing, listening, viewing, speaking, and inquiring). Students will increase reading comprehension by practicing access to prior knowledge, using visualization techniques and creating graphic organizers. Learners will interpret and apply proper vocabulary and punctuation, identify facts/opinions in literature, examine effective uses of dialogue and analyze differences in perspective. Students will also focus on reading and writing personal and business letters, conducting research and exploring persuasive writing techniques.

**English II      Prerequisite: English I      Credit: 1      Grade Level: 10, 11, 12**

This course builds upon the content, skills and concepts of English I. Students will extend their knowledge of common literary genres (short story, novel, drama, and poetry) from a diverse pool of authors and subject matter; and they will acquire the vocabulary, grammar, writing, research, and communication skills necessary for academic success. Students will improve reading and writing by examining technical documents, social science-related literature, historical fiction and scientific articles. They will also explore persuasive writing and will develop an understanding of critical thinking skills as they apply to reading, writing, and discussion of literary works. Students will conduct critical research and synthesize findings in a presentation.

**English III      Prerequisite: English II      Credit: 1      Grade Level: 11, 12**

English III is a yearlong course designed for the general student of language arts as well as for the college-bound student. The course includes selected readings in American literature from short stories, essays, poems, drama, and novels. Students will develop listening and visual communication skills. Topics covered include effective writing, analyzing literature, writing process, and research.

**English IV      Prerequisite: English III      Credit: 1      Grade Level: 12**

The focus of this senior level course is British literature. Students will read a broad selection of British literature and complete a comprehensive agenda of assignments designed to foster critical thinking. This class will enable learners to develop and use an expanding knowledge base and essential processes for effective communication. It will also cover symbolism, interpretation of drama, and documenting research.

## **Math Department**

**Pre-Algebra      Prerequisite: None      Credit: 1      Grade Level: 9 (Due to Ohio's graduation requirements, Guidance Counselor approval is required for participation in this course).**

This course builds upon the essential skills of arithmetic as they apply to algebra. Students will perform operations and solve problems involving whole numbers, fractions, decimals and percent. Students will be introduced to geometric concepts as well as integers, real numbers and linear equations, linear inequalities, factoring and graphing.

**Algebra I      Prerequisite: None      Credit: 1      Grade Level: 9, 10**

This course will develop algebraic skills and concepts and enhance problem solving ability. Students will explore relationships between quantities, reasoning with equations, and linear and exponential relationships. Topics will include work with polynomials, quadratics, rational expressions, irrational numbers, coordinate graphing, basic statistics, and introduction to functions.

**Geometry      Prerequisite: Alg. I      Credit: 1      Grade Level: 10, 11, 12**

Properties of geometric figures will be discovered and discussed in this course. Methods of deductive and inductive reasoning will be introduced. The course includes a study of points, lines, planes and angles as well as parallelism, triangles, polygons, regular polygons, circles, areas and volumes, and a review of coordinate geometry. The study of trigonometry of the right triangle and transformational geometry will be introduced.

**Algebra II      Prerequisite: Alg. I, Geometry      Credit: 1      Grade Level: 11, 12**

This course will review and extend an understanding of the number system, formulas, equations, and graphs. Subject matter includes quadratics, radicals, exponents, and complex numbers. An emphasis will be placed on trigonometric functions, modeling with functions and quadratic relationships. Students will analyze and interpret data, make inferences, justify conclusions and use probability to make decisions.

**Trigonometry      Prerequisite: Algebra I, Geometry, Algebra II      Credit: .5      Grade Level: 11, 12**

This course covers different aspects of Trigonometry: right angles, radian measures, circular functions, trigonometric functions, graphing functions, identities of single variables, trigonometric identities, trigonometric equations, inverse trigonometric functions, laws of sines and cosines, and polar coordinates.

**Consumer Math      Prerequisite: None      Credit: 1      Grade Level: 11, 12**

This course will cover the mathematics of discounts, wages, income tax, and money management. It will also focus on interest, credit, economics, and finance. The second semester of the course will explore fractions, ratios measurement, statistics, and percents.

## Science Department

**Physical/Earth Science**      **Prerequisite: None**      **Credit: 1**      **Grade Level: 9, 10, 11, 12**

Concepts from earth sciences and physical sciences are woven together around the study of the earth and our place in it. Students will study the properties and structures of matter and will practice measuring matter, volume, density, force, atoms elements and compounds. Chemistry fundamentals, energy and its applications and forces and motion will also be covered. Students will study the earth's features by exploring landforms, rocks and soil, water, weather and atmospheric processes.

