

***STEPHENSON  
HIGH SCHOOL***

***2022 - 2023***

***COURSE BOOKLET***

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## Course Catalog 2022 – 2023

### Required graduation courses: (21) Credits *minimum* needed for Graduation

#### 4 English credits:

- English 9 1 Credit
- English 10 1 Credit
- English 11 1 Credit
- English 12 1 Credit

#### 3 Social Studies credits:

- Civics ½ Credit
- Economics ½ Credit
- World History 1 Credit
- U.S. History 1 Credit

#### 4 Math credits:

- Algebra 1 1 Credit
- Geometry 1 Credit
- Algebra IIA 1 Credit
- OR
- Algebra II 1 Credit

\*The following courses qualify for a fourth-year or fifth-year math credit:

- Personal Finance 1 Credit
- College Math Class 1 Credit

#### 3 Science credits:

- Integrated Science 1 Credit
- Biology 1 Credit
- Chemistry, Earth Science, Physics, or Environmental 1 Credit

#### 1 Visual, Performing, and Applied Arts Credit (VPAA) 1 Credit

- See course offerings in VISUAL ARTS, MUSIC, and/or TECHNOLOGY EDUCATION

#### 2 Foreign Language Credits\*

- Sign Language 1 Credit
- Sign Language 2 1 Credit

*\*If a student does NOT take a 2<sup>nd</sup> year of foreign language, an additional credit in VPAA must be earned.*

#### 1 Physical Education / Health credit:

- P.E. / Health 1 Credit

#### Electives in any area 3 Credits

*This includes AT LEAST one ONLINE LEARNING EXPERIENCE.*

### ***How many classes do I have to take?***

Stephenson MS/HS is on a seven-period day. All students are required to be enrolled in seven class periods each semester.

### ***How do I earn a credit?***

One full credit will be granted for each class which meets one period per day, five times each week for the entire school year. One-half credit will be issued for those classes that are semester long courses which meet one hour a day, five days per week. One-half credit will be issued for the Enrichment class, which meets 30 minutes each day.

## **SCHEDULE POLICY**

A student's schedule should reflect the individual student's abilities, interests and goals – as updated in the student's EDP (Educational Development Plan). Therefore, the selection of courses requires the involvement of the student, the parent, the student success coordinator, and the teacher. Thoughtful planning will result in a more satisfactory environment in which to learn and grow. Once a class schedule has been finalized, it is difficult to make further changes because of class size, scheduling, and conflicts.

All students must be enrolled in seven (7) classes. Class changes will be permitted during designated times of the year when the change contributes to the overall academic success of the student and approval must be sought from an administrator, the parent(s), and the teacher. A class may not be dropped unless another is added.

It is the policy of Stephenson Area Public Schools not to discriminate against any student on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or persons with disabilities physically or mentally challenged, in educational programs, activities or services and to comply with all requirements and regulations of the U.S. Department of Education, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. A complete copy of the nondiscrimination policy and grievance procedures is available in the office.

## **GRADUATION CEREMONIES**

- A. Every graduating senior must take part in graduation rehearsals, unless prior approval has been obtained from the high school principal.
- B. All students must have earned the required amount of credit for their year of graduation to be eligible to receive a high school diploma. (See page 1)
- C. All of the following must be met:
  1. At the end of the 7<sup>th</sup> semester of a student's high school attendance, any senior who has earned specified credits and is enrolled in the required credits necessary for graduation may qualify for their diploma and/or participation in the graduation ceremony.
  2. At the end of the 7<sup>th</sup> semester of their high school attendance, any senior who has not earned the specified credits will not graduate, and may not participate in the graduation ceremony.

## Certificate of Completion Requirements

The Michigan Merit Curriculum and the State of Michigan's high school expectations mandate that student complete a comprehensive and rigorous program in order to receive a high school diploma. We recognize that not all students will be able to meet these expectations. Those special education students will work toward a Certificate of Completion. Students working on a modified curriculum through the Certificate of Completion will be entitled to receive a free appropriate public education until the student is 26 or receives a high school diploma.

For non-diploma students, students must earn a minimum of 18 credits and meet at a minimum the following requirements.:

Math	2 credits
English	2 credits
Personal Finance	1 credit
Visual or Performing Art	1 credit
Physical Education	½ credit
Health	½ credit
<u>Electives</u>	<u>11 credits</u>
Total Credits	18 credits

## **COURSE OFFERINGS IN ENGLISH**

### **ENGLISH 9**

**1 credit**

This course focuses on 6 major units in literature and writing. These include short stories, introduction to high school writing, introduction to drama, epic poetry, contemporary realistic fiction, and Shakespearean tragedy. In addition to these units, students will write narrative, expository, persuasive and research essays.

