



Electives Course Descriptions

<https://www.k12.com/online-public-schools/high-school/high-school-courses.html#high-school/>

Arts and Communication

Human Services

Engineering/Manufacturing and Industrial Technology

Natural Resources/Agriscience

Health Sciences

Business Management, Marketing & Technology

Additional Electives

Arts and Communication	
<p>Title of Course: Summit Fine Art A Course Number: ART010A Graduation Credits: .5 (per semester) Offered: one semester/first semester, 4x per week Prerequisite: none Course Description: This course combines art history, appreciation, and analysis, while engaging students in hands-on creative projects. Lessons introduce major periods and movements in art history from the art of ancient times through the Renaissance, while focusing on masterworks and the intellectual, technical, and creative processes behind those works. Studio lessons provide opportunities for drawing, painting, sculpting, and other creative endeavors.</p>	<p>Title of Course: Summit Fine Art B Course Number: ART010B Graduation Credits: .5 (per semester) Offered: one semester/2nd semester, 4x per week Prerequisite: none Course Description: This course combines art history, appreciation, and analysis, while engaging students in hands-on creative projects. Lessons introduce major periods and movements in art history from the Baroque period through Contemporary art while focusing on masterworks and the intellectual, technical, and creative processes behind those works. Studio lessons provide opportunities for drawing, painting, sculpting, and other creative endeavors.</p>
<p>Title of Course: Music Appreciation A Course Number: ART020 Graduation Credits: .5 Offered: one semester/1st semester, 3x per week Prerequisite: None Course Description: This course introduces students to the history, theory, and genres of music. The first semester covers ancient music, baroque, opera, classical, nationalistic, and twentieth-century music. The second semester includes jazz, blues, gospel, soul, Motown, folk, bluegrass, country, rock and roll, and hip-hop music.</p>	<p>Title of Course: Music Appreciation B Course Number: ART020 Graduation Credits: .5 Offered: one semester/2nd semester, 3x per week Prerequisite: None Course Description: This course introduces students to the history, theory, and genres of music. The first semester covers ancient music, baroque, opera, classical, nationalistic, and twentieth-century music. The second semester includes jazz, blues, gospel, soul, Motown, folk, bluegrass, country, rock and roll, and hip-hop music.</p>
<p>Title of Course: Fashion Design Course Number: OTH181 Graduation Credits: .5 Offered: 1st Semester, 3x per week</p>	<p>Title of Course: Interior Design Course Number: OTH182 Graduation Credits: .5 Offered: 2nd Semester, 3x per week</p>



<p>Prerequisite: none</p> <p>Course Description: Are you interested in fashion design or someone who loves to make clothing and/or accessories? Learn what it takes to get started in the fashion industry, from the careers available to modern technology and trends reshaping the industry every day. This course provides the opportunity to learn about the history of fashion design and create a portfolio of your physical fashion designs and/or accessories.</p>	<p>Prerequisite: none</p> <p>Course Description: Do you have a flare for designing and decorating? From professionals who own their own business to those working within a larger company, interior designers do it all—from planning the color scheme to choosing furniture and light fixtures—with the end goal of creating a space where people can live or work comfortably, safely, and happily. You will learn design skills about color, texture, trends and styles over time, how homes are built, and “green” options for homes and businesses; helping to identify parts of interior design that are most interesting to you.</p>
<p>Title of Course: Digital Photo I</p> <p>Course Number: TCH031</p> <p>Graduation Credits: .5</p> <p>Offered: one semester/1st semester, 3x per week</p> <p>Prerequisite: None. Must have access to a digital camera or cell phone camera</p> <p>Course Description: Do you take pictures all the time and wonder how they could be better? This class starts with the basics of taking a photograph and using a digital camera. You will build skills in composition, lighting, perspective, framing, and basic editing over the course of the semester.</p>	<p>Title of Course: Digital Photo II</p> <p>Course Number: TCH032</p> <p>Graduation Credits: .5</p> <p>Offered: one semester/2nd semester, 3x per week</p> <p>Prerequisite: Digital Photo 1 TCH031, must have access to a digital camera or cell phone camera</p> <p>Course Description: This course takes the skills you learned in Digital Photo I and helps you utilize them in more complex, career-focused assignments. You will build a professional-looking portfolio, website, and business card to showcase all the awesome images you have taken.</p>
<p>Title of Course: Spanish 1</p> <p>Course Number: WLG100A</p> <p>Graduation Credits: .5 per semester/ 1.0 for the whole year</p> <p>Offered: two semesters/whole year, 4X a week</p> <p>Prerequisite: None</p> <p>Course Description: Students begin their introduction to Spanish by focusing on the four key areas of world language study: listening, speaking, reading, and writing. Each unit consists of a new vocabulary theme and grammar concept, reading and listening comprehension activities, speaking, and writing activities, multimedia cultural presentations, and interactive activities and practices which reinforce vocabulary and grammar.</p>	<p>Title of Course: Spanish 2</p> <p>Course Number: WLG100B</p> <p>Graduation Credits: .5 per semester/ 1.0 for the whole year</p> <p>Offered: two semesters/whole year, 4X a week</p> <p>Prerequisite: Spanish 1 (WLG100A)</p> <p>Course Description: Students will continue their discovery of the Spanish language and reinforce concepts learned in Spanish 1. Students should expect to be actively engaged in their own language learning; become familiar with common vocabulary terms and phrases; comprehend a wide range of grammar patterns; participate in simple conversations and respond appropriately to basic conversational prompts; and take frequent assessments by which their language progression can be monitored.</p>