**Biological Science**      **Prerequisite: Phys. /Earth Sci.**      **Credit: 1**      **Grade Level: 10, 11, 12**

Biology is the study of life and reactions that drive biological processes. Areas of study include the chemistry, structure and functions of the cell; molecular basis of heredity; biological change over time; behaviors and interdependence of organisms and matter; energy and organization in living systems. Plant and animal structure and function will also be covered. This course will stress hands-on activities by the student as well as self-guided, investigative studies. Activities will stress scientific inquiry, communication, and applications relevant to society.

**Life Science**      **Prerequisite: None**      **Credit: 1**      **Grade Level: 9, 10, 11, 12**

Students will practice scientific inquiry as they study the chemistry, structure and function of cells in living organisms. The course will cover taxonomy of living organisms and diversity within classifications, genetics and heredity, and human health and reproduction. Students will also study genetics and heredity, and how things change over time.

**Chemistry**      **Prerequisite: Alg.I, Biological Sci.**      **Credit: 1**      **Grade Level: 11, 12**

Chemistry is the systematic study, involving the scientific method, of matter, its properties, composition, and changes. Students will study matter and atomic structure, and will use the periodic table to identify and/or predict properties of elements. Other topics will include behavior of gases, chemical bonding, acids and bases, reactions, energy changes, organic and environmental chemistry and more. The use of mathematics is an integral part of this course. Real-world examples are used throughout the course to provide context for student learning.

**Physics**      **Prerequisites: Alg.1, Geom., Phys. /Earth Sci.**      **Credit: 1**      **Grade Level: 11, 12**

Physics is the study of the physical laws of nature. Students will investigate the motion of objects and the forces that cause it. Learners will apply knowledge of the relationships between time, velocity, displacement and acceleration. Additional topics covered include waves, light and sound, force and motion, electrostatics, circuitry, magnetism, and atomic and modern physics.

## Social Studies Department

**World History (World Studies, 1750-Present)**      **Prerequisite: None**      **Credit: 1**      **Grade Level: 9, 10, 11, 12**

Students continue the chronological study of world history, incorporating each of the seven social studies standards. As students study historic eras, they consider the influence of geographic settings, cultural perspectives, economic systems, and various forms of government. Students gain a deeper understanding of the role of citizens and continue to develop their research skills. Recommended for grade level: 9

**American History**      **Prerequisite: None**      **Credit: 1**      **Grade Level: 9, 10, 11, 12**

This course covers the years of 1865 through the Clinton/Bush years. Students will study the Indian way of life, the Industrial nation, Reformation, involvement in WWI through the Great Depression, involvement in WWII, Civil Rights through the Vietnam and Cold War, and prosperity then terrorism. An end of course exam is required for completion of this course.

**World Economics**      **Prerequisite: None**      **Credit: .5**      **Grade Level: 10, 11, 12**

Covers the Economic influences and International relations of Africa, China, Japan, Latin America, Middle East, South & Southeast Asia.

**U.S. Government**      **Prerequisite: None**      **Credit: .5**      **Grade Level: 10, 11, 12**

Students will complete an in-depth study of the United States government and economy. All seven standards contribute to the students' understanding of the political economic systems of the United States. They will develop a deeper understanding of their roles as citizens and continue to expand their command of social studies skills and methods. An end of course exam is required for completion of this course. Recommended for grade level: 11,12

**Geography**      **Prerequisite: None**      **Credit:**      **Grade Level: 10, 11, 12**

Students will apply their skills and knowledge of geography learned in earlier grades and will participate in assignments. Topics covered include the earth, the United States, Canada, Europe, Russia, and Oceania.

**Civics**      **Prerequisite: None**      **Credit: 1**      **Grade Level: 10, 11, 12**

This course will cover questions such as: What are Politics and Government? What is Democracy? Students will explore the basic concepts of power and authority, citizenship, and involvement in world affairs. Economic systems will be covered which will include the foundations of economy, market economy, business cycles, governmental influence and the purpose/effects of institutions among many other pieces that make up government and economics.

**International Studies**      **Prerequisite: None**      **Credit: .5**      **Grade Level: 10, 11, 12**

Covers prehistory to modern times, geography, and climate of Africa, China, Japan, Latin America, Middle East, South & Southeast Asia.