### **ENGLISH 10**

**1 credit**

Throughout the year, this course builds on the reading and writing components started in English 9. Units align with the Common Core Curriculum and include: development of literary elements, novel units, essay writing, informational texts, and real-world connections. Students will continue to refine research and writing skills.

### **ENGLISH 11**

**1 credit**

This course focuses on major units in American literature and writing. These include short stories and writing a variety of short essays, seminal U.S. documents, independent novels, emphasis on nonfiction reading, and contemporary realistic fiction. Throughout the year, students will also review skills needed for the SAT/ACT. In addition, students will write narrative, expository, persuasive and research essays.

### **ENGLISH 12**

**1 credit**

Students will also continue a study of fiction, informational text, and research writing. Senior students will focus on college prep and technical writing skills. Classroom experiences will include: review and development of grammar relating to writing concise sentences, paragraphs, and essays; responsive writing to a variety of articles, essays, books, and videos; research projects and presentations.

## **COURSE OFFERINGS IN SCIENCE**

### **INTEGRATED SCIENCE** Grade 9

**1 credit**

The students will be introduced to topics and real-world applications in chemistry and physics. Topics covered include forces and motion; waves, energy, electricity and magnetism; atoms, atomic history, chemical reactions and change of phase; and molality, molarity, conversion factors, and nuclear chemistry. This course prepares students for high school chemistry and physics.

### **BIOLOGY** (Prerequisite: Integrated Science)

**1 credit**

This is a lab oriented, life science course designed for sophomore students to introduce them to the animal world. Focal examples, both plant and animal will be used including dissection.

### **CHEMISTRY**

**1 credit**

This course bases on the study of chemical composition and reactions. Focal topics include, properties and states of matter, atomic structure, electron configuration, chemical bonding, periodic properties, nomenclatures, chemical quantities, stoichiometry, gas laws, solutions, thermochemistry, reaction rates, equilibrium, acids and bases. If time is allotting we will cover more topics. There are various labs and graphing activities integrated into this course.

### **EARTH SCIENCE** (grades 11-12)

**1 credit**

This course is designed to expose the student to the scientific study of the Earth. Students will learn how observation and experimentation are used to gain knowledge about the Earth's past and present and used in making predictions about the Earth's future. This course aligns with Next Generation Science Standards and fulfills a Michigan Merit Curriculum high school science credit.

### **PHYSICS**

**1 credit**

(Prerequisite: Integrated Science and Algebra II – or teacher approval)

Physics is a course that studies matter and energy. Topics of study are kinematics, force, centripetal motion, torque, momentum, angular momentum, work and energy, harmonic motion, electricity, circuits, and thermodynamics. There will be various labs and a research project involved in this course.

### **Environmental Science**

**1 credit**

(Prerequisite: Junior or Senior, Integrated Science, Biology)

Environmental Science is a course that studies ecosystems, water, energy, soil and waste in the world around us. There will be various labs and research projects involved in this course. Students receiving a grade of B or better can earn 3 college credits for this class.

## **COURSE OFFERINGS IN MATHEMATICS**

### **ALGEBRA I**

**1 credit**

This course requires students to learn to describe the world around them with algebraic expressions, equations, graphs, and statistics. In addition, it employs geometry and probability to motivate, justify, extend and enhance important concepts of Algebra.

### **GEOMETRY** (Prerequisite: Algebra I)

**1 credit**

This course emphasizes the connection between the physical and visual world with what the algebra student knows. Students study each mathematical idea in depth through applications and practical problems, providing opportunities to develop skills and to understand the importance of mathematics in everyday life.

### **ALGEBRA II or ALGEBRA IIA / IIB** (Prerequisite: Geometry)

**1 credit**

A major goal of Advanced Algebra is to develop skills in manipulating linear, quadratic, exponential, logarithmic, and trigonometric expressions and sentences. The class emphasizes the importance of math in daily living, career development and future study of mathematics.

### **5<sup>th</sup> YEAR MATH** (Grade 13)

**1 credit**

For 5<sup>th</sup> year students who must take a math or math related class in their 5<sup>th</sup> year, the following classes will count and be listed on transcript with CR or NCR: college math, statistics, chemistry, physics, welding, or as approved by the principal.