<p>Title of Course: Spanish 3 Course Number: WLG200A Graduation Credits: .5 per semester/ 1.0 for the whole year Offered: two semesters/whole year, 4X a week Prerequisite: Spanish 2 (WLG100B) Course Description: Students continue their study of Spanish by further expanding their knowledge of key vocabulary topics and grammar concepts. Students not only begin to comprehend listening and reading passages more fully, but they also start to express themselves more meaningfully in both speaking and writing. Students will be creating an original story in Spanish at the end of Spanish 3.</p>	<p>Title of Course: Spanish 4 Course Number: WLG200B Graduation Credits: .5 per semester/ 1.0 for the whole year Offered: two semesters/whole year, 4X a week Prerequisite: Spanish 3 (WLG200A) Course Description: Students continue their study of Spanish by further expanding their knowledge of key vocabulary topics and grammar concepts. Students not only begin to comprehend listening and reading passages more fully, but they also start to express themselves more meaningfully in both speaking and writing. Students will be completing a novel study of a novel entirely in Spanish in Spanish 4.</p>
<p>Title of Course: Creative Writing A & B Course Number: ENG030 Graduation Credits: 0.5 Offered: one semester, 1x a week (offered both semesters) Prerequisite: none Course Description: Students create original essays, poems, and short stories in this course. They read professionally written forms of creative writing as models and then integrate their impression of these works with their personal life experiences as they compose their writing projects. Students are encouraged to write about topics they find engaging as they practice writing on the following topics: flash fiction, short stories, poetry, script writing, and publishing. After students turn in each assignment, the teacher supplies suggestions for revisions. This feedback helps students learn how to improved their self-expression and self-editing skills.</p>	<p>Title of Course: Art in World Cultures Course Number: ART030 Graduation Credits: .5 Offered: one semester, 2X a week (offered both semesters) Prerequisite: None Course Description: Do you like to go to museums? Did you ever want to be an archeologist or anthropologist? Are you interested in learning about the importance of art? If you thought yes to any of those, this might be the course for you! This art history course combines appreciation and analysis of art; focusing on how art functions within varied cultures and peoples across time. Lessons include art from Prehistory, the Indigenous Americas, Africa, and Oceania. We will look at the intellectual, cultural, technical, and creative processes behind works from these diverse cultures. There are also three opportunities for art creation over the course of the semester. No supplies are provided for this course.</p>
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<p>Title of Course: Law and Order Course Number: OTH091 Graduation Credits: .5 per semester Offered: One semester, 1X a week (offered both semesters) Prerequisite: none</p>	<p>Title of Course: Contemporary World Issues Course Number: HST222A Graduation Credits: .5 per semester Offered: One semester/1st semester, 1X a week Prerequisite: none</p>