**Global Cultures**      **Prerequisite: None**      **Credit: .5**      **Grade Level: 10, 11, 12**

Covers the politics, government, social and cultural influences of Africa, China, Japan, Latin America, Middle East, South & Southeast Asia.

**Early American Heritage**      **Prerequisite: None**      **Credit: 1**      **Grade Level: 9, 10, 11, 12**

This history course covers the time period before 1492 through 1877. It will cover how the early people created the foundation of American culture, exploring and colonizing, the establishment of the thirteen colonies, colonial life and independence, Americans governing themselves, and the creation of the U.S. Constitution. It will then cover the leadership of the New Nation, conflicts during the Age of Jackson, moving towards the Pacific, division of the North and South, the Civil War, and Reconstruction.

**Archaeology**      **Prerequisite: None**      **Credit: .5**      **Grade Level: 9, 10, 11, 12**

George Santayana once said, "Those who cannot remember the past are condemned to repeat it." The field of archeology helps us to better understand the events and societies of the past that have helped to shape our modern world. This course focuses on the techniques, methods, and theories that guide the study of the past. Students will learn how archaeological research is conducted and interpreted, as well as how artifacts are located and preserved. Finally, students will learn about the relationship of material items to culture and what we can learn about past societies from these items

## **Physical Education & Health Department**

**Physical Education**      **Prerequisite: None**      **Credit: .5**      **Grade Level: 9, 10, 11, 12**

Students will participate in physical activities of their choice and report their hours to the instructor. Students will also research and complete various reports regarding nutrition, physical activity, different sports, and other topics. Students are required to complete 120 hours of physical education course instruction, including both physical activities (a minimum of 60 hours for the course) and classroom activities.

**Health**      **Prerequisite: None**      **Credit: .5**      **Grade Level: 10, 11, 12**

This class will focus on an understanding of the issues of leading a healthy life. Topics covered during the course are as follows: nutrition, alcohol, tobacco and other drugs, conflict management, injury prevention & control, lifetime sport and leisure skill development, total fitness, mental & emotional health, prevention of disease and infection, and environmental health.



## Global Languages

**Spanish I**                      **Prerequisite: None**                      **Credit: 1**                      **Grade Level: 9, 10, 11**

In this course, the student will develop listening; speaking, reading and writing skills through activities that are based on pedagogically proven methods of foreign language instruction. Students learn to express themselves using an ever-increasing vocabulary, present-tense verbs, articles, and adjectives. Grammar is introduced and practiced in innovative and interesting ways with a variety of learning styles in mind. Culture is sprinkled throughout the course in an attempt to help the learner focus on the Spanish-speaking world and their culture, people, geographical locations and histories.

**Spanish II**                      **Prerequisite: Spanish I**                      **Credit: 1**                      **Grade Level: 10, 11, 12**

The student will continue to sharpen listening, speaking, reading and writing skills through activities that are based on pedagogically proven methods of foreign language instruction. Students learn to express themselves using an ever increasing vocabulary, present-tense verbs, past-tense verbs, articles, and adjectives. Grammar is practiced in innovative and interesting ways with a variety of learning styles in mind. Culture is sprinkled throughout the course in an attempt to engage the learner focus on the Spanish-speaking world and their culture, people, geographical locations and histories.

**Spanish III**                      **Prerequisite: Spanish I & Spanish II**                      **Credit: 1**                      **Grade Level: 11, 12**

The student will continue to expand listening, speaking, reading and writing skills through activities that are based on pedagogically proven methods of foreign language instruction. Students will read significant works of literature in Spanish and will respond orally or in writing. Students learn to express themselves using ever-increasing vocabulary, present-tense verbs, past-tense verbs, articles, and adjectives. Grammar is practiced in innovative and interesting ways with a variety of learning styles in mind. Culture is embedded throughout the course in an attempt to help the learner focus on the Spanish-speaking world and its culture, people, geographical location and history.

**German I**                      **Prerequisite: None**                      **Credit: 1**                      **Grade Level: 9, 10, 11**

This course will help students develop the ability to understand, speak, read, and write German and to acquire knowledge of the people and cultures of the German-speaking countries. In the online classroom there will be a strong emphasis on reading and understanding German. Grammar is practiced in innovative and interesting ways with a variety of learning styles in mind. Listening and speaking skills will also be practiced. Students will gain a good knowledge of the grammatical forms and structures of the language.