## **COURSE OFFERINGS IN SOCIAL STUDIES**

### **CIVICS** (One semester)

**½ credit**

This course covers topics such as the American politics, government, duties, rights, and regulations.

### **ECONOMICS** (One semester)

**½ credit**

Topics such as Measuring the Economy, Money, Banking, Economic Growth, International Trade, Supply and Demand and much more are covered.

### **U.S. HISTORY**

**1 credit**

This course traces the development of the nation from colonial settlement to the present. Some eras covered and topics included will be colonization, the War for Independence, the growth of democracy, the Civil War, Industrialism, Western settlement, growth of a world power, the Progressive Era, World War I, the Roaring 20's, the Great Depression, World War II, the Cold War and the 50's, Vietnam and the 60's, Watergate and the 70's, and events of the 1980's.

### **WORLD HISTORY**

**1 credit**

World History will trace civilization from earliest times. While the main emphasis will be on Western Civilization, there will also be references made to events in all areas of the world. Linguistic references and references to ancient texts will be numerous.



## **COURSE OFFERINGS IN VISUAL ARTS**

Art education gives all students knowledge, skills, useful attitudes and values about the visual world around them. It provides a language and an avenue of expression. The Stephenson High School visual art education courses consist of four content components: Creating Art & the Art Production Process – by using art materials, learning techniques and developing skills the students learn about art by doing; Historical, Cultural & Social – the roles art and artists have played in the development of the world's cultural heritage and in contemporary society; Art Criticism – a form of visual literacy where the student observes, describes, analyzes, interprets and makes judgments about art forms; Aesthetics – through philosophical questioning, perspectives are broadened, affecting the way a learner views, creates and values art.

### **ART I** Grades 9-12

**1 credit**

Art I is an introductory course, which offers a variety of two-dimensional projects, including the study of the basic elements and principles of design. Personal expression and imaginative use of materials and technique is encouraged.

### **ART II** (Prerequisite Art I) Grades 10-12

**1 credit**

Art II is a survey course, which provides continued study and application of the basic elements and principles of design through two and three-dimensional instructional units. Materials and techniques are reviewed, and advanced concepts are pursued.

### **ART III** (Prerequisite: Art II) Grades 11-12

**1 credit**

Art III is an advanced survey course, which provides continued study and application of the basic elements and principles of design through two and three-dimensional instructional units. Materials and techniques are reviewed, and advanced concepts are pursued.

## **COURSE OFFERINGS IN FOREIGN LANGUAGE**

### **AMERICAN SIGN LANGUAGE** Grades 8 -12

**1 credit**

Sign Language for the first year concentrates on everyday communication. It introduces students to the basic signs, techniques, and cultural knowledge, which will support the students to start signing.

### **SPANISH** Grades 8 -12

**1 credit**

Spanish 1 is a basic course designed to give the student a general understanding of fundamental Spanish, including listening, speaking, writing and reading. The interaction of students in the Spanish language is encouraged. Reading is introduced through dialogues and short stories. The culture of Spanish speaking countries is explored through various activities. Audio-visual aids are used in order to enhance the students' foreign language experience.

## **COURSE OFFERINGS IN PHYSICAL EDUCATION/HEALTH**

### **PHYSICAL EDUCATION**

**1/2 credit**

Physical Education: One semester. Coverage of activities including team strategies and skill techniques. A positive application of skills and strategy through class participation will be expected.

### **HEALTH**

**1/2 credit**

Health: One semester. This course will deal with the physical and emotional functions of the human body. Students will acquire knowledge, attitudes, and skills designed to enhance their health and well-being.

### **STRENGTH AND CONDITIONING**

**1 credit**

*(Not offered every year).*

Strength and Conditioning includes a wide variety of exercises, lifts, agilities, and techniques designed to maximize one's overall total fitness, strength, and agility. Throughout the course we will cover weightlifting, fitness and agility topics that will enhance the students' understanding of the human musculature and how to target specific areas that will enable him/her to reach personal goals. Finally, this course will enable each athlete to benefit from sport-specific movements allowing each student more functional strength.

## **COURSE OFFERINGS IN TECHNOLOGY EDUCATION**

### **WELDING & FABRICATING TECHNOLOGY** Grades 9-12

**1 credit**

This course consists of working in four areas. The student will spend five weeks in introduction to manufacturing, which will cover: identifying metals, shop safety, measurements and blueprint reading. The student will spend four weeks in introduction to sheet metal where students will be required to design and build a toolbox including a material planning/cost sheet analysis. Semester II will consist of nine weeks of introduction to welding, which will cover arc welding, gas welding, oxy fuel cutting and pipe welding applications. The final nine weeks will be project based where students will build woodstoves, small trailers, and other small projects. The course is designed to be exploratory in nature but if mastery is accomplished students may be ready for an entry-level position in industry.