<p>Course Description: This course provides an overview of law in the United States, including civil, criminal, consumer, and international law. Students take a deep dive into a free speech Supreme Court case as part of a study on civil rights in the United States.</p>	<p>Course Description: In this course, students will compare the geography, governments, economies, and cultures of the world. Students will focus on a contemporary issue and/or a specific country as they apply a variety of analytical skills to learn about both short and long-term world events.</p>
<p>Title of Course: Psychology Course Number: HST020 Graduation Credits: .5 per semester Offered: One semester, 1X a week (offered both semesters) Prerequisite: none Course Description: This course introduces students to the history of psychology, the biological basis of behavior, learning and memory, development and individual differences, and stress and mental illness. Students investigate why humans think and act the way they do.</p>	<p>Title of Course: AP Psychology Course Number: HST540 Graduation Credits: weighted .5 per semester Offered: full year, 3X a week Prerequisite: none Course Description: This course explores the ideas, theories, and methods of the scientific study of behavior and mental processes. You will examine the concepts of psychology through reading and discussion, and you will analyze data from psychological research studies. The equivalent of a 100-level college survey course, this course prepares students for the College Board’s AP Psychology Exam and for further studies in psychology and life sciences.</p>
<p>Title of Course: Sociology I Course Number: HST060 Graduation Credits: .5 per semester Offered: one semester/1st semester, 1X a week Prerequisite: none Course Description: Students are exposed to introductory concepts, theories, and methods used in contemporary sociology. Upon successful completion of this course, students will have a basic understanding of the sociological perspective and the ways in which the discipline understands and explains human behavior at all levels of society. This semester, we will explore various aspects of Sociology. We will look at various aspects of culture, socialization, social structures and group behavior, deviance and crime, social stratification and class, inequalities, and gender.</p>	<p>Title of Course: Sociology II Course Number: HST061 Graduation Credits: .5 semester Offered: one semester/2nd semester, 1X a week Prerequisite: None Course Description: Students will explore various aspects of Sociology. We will look at various aspects of marriage and family, religion and education, the economy and politics, sports and entertainment, population and the environment, cities and urban life, collective behavior and social movements, and finally social change.</p>
<p>Title of Course: Principles of Public Service Course Number: LAW050 Graduation Credits: 0.5 Offered: one semester/2nd semester, 1X per week</p>	



<p>Prerequisite: none</p> <p>Course Description: Concluding their investigation of Principles of Public Service: To Serve and Protect, students will:</p> <ul style="list-style-type: none">Define and explore public serviceExplore the elements of a thriving communityExplore the elements of an effective workforceExplore the elements of effective leadershipRecognize how regulations are used to check the conduct of both the government and the individuals who help societyUnderstand why ethics and morals are an important part of working in public serviceUnderstand why communication is an important part of public serviceUnderstand that public service involves thinking about the future and taking care of peopleIdentify public safety and service careers.	<p>Title of Course: Forensic Science Course Number: SCI030A Graduation Credits: .5 Offered: one semester/1st semester, 1x per week Prerequisite: Credit in Biology, Physical Science and/or Chemistry (concurrently) Course Description: Forensic Science is the application of scientific principles and techniques to matters of criminal justice especially as relating to the collection, examination, and analysis of physical evidence. Students in this course may be interested in criminal justice and/or law enforcement future careers.</p>
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<p>Title of Course: Statistics and Probability Course Number: MTH413 Graduation Credits: 0.5 per semester Offered: one semester/2nd semester, 4X per week Prerequisite: Algebra II Course Description: Statistics and Probability explores how we interact with and analyze data. This course looks at graphs and distributions, survey techniques, probability formulas, and scatterplots to see how to display and analyze data. This course also focuses on applications of data in our own lives, as well as analyzing how data can be handled incorrectly or in a misleading way. *It is suggested that students install free Geogebra software to help solve the scenarios given in the course.*</p>	<p>Title of Course: Pre-calculus and Trigonometry A Course Number: MTH403ADE2-K Graduation Credits: 0.5 per semester Offered: one semester/1st semester, 4X per week Prerequisite: Algebra II Course Description: Pre-calculus focuses on integrating the ideas learned in algebra and geometry to form a more cohesive unit in preparation for calculus and higher-level application of mathematics. This course also focuses quite a bit on applications of algebra and geometry in career areas. The first semester focuses on functions, how they are transformed, and conic sections.</p>
<p>Title of Course: Pre-calculus and Trigonometry B Course Number: MTH403BDE2-K Graduation Credits: 0.5 per semester Offered: one semester/2nd semester, 4X per week Prerequisite: Algebra II Course Description: Pre-calculus focuses on integrating the ideas learned in algebra and geometry to form a more cohesive unit in preparation for calculus and higher-level application of mathematics. This course also focuses quite a bit</p>	<p>Title of Course: Calculus A & B Course Number: MTH433 OR MTH500E3 Graduation Credits: 0.5 per semester, 1.0 for the full year Offered: Year-long course, 3X per week Prerequisite: Pre-calculus and Trigonometry A and B Course Description: Calculus is the extension of Algebra and Geometry to solve problems involving curves rather than lines. This course focuses on finding rates of change, finding derivatives of</p>