**German II**                      **Prerequisite: German I**                      **Credit: 1**                      **Grade Level: 10, 11, 12**

Student will continue their introduction to German and expand on their ability to understand, speak, read and write German. Vocabulary and grammar skills introduced in German I will be regularly reviewed and expanded through a variety of reading, speaking, and writing activities. Students will also continue to study the people and cultures of the German-speaking countries.

**Latin I**                      **Prerequisite: None**                      **Credit: 1**                      **Grade Level: 9, 10, 11, 12**

Latin is the foundation for French, Spanish and Italian as well as the basis for much of the sophisticated vocabulary of modern English. Law, medicine and science still rely heavily on Latin terminology. Games, modern content, multi-media exercises and engaging stories together make this Latin experience vibrant and alive. Although students receive a strong foundation in skills to decode the classics, the course also emphasizes the ability to speak and understand in Latin.

**Latin II**                      **Prerequisite: Latin I**                      **Credit: 1**                      **Grade Level: 10, 11, 12**

Students will continue their introduction to Latin and expand their listening comprehension, speaking, reading and writing skills. Grammar and vocabulary are practiced; and students will also gain an understanding of the history of the Latin language and cultural aspects of the Roman Empire, such as history, life, politics and the arts.

**French I**                      **Prerequisite: None**                      **Credit: 1**                      **Grade Level: 9, 10, 11**

This course provides a solid foundation for reading, speaking, writing, and understanding French and cultivates a passion for the language through exposure to culture and dynamic experiences of real people and real places. Weekly vocabulary themes and grammar concepts are introduced and reinforced throughout the course.

**French II**                      **Prerequisite: French I**                      **Credit: 1**                      **Grade Level: 10, 11, 12**

Students with a beginning foundation in French will expand their skills in listening comprehension, speaking, reading and writing. Weekly ongoing adventure stories, vocabulary themes and grammar concepts effectively take students from a tentative understanding of French basics to a greater level of sophistication. This course concentrates on students' ability to articulate more and more complex thoughts and to understand authentic native language from a variety of enticing sources.

**French III**                      **Prerequisite: French I & II**                      **Credit: 1**                      **Grade Level: 11, 12**

Intermediate French students who have a strong base of vocabulary, speaking and listening skills will reach a new level of mastery and fluency in this course. This course teaches advanced grammar and vocabulary and emphasizes correct accents and comprehension of "real world" native speech. The high-energy excitement of the content, the challenging games and the wide variety of compelling stories contained in this course combine to engage students in learning advanced French language content.

**French IV**                      **Prerequisite: French I, II & III**                      **Credit: 1**                      **Grade Level: 12**

The majority of this course is conducted almost entirely in French. French IV students will thoroughly review the basics of French grammar, learn more about French culture and civilization, acquire new vocabulary covering many areas and disciplines, and polish their ability to understand, speak, read and write in the French language.

**Chinese I**                      **Prerequisite: None**                      **Credit: 1**                      **Grade Level: 9, 10, 11**

A multi-media, game-based approach makes this introductory Chinese course different from traditional approaches to language learning. Advanced teaching techniques are used to turn compelling adventures and activities into rigorous lessons in grammar and vocabulary. This course provides a solid foundation for reading, speaking, writing, and understanding Chinese and cultivates a passion for the language through exposure to culture and dynamic experiences of real people and real places.

**Chinese II**                      **Prerequisite: Chinese 1**                      **Credit: 1**                      **Grade Level: 10, 11, 12**

Chinese II builds on the reading, speaking, writing, and understanding principles explored in Chinese I while exposing learners to more Chinese culture and experiences.

## **Fine Arts**

**Art History & Appreciation**                      **Prerequisite: None**                      **Credit: .5**                      **Grade Level: 9, 10, 11, 12**

This course covers creativity, expression, design principles, and evaluation of art. It will also discuss ways to communicate meaning through art and will focus on the history of art, western and world art appreciation, art in the modern world, and art from the 20th century to present day.

**Music Appreciation**                      **Prerequisite: None**                      **Credit: .5**                      **Grade Level: 9, 10, 11, 12**

Music is part of everyday lives and reflects the spirit of our human condition. To know and understand music, we distinguish and identify cultures on local and global levels. This course will provide students with an aesthetic and historical perspective of music, covering a variety of styles and developments from the Middle Ages through the Twentieth First Century. Students will acquire basic knowledge and listening skills, making future music experiences more informed and satisfying.