## **COURSE OFFERINGS – OTHER APPLIED ARTS ELECTIVES**

### **LEADERSHIP** Grades 11-12

**1 credit**

This course consists of a student helping out in a teacher classroom provided it is in line with their education development plan.

### **WORK STUDY** Grade 12

**1 credit**

The Work Study program provides students a unique opportunity to explore and develop skills in their career area of interest by engaging in a personally developed training plan in conjunction with their CTE class and a relevant work environment. Students must be available for employment in a position related to both their CTE class and their career employment goals as evidenced by their Educational Development Plan (EDP). Students are required to provide regular documented evidence of their worksite training through employment and they must check in regularly with the Work Study coordinator.

## **COURSE OFFERINGS – 5<sup>th</sup> YEAR REQUIRED**

### **SEMINAR** Grades 13

**1 credit**

This course is a course that consists of learning how to succeed in college classes and in the college environment. The high school student will complete weekly lessons in a Google Classroom. Students will build communication skills, time management skills, social emotional skills, career exploration, service opportunities and other college related activities.

## CAREER AND TECHNICAL EDUCATION

Students taking CTE courses are able to use those classes as credits in other subject areas:

<u>Credits</u>	<u>Type</u>	<u>Who Can Earn It</u>
1-2 credits	Elective	Students enrolled in any CTE course
1 credit	Visual Performing Applied Arts	Students enrolled in any CTE course
1 credit	4 <sup>th</sup> year of math	Seniors enrolled in year-long CTE course
1 credit	3 <sup>rd</sup> year of science	Students enrolled in year-long CTE course
1 credit	2 <sup>nd</sup> year of foreign language	Students enrolled in year-long CTE course
1 credit	Technical Math (for Algebra II)	Students with Personal Curriculum and are enrolled in CTE courses with technical math

In the Career/Technical Education area students gain career, technical and academic training using “hands-on” experiences. The students will receive training in a laboratory setting and in the community.

**ALL COURSES OPEN TO BOTH MALES AND FEMALE STUDENTS.**

### ENGINEERING / AUTO/ WELDING

**STUDENTS ARE REQUIRED BY LAW TO PURCHASE AND WEAR A PAIR OF SAFETY GLASSES.**

#### **CTE/MACHINE TOOL 1**

**2½ credits**

Prerequisite: Grade 11-12: None

Perform safe lab practices, perform measurement, layout, and inspection operations, interpret blueprints, and perform bench work. Operate the following power equipment: power saws, drill presses, lathes, mills (vertical and horizontal), and grinders. Also included will be an introduction to CNC program writing, using the CNC plasma cutting table. **This course meets the Michigan Merit Curriculum requirements for a Math-related credit and an Applied Arts credit.**

#### **CTE/MACHINE TOOL 2**

**2 ½ credits**

Prerequisite: Successful completion of CTE/MANUFACTURING 1.

Advanced processes and projects on the power equipment using power saws, drill presses, lathes, mills, and grinders. Introduction of Computer Numerical Control (CNC) manufacturing processes through software usage and program writing. Frequent field trips to local industries and the community college (NWTC) to relate to post high school training in the Computer Aided Manufacturing (CAM) processes. **This Course meets the Michigan Merit Curriculum requirements for a math-related credit and for an Applied Arts credit.**

**CTE-AUTOMOTIVE** Grades 11-12**2½ credits**

TYPE: Articulated

Description: This program is designed to provide every student with entry level skills required to obtain employment in the automotive field. Through the use of relevant theory, application, and hands-on activities, students will be exposed to the necessary skills required to attain state certification in automotive brake systems. Course work shall also include a variety of skills related to: shop/personal safety, employability, precision measurement, and engine performance diagnosis and repair. **This Course meets the Michigan Merit Curriculum requirements for a math-related credit and for an Applied Arts credit.**

**CTE/AUTOMOTIVE II** Grades 11-12**2½ credits**

TYPE: Articulated

The Automotive Technology electrical systems course promotes entry level skill development required to obtain certification and employment in the transportation career field. Content includes safety, tools, employability development, vehicle maintenance, precision measurement, electrical system diagnosis and repair, and steering/suspension systems diagnosis and repair. Course instruction includes hands-on experiences and practical application. Class format is a two-period block for a full year and students can earn two credits. Enrollment is open to all students' grades 11-12. **This Course meets the Michigan Merit Curriculum requirements for a math-related credit and for an Applied Arts credit.**

**CTE/ADVANCED AUTO & ENGINEERING** Grade 12**2½ credits**

Prerequisite: Successful completion of 2 years in the same career/tech class. Available in Manufacturing or Automotive Tech. Prior approval of instructor and counselor is required.