<p>on applications of algebra and geometry in career areas. The second semester focuses on sequences and series as well as trigonometry and its applications.</p>	<p>functions, applications of derivatives, curve sketching, basic integrals, and slope fields.</p>
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<p>Title of Course: Archaeology Course Number: OTH031 Graduation Credits: .5 Offered: one semester/2nd semester, 1x per week Prerequisite: none Course Description: From the fossil record to ancient civilization, this course focuses on the techniques, methods, and theories that guide the study of the past. Students learn how archaeological research is conducted and interpreted to connect objects to the cultures of past societies.</p>	<p>Title of Course: Vet Science Course Number: OTH033 Graduation Credits: .5 Offered: one semester/2nd semester, 1x per week Prerequisite: Credit in Biology Course Description: Students will study health and disease in animals. Students will learn about not only the scientific study of diseases and health, but also the practical application of knowledge through veterinary medicine to individual animals. Students will study herd management and animal production. Veterinary science is by nature an inter-disciplinary field, drawing from several different fields, such as biology, nutrition, chemistry, and medicine.</p>
<p>Title of Course: Astronomy I Course Number: SCI020A Graduation Credits: 0.5 Offered: one semester, 1x per week (offered both semesters) Prerequisite: None Course Description: Follow your enthusiasm for space by introducing yourself to the study of astronomy. This course will include topics such as astronomy's history and development, basic scientific laws of motion and gravity, the concepts of modern astronomy, and the methods used by astronomers to learn more about the universe. Further knowledge is gained through the study of galaxies, stars, and the origin of the universe.</p>	<p>Title of Course: Astronomy II Course Number: SCI021B Graduation Credits: 0.5 Offered: one semester, 1x per week (offered both semesters) Prerequisite: Credit in Astronomy I Course Description: Building upon the prior prerequisite course, dive deeper into the universe and develop a lifelong passion for space exploration and investigation. Become familiar with the inner and outer planets of the solar system as well as the sun, comets, asteroids, and meteors. Additional topics include space travel and settlements as well as the formation of planets.</p>
<p>Title of Course: Anthropology Course Number: HST010 Graduation Credits: 0.5 Offered: one semester/1st semester, 1x per week (offered both semesters) Prerequisite: none</p>	



Course Description: Anthropologists research the characteristics and origins of the cultural, social, and physical development of humans and consider why some cultures change and others come to an end. In this course, students are introduced to the five main branches of anthropology: physical, cultural, linguistic, social, and archeological. Through instruction and their own investigation and analysis, students explore these topics, considering their relationship to other social sciences such as history, geography, sociology, economics, political science, and psychology. Emulating professional anthropologists, students apply their knowledge and observational skills to the real-life study of cultures in the United States and around the world.

Health Sciences

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Title of Course: Summit Personal Fitness
Course Number: OTH021
Graduation Credits: .5
Offered: one semester, 2x per week
(offered both semesters)
Prerequisite: Physical Education
Course Description: In this course, students will learn and practice principles of fitness, wellness, and health to develop habits of healthy living. Guided by their textbook, *Fitness for Life*, students will explore topics that include the physiology of diet and exercise, biomechanics, and team dynamics.

Title of Course: Summit Nutrition & Wellness
Course Number: OTH080
Graduation Credits: .5
Offered: one semester, 2x per week
(offered both semesters)
Prerequisite: None
Course Description:
This half-credit course will introduce the student to an overview of good nutrition principles that are needed for human physical and mental wellness. Discussion of digestion, basic nutrients, weight management, sports and fitness, and life-span nutrition is included.