## Additional Electives

**Social Problems I**                      **Prerequisite: None**                      **Credit: .5**                      **Grade Level: 10, 11, 12**

Students will become aware of the challenges faced by social groups, as well as learn about the complex relationship among societies, governments and the individual. Each unit is focused on a particular area of concern, often within a global context. Possible solutions at both the structural level as well as that of the individual will be examined. Students will not only learn more about how social problems affect them personally, but begin to develop the skills necessary to help make a difference in their own lives and communities, not to mention globally.

**Social Problems II**                      **Prerequisite: None**                      **Credit: .5**                      **Grade Level: 10, 11, 12**

The Social Problems II course continues to examine timely social issues affecting individuals and societies around the globe. Students learn about the overall structure of the social problem as well as how it impacts their lives. Each unit focuses on a particular social problem, including racial discrimination, drug abuse, the loss of community and urban sprawl, and discusses possible solutions at both individual and structural levels. For each issue, students examine the connections in the global arena involving societies, governments and the individual.

**Financial Literacy**                      **Prerequisite: None**                      **Credit: .5**                      **Grade Level: 9, 10, 11, 12**

This course will equip students with personal financial skills and help them to make well-informed purchasing decisions. Students will learn how to deal with the complex issues that individuals and families need to successfully navigate an ever-changing economy. It will help prepare for those large purchases such as a car, and/or house, plus planning for retirement.

**Technology Applications**                      **Prerequisite: None**                      **Credit: .5**                      **Grade Level: 9, 10, 11, 12**

Technology Applications introduces useful computer applications. Students will learn about computers, their history and the Internet. Students will also learn about word processing, database management, spreadsheet creation and graphics manipulation. Students will be evaluated through completed projects demonstrating knowledge and skills learned.

**Data Analysis**                      **Prerequisite: None**                      **Credit: .5**                      **Grade Level: 9, 10, 11, 12**

This course covers reading, computing, and constructing graphical data. By studying scenarios of different data collected in locations around the world, students will learn how to collect, read and analyze the information for problem solving. Students will also learn different ways to apply data skills to everyday life.

**Job/Life Skills**                      **Prerequisite: None**                      **Credit: 1**                      **Grade Level: 9, 10, 11, 12**

This course will equip students with the skills necessary to find a job and be a valuable employee. Topics covered include searching for a job, the application and interview process, understanding business costs versus revenue, working on teams, and elective workplace communication skills. Students will learn how to write business forms, notes and memos, directions, letters, meeting documents, and reports. Interpersonal communication, small group communication, and presentations are also discussed.

**Math OGT Preparation**                      **Prerequisite: None**                      **Credit: 1**                      **Grade Level: 10, 11, 12**

This course targets instruction to maximize students' performance on the Math OGT high-stakes exam. It provides students with an electronic learning path, self-paced curriculum, and content-based assessments in Math. This course is only available for students who have yet to pass the Math OGT.

**Science OGT Preparation                      Prerequisite: None              Credit: 1              Grade Level: 10, 11, 12**

This course targets instruction to maximize students' performance on the Science OGT high-stakes exam. It provides students with an electronic learning path, self-paced curriculum, and content-based assessments in Science. This course is only available for students who have yet to pass the Science OGT.

**Social Studies OGT Preparation              Prerequisite: None              Credit: 1              Grade Level: 10, 11, 12**

This course targets instruction to maximize students' performance on the Social Studies OGT high-stakes exam. It provides students with an electronic learning path, self-paced curriculum, and content-based assessments in Social Studies. This course is only available for students who have yet to pass the Social Studies OGT.

**Writing OGT Preparation                      Prerequisite: None              Credit: 1              Grade Level: 10, 11, 12**

This course targets instruction to maximize students' performance on the Writing OGT high-stakes exam. It provides students with an electronic learning path, self-paced curriculum, and content-based assessments in Writing. This course is only available for students who have yet to pass the Writing OGT.

**Reading OGT Preparation                      Prerequisite: None              Credit: 1              Grade Level: 10, 11, 12**

This course targets instruction to maximize students' performance on the Reading OGT high-stakes exam. Provides students with an electronic learning path, self-paced curriculum, and content-based assessments in Reading. This course is only available for students that have yet to pass the Reading OGT.