The advanced technological skills and theory in an occupational area. The student selecting this study should have demonstrated a high level of interest and aptitude toward this occupational preference. The study will be designed by the instructor to meet the individual needs of the student and may include work experience. **This Course meets the Michigan Merit Curriculum requirements for a math-related credit and for an Applied Arts credit.**

**CTE/WELDING** Grades 11-12**2 ½ Credits**

TYPE: Articulated

The main objective of this course is to engage students in the safe and practical use of metal fabrication techniques. The incorporation of math conversion will be strongly emphasized along with basic design principles. This course will teach the basic principles of oxy/gas cutting (torch), plasma arc cutting, MIG (wire welding), and stick welding with various electrodes. **This Course meets the Michigan Merit Curriculum requirements for a math-related credit and for an Applied Arts credit.**

**FAMILY & CONSUMER SCIENCE**  
**HOSPITALITY AND FOOD SERVICE**

**CTE/PARENTING I** Grades 11-12

**½ credit**

Parenting and Working with Children are recommended to be taken as a one-year course sequence; however, this is only a recommendation. This course will include the following topics: parenthood as an informed choice; the realities of being a mother or father; understanding the adjustments of a single parent or as step-parent; child abuse issues; and the phases of a child's development including childbirth. Participation in the Baby Think It Over Program occurs over the course of one weekend during the first marking period. Class discussions and subject related movies are a large part of the class. Evaluation will be on class participation, classroom cooperative learning experiences, reports, tests and projects. **This course meets the Michigan Merit Curriculum requirements as Applied Arts credit.**

**CTE/PARENTING II (WORKING WITH CHILDREN)** Grades 11-12

**½ credit**

Have you ever thought about COACHING, TEACHING OR WORKING WITH YOUTH? If so, this class is the one for you! PARENTING II will concentrate on the social-emotional development of children from toddler to school-age. You will understand why children act the way they do; what the child is communicating through behavior; how they feel about their actions; and practical techniques for guiding children. Suggestions for dealing with guidance problems will also be investigated. A major part of the second marking period is spent putting together and implementing lesson plans. Student groups will then teach three lessons to elementary children in our area. Grading will be based on class participation, group projects, teaching experiences, individual work and written evaluation. **This course meets the Michigan Merit Curriculum requirements as Applied Arts credit.**

**CTE/TEACHER CADET** Grades 11-12

**1 credit**

Recommended Course Prerequisites: Parenting, Psychology, or Sociology

Teacher Cadet is an innovative year-long activity based curriculum for high school juniors and seniors. The course is designed to provide students with an opportunity to explore and experience first-hand teaching as a profession. In this program, Teacher Cadets will be involved in the development and application of content, classroom observations, and factual teaching in a variety of educational settings at multiple levels – preschool, elementary, middle school and high school. **This course meets the Michigan Merit Curriculum requirements as Applied Arts Credit.**

**CTE/HOSPITALITY AND FOOD SERVICE 1** Grades 11-12

**2½ credits**

This full year vocational class will cover the skills necessary for hospitality and food service careers (travel and tourism, lodging operations and food production), the focus being on beginning skills in table service, baker's assistant, short-order cook's helper, salad and dessert preparation. The student will operate the school-based restaurant. Banquet, catering and cake decorating experiences are available. Evaluation will be on individual's work and class participation. Students are required to wear hair coverings. **This course meets the Michigan Merit Curriculum requirements for a Math-related credit and for Applied Arts Credit.**

**CTE/HOSPITALITY AND FOOD SERVICE 2** Grade 12**2½ credits**

Prerequisite: Hospitality and Food Service 1.