Title of Course: Anatomy and Physiology I
Course Number: SCI1330A
Graduation Credits: .5
Offered: one semester/1st semester, 1x per week
Prerequisite: **Biology** - SCI203A & SCI203B
Course Description: Starting with the relationship between anatomy and physiology, students will then learn about cell structure and their processes. Learners will also discover the functions and purposes of the skeletal, muscular, nervous, and cardiovascular systems, as well as diseases that affect those systems.

Title of Course: Anatomy and Physiology II
Course Number: SCI1330B
Graduation Credits: .5
Offered: one semester/2nd semester, 1x per week
Prerequisite: Anatomy and Physiology I-SCI1130B
Course Description: Students will learn about the structure, function, and interrelation between the lymphatic, immune, respiratory, digestive, urinary, and the endocrine systems. The reproductive system is also discussed along with hereditary traits and genetics. Finally, students will explore the



importance of accurate patient documentation as well as technology used in the industry.

Title of Course: Health Science I

Course Number: OTH092

Graduation Credits: .5

Offered: one semester/1st semester, 1x per week

Prerequisite: Credit in Biology

Course Description:

An introduction to the history of human medicine, from ancient practices to the current healthcare industry. Curriculum includes descriptions of the legislative roads which led to various medical rights milestones, as well as the importance of advocating fair and equal healthcare workers' rights.

Title of Course: Health Science II

Course Number: OTH094

Graduation Credits: .5

Offered: one semester/2nd semester, 1x per week

Prerequisite: Credit in Health Science II

Course Description:

A continuation of Health Science I, with a focus on the vocational aspects of healthcare: communication, legalities, ethics, safety, wellness, technology. A second portion after the midterm- focusing on ER care, infection control and blood-borne illnesses.

Business Management, Marketing & Technology

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Title of Course: Foundations of Game Design I

Course Number: TCH070

Graduation Credits: .50 per semester

Offered: one semester/1st semester, 2x per week

Prerequisite: None

Course Description: Are you ready to take your passion for game design and turn it into a real-life prototype? In this course, you'll learn the fundamentals of game design including scripting in JavaScript, game mechanics, audio editing, storytelling, and game world development. And the best part? You'll apply these skills to build an arcade-style galactic adventure game using PlayCanvas! Let's get ready to blast off into the world of game design!

Title of Course: Foundations of Game Design II

Course Number: TCH170

Graduation Credits: .50 per semester

Offered: one semester/2nd semester, 2x per week

Prerequisite: credit in Game Design I

Course Description: TBD (not released yet)



<p>Title of Course: Computer Literacy Course Number: TCH105 Graduation Credits: .5 Offered: one semester, 2x per week (offered both semesters) Prerequisite: none Course Description: In this introductory course, students become familiar with the basic principles of a personal computer, including the internal hardware, operating system, and software applications. Students gain practice in using key applications such as Word, Excel spreadsheets, and PowerPoint presentation software, as well as understanding social and ethical issues around the Internet, information, and security. *Students must use Microsoft Office applications for this course. This includes Word, Excel, and PowerPoint in addition to BlueGriffon. It is not possible to use other software. All software is free.</p>	<p>Title of Course: Image Design & Editing Course Number: TCH035 Graduation Credits: 0.5 Offered: one semester, 2x per week (offered both semesters) Prerequisite: Computer Literacy Course Description: Students learn the basics of composition, color, and layout using hands-on projects that allow them to use their creativity while developing important foundational skills. They use GIMP software to create a graphic design portfolio. The projects help students develop the skills they need to create and edit images of their own. *Students must install free GIMP software for this course. It is not possible to use other software.</p>
<p>Title of Course: 3D Modeling I Course Number: TCH076 Graduation Credits: .50 per semester Offered: one semester/1st semester, 2x per week Prerequisite: none Course Description: 3D Modeling is the foundation for all these career paths: virtual reality, video game design, marketing, television, motion pictures and digital imaging. Hone in on your drawing, photography, and 3D construction. This course will help develop the skills needed to navigate within a 3D digital modeling workspace while rendering 3D models and is a good introduction to careers in the fast-growing field of technology and design! *Students must install free Blender software to complete course. It is not possible to use other software.</p>	<p>Title of Course: 3D Modeling II Course Number: TCH077 Graduation Credits: .50 per semester Offered: one semester/2nd semester, 2x per week Prerequisite: 3D Modeling I Course Description: Many buildings that are rendered in the real world first are constructed in a digital 3D world that depicts the aesthetics, environment, and conditions of what will come to be. In this course, you will be introduced to the tools and techniques needed to create works of 3D art. You will bring your objects to life with color, textures, lighting, and shadow all while simulating the movement of the world around. Are you ready to bring beautiful objects to life in a 3D world? Let's get started today!</p>
<p>Title of Course: Personal Finance Course Number: BUS030</p>	<p>Title of Course: Python Programming Course Number: TCH342E2</p>