An advanced, full year vocational class featuring the management area of food service and beginning skills in the travel/tourism industry and lodging operations. Group project work incorporated into the class will include catering luncheons, menu preparation, restaurant-quantity food production, and experience in six culinary job titles. Students will also have the opportunity to examine hospitality and personal careers. Evaluation will be on the student's own progress in class and class-related projects. A job shadow unpaid work experience is required. The students are required to wear hair coverings when in food production. Students are eligible for 2 co-op credits with concurrent enrollment in this class if they have a related job. **This course meets the Michigan Merit Curriculum requirements for a Math-related credit and for Applied Arts Credit.**

**CONSUMER SCIENCE****CTE/HEALTH OCCUPATIONS 1** Grades 11-12**2 ½ credits**

This course is designed to assist high school students in making a career decision in a medical, health care, or the human service field. Students will be exposed to the hundreds of health care related fields of study. Students will also be introduced to general health related information that is beneficial for everyone to know. This includes Medical Terminology, Body Systems, Disease Prevention and Treatments. Specialized skills such as vital signs, first-aid and cardiopulmonary resuscitation will be learned.

Employability skills will be stressed throughout the program as well as growth in leadership opportunities through the student organization Health Occupation Students of America (HOSA). During second semester, students will explore career options through clinical non-paid work-based learning and job shadowing in areas such as dental, pharmacy, diagnostic imaging, physical therapy, animal care and mortuary science, medical and nursing fields.

The Health Occupations Nursing Assistant Training Program is incorporated throughout the entire Health Occupations 1 course preparing the student to complete the training in Health Occupations 2. **This course meets the Michigan Merit Curriculum requirements for a Math-related credit, for Applied Arts Credit, and for a Science requirement (with a personal curriculum).**

**CTE/HEALTH OCCUPATIONS 2** Grade 12**2 ½ credits**

The second year of Health Occupations expands the student's skills and knowledge in health care procedures and applications. This is accomplished through classroom, clinical internships and Independent Study in the specific area of interest within the community health care setting. Continued development of Employability skills will be stressed, as well as, growth in leadership opportunities through the Health Occupations Students of America (HOSA). Medical Terminology, First Aid and CPR are reviewed and stress management strategies are introduced to prepare students for health care employment. Students will have the opportunity to complete training for Certified Nursing Assistant during Health Occupations 2. **This course meets the Michigan Merit**

**Curriculum requirements for a Math-related credit, for Applied Arts Credit, and/or for a Science graduation credit (with a personal curriculum).**

**Certified Nursing Assistant Training**

- The Health Occupations Nursing assistant Training Program prepares the students to provide quality care to residents in long-term care. Students must successfully complete Health Occupations 1 to be eligible for the training program.
- Students must show proof that they are free of communicable diseases (TB), and immunizations are up-to-date, including the Hepatitis B series. Students must also pass a criminal background check as required by State of Michigan Law.
- The basic training consists of combined classroom and supervised clinical training that includes personal care skill, care of the patient environment, vital signs, nutritional needs and restorative care of the resident.

Successful completion of the Nursing Assistant Training Program qualifies the student to take the examination required for the State of Michigan Nursing Assistant Certificate.

**CTE COSMETOLOGY:**

**2½ credits**

This curriculum is set up in accordance with the Michigan State Board of Cosmetology and covers all area of Cosmetology, theory and practical (skills) training. Upon completion of this course of instruction the student is eligible to continue their education at Paul Mitchell School of Cosmetology where they will receive the last of their instruction.

**BUSINESS & TECHNOLOGY**

All courses offered are part of the Career and Technical Education’s Business, Management, and Administration program.

**CTE/INFO I Grades 8 -12**

**1 credit**

This one-year course encompasses preparation for life skills, pre-career fundamentals and occupational training in business services and technology. The course integrates employability skills with specific training in a variety of work-oriented tasks for job placement and further education. Students will develop keyboarding skills and improve current keyboarding techniques. Students use Microsoft Office and TypingWeb.com along with various web-based programs. Students will also learn basic Word Processing skills while learning how to properly key and format memos, letters, reports and tables. Additional projects and assignments will be given incorporating these skills as well. Students will also use the 21Things4Students website to learn about various programs and technology related skills and content.

**CTE/INFO II (Prerequisite: Info I II – or teacher approval) Grades 10-12**

**1 credit**

Info II - Students will learn to be proficient in Microsoft Word, Excel, PowerPoint, and Access. Students receiving a grade of B or better can earn up to 4 college credits for



this class. Successful completion or Info I or instructor permission is required to take this course.

**CTE/PERSONAL FINANCE** Grade 12

**1 credit**

This one-semester course encompasses preparation for life skills, pre-career fundamentals and occupational training in business services and technology. Personal Finance focuses on the student's role as citizen, student, family member, consumer, and active participant in the business world.

Students in this course learn about their various financial responsibilities. Students discover new ways to maximize their earning potential, develop strategies for managing their resources (bank accounts, debit and credit and tax preparation), explore skills for the wise use of credit, and gain insight into different ways of investing money. Students also learn about life-skills including loans, insurance and housing options. *May be counted as senior math.*

**CTE/BUSINESS EDUCATION** Grades 9-12

**1/2 credit**

Business

Education - Students will learn the basic principles of business including: ethics, entrepreneurship, the role of management, marketing, and human resources. Students receiving a grade of B or better will earn 3 college credits for this class.

**CTE/MARKETING** Grades 9-12

**1/2 credit**

Marketing - Students will learn the basic marketing principles including: market research, consumer behavior, pricing, and promotional decisions for strategy planning. Students receiving a grade of B or better will earn 3 college credits for this class.

## **ONLINE LEARNING EXPERIENCE**

For a pupil to meet this Michigan merit curriculum requirement, the pupil shall meet either of the following, as determined by the school district:

- (i) Has successfully completed at least 1 course or learning experience that is presented online.
- (ii) The pupil's school district or public school academy has integrated an online experience throughout the high school curriculum by ensuring that each teacher of each course that provides the required credits of the Michigan merit curriculum has integrated an online experience into the course.

Stephenson Area Public Schools has integrated online experiences into all required MMC courses. Students utilize online content using their school-issued Chromebooks and teachers utilize Google Classroom in their course instruction. Students may also select online courses from the **Michigan Odysseyware Course Catalog** with teacher support from a certified mentor teacher.

### ***Michigan Odysseyware Course Guide***

#### **ENGLISH LANGUAGE ARTS**

English I . 9-12  
English II . 9-12  
English III . 9-12  
English IV . 9-12 English IV

#### **MATHEMATICS**

Algebra I  
Geometry  
Algebra II  
Consumer Math

#### **HISTORY/SOCIAL SCIENCES**

World Civilizations 9-12  
Economics 9-12 / Government/Civics 9-12  
U.S. History 9-12  
Vietnam Era 9-12 (*elective*)

#### **SCIENCE**

Earth Science 9-12  
Biology 9-12  
Chemistry 11-12  
Environmental Science 9-12  
Integrated Physics and Chemistry 9-12  
Physics 11-12

#### **HEALTH**

Health Education 9-12  
Physical Education 9-12

#### **BUSINESS**

9-12 Business Computer Information Systems  
9-12 Essentials of Business 9-12 Essentials of Communication (Speech)

#### **FINE ARTS**

9-12 Art History  
9-12 Digital Arts  
9-12 Media Studies  
9-12 Music Appreciation  
9-12 Music Theory

#### **WORLD LANGUAGES**

9-12 French I  
9-12 Spanish I  
9-12 Spanish II  
9-12 Spanish III

**MICHIGAN CTE COURSES:** online courses that align with career pathways

## **AGRICULTURE, FOOD & NATURAL RESOURCES**

Introduction to Agriculture, Food, and Natural Resources  
Agribusiness Systems  
Animal Systems  
Environmental Service Systems  
Food Products and Processing Systems  
Natural Resources Systems  
Plant Systems  
Power, Structural, and Technical Systems

## **BUSINESS MANAGEMENT & ADMINISTRATION**

Business Law  
Career Management  
Principles of Business and Finance  
Small Business Entrepreneurship  
Technology and Business

## **HOSPITALITY & TOURISM**

Introduction to Hospitality and Tourism  
Food and Beverage Management  
Food Safety and Sanitation  
Lodging Operations Management  
Marketing and Sales for Tourism and Hospitality  
Planning Meetings and Special Events  
Sustainable Service Management for Hospitality and Tourism  
Transportation and Tours for the Traveler

## **HUMAN SERVICES**

Introduction to Human Services  
Counseling and Mental Health Services  
Early Childhood Development and Services  
Family and Community Services  
Introduction to Consumer Services  
Introduction to Human Growth and Development  
Personal Care Services

## **ARCHITECTURE & CONSTRUCTION**

Introduction to Careers in Architecture and Construction  
Construction Careers

## **ARTS, A/V TECHNOLOGY & COMMUNICATIONS**

Introduction to Careers in Arts  
A/V Technology, and Communications  
A/V Technology and Film Careers

## **EDUCATION & TRAINING**

Introduction to Careers in Education and Training  
Teaching and Training Careers

## **GOVERNMENT & PUBLIC ADMINISTRATION**

Introduction to Careers in Government and Public Administration  
National Security Careers