<p>Graduation Credits: 0.5 per semester Offered: one semester, 3x per week. Prerequisite: Algebra I Course Description: In Personal Finance, students apply mathematics to financial topics which they will encounter in their lives after high school. This course looks at personal and business applications of banking, budgeting, careers, taxes, insurance, investment, and loans. Students are expected to know mathematical topics such as using formulas, percent's, graphing, and solving equations to succeed in this course.</p>	<p>Graduation Credits: .50 per semester Offered: 1st semester, 2x per week Prerequisite: Course Description: Python Programming is a CodeHS course that teaches the fundamentals of computer programming as well as some advanced features of Python language. Students will develop an appreciation for how computers store and manipulate information by building simple console-based games. Once students complete the introduction to Python course, they will have learned material equivalent to a semester college intro course in Computer Science and be able to program in Python.</p>
<p>Title of Course: Consumer Math A Course Number: MTH322A Graduation Credits:.50 per semester Offered: one semester/1st semester, 3x a week. Prerequisite: Algebra 1 Course Description: In Consumer Math, students' study and review arithmetic skills they can apply in their personal lives and in their future careers. The first semester of the course begins with a focus on occupational topics; it includes details on jobs, wages, deductions, taxes, insurance, recreation and spending, and transportation. Narrated slideshows help illustrate some of the more difficult content. Throughout the course, students participate in online discussions with each other and their teacher.</p>	<p>Title of Course: Consumer Math B Course Number: MTH322B Graduation Credits:.50 per semester Offered: one semester/2nd semestr, 3x a week. Prerequisite: Algebra 1 Course Description: In Consumer Math, students' study and review arithmetic skills they can apply in their personal lives and in their future careers. In the second semester, students learn about personal finances, checking and savings accounts, loans and buying on credit, automobile expenses, and housing expenses. Narrated slideshows help illustrate some of the more difficult content. Throughout the course, students participate in online discussions with each other and their teacher.</p>



Title of Course: Computer Science in Scratch I

Course Number: CSCompScienceA

Graduation Credits: .50 per semester

Offered: one semester/1st semester, 2x a week.

Prerequisite:

Course Description: CS A is an introductory computer science course based in the Scratch programming language, that empowers students to create authentic artifacts and engage with computer science as a medium for creativity, communication, problem solving, and fun. In this course, students will learn foundational concepts and skills of computer science (CS) and programming. Students will explore using computers to solve problems and express themselves. Designed to be engaging and relevant to student life, students build, remix and share their animations, games, stories, music, and art.

Title of Course: Computer Science in Scratch II

Course Number: CSCompScienceB

Graduation Credits: .50 per semester

Offered: one semester/2nd semester, 2x a week.

Prerequisite: credit in Computer Science I

Course Description: CS B is a continuation of CS A. Students will continue to develop their skills in computer programming in a collaborative and engaging platform, and work towards autonomy in using their programming skills.

Additional Elective

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Title of Course: Achieving Your Career & College Goals

Course Number: OTH050

Graduation Credits: 0.5

Offered: one semester, 1X a week (offered both semesters)

Prerequisite: 11th or 12th grade

Course Description: Students explore their options for life after high school and implement plans to achieve their goals. They identify their aptitudes,

Title of Course: Reaching Your Academic Potential

Course Number: OTH040

Graduation Credits: .5

Offered: onese semester, 1X a week (offered both semesters)

Prerequisite: 9th or 10th grade

Course Description: Students learn essential academic skills within the context of their learning style, individual learning environment, and long-term goals. This course helps students develop habits for



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skills, and preferences and explore a wide range of potential careers. They investigate the training and education required for the career of their choice and create a plan to be sure that their work in high school is preparing them for the next step. They also receive practical experience in essential skills such as searching and applying for college, securing financial aid, writing a resume and cover letter, and interviewing for a job.

more successful reading, writing, studying, communication, collaboration, time management, and concentration.