## **MANUFACTURING**

Introduction to Careers in Manufacturing  
Careers in Manufacturing Processes

## **MARKETING**

Introduction to Careers in Marketing  
Careers in Marketing Research

## **INFORMATION TECHNOLOGY**

Introduction to Information Technology  
Fundamentals of Computer Systems  
Fundamentals of Digital Media  
Fundamentals of Programming and Software Development  
Introduction to Information Technology Support and Services  
Introduction to Network Systems  
Network System Design  
New Applications: Web Development in the 21st Century  
Software Development Tools

## **LAW, PUBLIC SAFETY, CORRECTIONS, AND SECURITY**

Introduction to Law, Public Safety, Corrections, and Security  
Corrections: Policies and Procedures  
Fire and Emergency Services  
Law Enforcement Field Services  
Legal Services  
Security and Protective Services

## **SCIENCE, TECHNOLOGY, ENGINEERING & MATHEMATICS (STEM)**

Introduction to STEM  
Engineering and Design  
Engineering and Innovation  
Engineering and Product Development

Principles of Technology and Engineering  
Science and Mathematics in the Real World  
Scientific Research  
STEM and Problem Solving  
Public Health: Discovering the Big Picture in Health Care  
Scientific Discovery and Development  
Therapeutics: The Art of Restoring and Maintaining Wellness

## **TRANSPORTATION, DISTRIBUTION & LOGISTICS**

Introduction to Careers in Transportation, Distribution, and Logistics  
Careers in Logistics Planning and Management Services

## **HEALTH SCIENCE**

Introduction to Careers in the Health Sciences  
Careers in Allied Health  
Forensics: Using Science to Solve a Mystery  
Nursing: Unlimited Possibilities and Unlimited Potential  
Physicians, Pharmacists, Dentists, Veterinarians, and Other Doctors

## **FINANCE**

Introduction to Careers in Finance  
Banking Services Careers  
Money Matters A / Money Matters B

Odysseyware CTE (CAREER & TECHNICAL EDUCATION) courses were developed in alignment with the Career Clusters set forth by Advance CTE and prepare students for the workforce and postsecondary education.

## **STEPHENSON SUCCEEDS**

This is a K-12 career based education that aligns with the Michigan Career Pathways. Students will learn about a variety of careers and prepare for the career pathway they choose. Time will be set aside each week to learn about careers.

# Michigan Career Pathways

## Arts and Communications

### Personal characteristics for this pathway:

- demonstrate good writing skills
- entertain through singing or acting, or movie
- seek opportunities for self-expression
- can do oral reports or speeches well

### Careers related to:

- communications
- visual, literary and media arts
- performing arts

## Business, Management, Marketing, and Technology

### Personal characteristics for this pathway:

- demonstrate good skills in math
- enjoy being the leader
- can easily use computer programs
- enjoy helping others plan events for school, & community

### Careers related to:

- accounting
- business administration
- finance
- information processing
- marketing

## Engineering/Manufacturing and Industrial Technology

### Personal characteristics for this pathway:

- enjoy activities that involve using tools, machinery
- use mechanical equipment with little help from others
- familiar with geometry, algebra and some physics
- like to keep working on difficult solutions to problems
- want to see immediate results from the work performed

### Careers related to technologies necessary to design, develop, install or maintain physical manufacturing systems:

- engineering and related areas
- mechanics & repairers
- manufacturing technology
- electronics
- construction trades and related industries

## Health Sciences

### Personal characteristics for this pathway:

- interested in health issues
- demonstrate ease when working with people
- interested in learning how the body works
- care about the well-being of people and animals

### Careers related to the promotion of health as well as the treatment of injuries, conditions and disease:

- dentistry
- medicine
- nursing
- therapy and/or rehabilitation
- diet and nutrition
- physical fitness

## Human Services

### Personal characteristics for this pathway:

- demonstrate skill writing and speaking in front of my class, or other groups
- interested in helping people solve their problems
- like to help people learn new skills
- can do several things at the same time
- prefer working with people

### Careers related to:

- child and family services, counseling
- education
- hospitality, food service, tourism
- law enforcement and legal education

## Natural Resources and Agriscience

### Personal characteristics for this pathway:

- demonstrate interest in the care of our environment
- enjoy working with animals &/or outdoors
- can work outside in various weather conditions (e.g., very cold or very hot)

### Careers related to:

- natural resources
- agriculture & agriscience
- environmental conditions