

# MANCELONA HIGH SCHOOL

## COURSE DESCRIPTIONS

### BUSINESS AND TECHNOLOGY

#### **ADVANCED COMPUTER APPLICATIONS (10-12)**

Prerequisites: BCA I and Multi Media

The purpose of this course is to introduce the student to the skills necessary to design and develop an effective website. Students will create websites using **HTML** and **Front Page**. The topics covered will include text formatting, page layout, manipulation of graphics, the use of tables, and the incorporation of frames. Other objectives include using the internet, email, and notepad. Students will be required to design and create a minimum of one complete website incorporating all of the learned techniques.

#### **BUSINESS COMPUTER APPLICATIONS I (9-12)**

BCA I is tailored to students who are interested in learning computer skills that are essential for success on the job, in college, or in technical school. In this course students will learn the basics of Microsoft Office XP. They will create and move around documents while entering, selecting, inserting, moving and deleting text in **Microsoft Word**. They will enter and manipulate data, enter formulas, and create tables and charts in **Microsoft Excel**. They will also learn how to effectively navigate the WORLD WIDE WEB use email to send and receive documents.

#### **MULTI MEDIA (9-12)**

This course is a continuation of Computer Applications I. The emphasis in BCA II is **Microsoft PowerPoint and Microsoft Publisher**. Students will use graphics, text, animation, and sound, to create professional **PowerPoint** presentations. They will design flyers, newsletters, business cards, brochures, graduation announcements, letterheads and signs using the desktop publishing program **Publisher**. They will continue to navigate the WWW to locate graphics, text and research materials for projects throughout the course.

#### **ENTREPRENEURSHIP (10-12)**

Students will acquire skills necessary to open, market, and manage a small business. Management concepts including bookkeeping and making financial marketing decisions will be explored. Students will integrate technology to create business and marketing plans while researching various marketing and management approaches.

### COMMUNICATIONS

#### **STUDENT PUBLICATIONS (10-12)**

*First semester:* Students will learn the skills needed to produce the high school yearbook, literary magazine, and on-line newspaper during this semester. Emphasis will be placed on the following skills: writing, editing, photography, layout and design, advertising, and promotion. In addition, all students will become proficient in the use of two computer programs essential to the production of both the yearbook and literary magazine, Printmaker, and Paint Shop Pro. During this semester, students will publish four editions of the on-line newspaper, one issue of the literary magazine, and at least two sections of the yearbook.

*Second semester:* It is expected that students enrolled in second semester already have the skills to assist in the production of the yearbook, literary magazine, and high school newspaper. More emphasis will be placed upon production than training, and the meeting of production deadlines is essential. Students will produce four issues of the high school newspaper, a second issue of the literary magazine, and submit the remaining pages of the yearbook for publication. During this semester, students will also explore a variety of careers related to publishing--editor, reporter, author, photographer, darkroom technician, business manager, and graphic designer. Students will also learn how to prepare their work for publications outside of school, and be required to submit articles, stories, and photographs to a variety of student contests.

## ENGLISH

### **THE AMERICAN EXPERIENCE (11-12)**

This semester class is designed to give the college bound student a background in the basics of literature, as well as allow him/her to become familiar with American authors from specific time periods in American history. Students will consider the works of numerous writers such as Cather, Twain, Dickinson, Whitman, Hawthorne and Poe. Grading will be based on tests, written work, homework, vocabulary, quizzes and class participation. Students will be expected to read outside of class, and will read novels quickly. An A or B in previous English classes, or department approval, is required to enroll in this class.

### **COLLEGE LITERATURE (11-12)**

In this semester course, students will:

- be exposed to a variety of classic and contemporary writers such as, Shakespeare, Chaucer, Homer and Austin
- be expected to do considerable reading and writing in and out of class
- read novels, short stories, plays, poetry, and nonfiction pieces.

Students must have an A or B in previous English classes (or department approval) to enroll in this class.

### **THE CONTEMPORARY AMERICAN EXPERIENCE (11-12)**

This class will follow the same format as The American Experience, but will focus on literature from the 20<sup>th</sup> Century.

### **CONTEMPORARY COLLEGE LITERATURE (11-12)**

This semester course exposes students to contemporary authors such as Huxley, Williams, and Wright. Students will do considerable reading and writing in and out of class. They will read novels, short stories, plays, poetry and nonfiction pieces. All students must have permission of the instructor if they have not earned an A or B in previous English classes.

### **ENGLISH 9 (9)**

*First Semester:* The course is designed to develop reading, writing, and thinking skills. Most of the composition work is based on reading selections from the course text, which includes a variety of literary forms: short stories, plays, poetry, and non-fiction selections. Grammar and language usage instruction is incorporated as part of the composition process.

*Second Semester:* In this course students will continue to develop reading, writing, and thinking skills through a variety of literary forms. Students are also required to complete a research paper and present an informative speech.

## **ENGLISH 10 (10)**

First semester: English 10 focuses on the interrelationships between thinking, reading and writing. Emphasis will be placed on preparation for the high school MEAP test (reading and writing). Writing about ideas found in literary selections develops correct techniques, including the grammatical and mechanical aspects of composition. Students will demonstrate the ability to write for different purposes (e.g. technical instructions, autobiography) and for a variety of audiences. Emphasis will also be placed upon the development of critical thinking skills and careful listening.

Second semester: Inquiry and research will provide one of the major focuses of this semester. Students will review the steps of writing a research paper, investigate an assigned topic, and present their data in written and oral form to the class. Through this process, students will develop the skills needed to defend a point of view, locate library resources, and use technology to compose a variety of documented texts of their own. Students will also identify and apply their knowledge of elements of the short story—character, setting, conflict, climax, and resolutions, and then demonstrate their understanding of these elements by writing short stories in which each element is present.

## **LITERATURE and FILM (11-12)**

This is a semester class in which students will:

- explore how film has helped shape our views about the role of science and technology in our society
- examine key works of popular fiction and film
- be expected to learn and apply film and literary terminology, write a variety of critical essays examining the films viewed, and create a film of their own
- write a film analysis, write scripts for their own films, and study literature that connects to the films' themes.

Students must be willing to view films in and outside of class.

## **SCIENCE FICTION and FANTASY (11-12)**

This semester course is an introduction to the literature of science fiction and fantasy and is designed to have students begin thinking about the future and their roles in it. During the semester, students will read Asimov, Bradbury, Clarke and other authors. They will read novels, short stories, and critical essays. Students will make oral presentations, complete book reports, participate in a variety of learning activities, and do some reading outside of class.

# **FINE ARTS**

## **ART FOUNDATIONS (9-12)**

Art foundations is a one-semester course designed as an introduction to the elements of art. In this class students will experience a variety of art works. Two-dimensional work includes ceramics, papier-mâché, and plaster casting. Art will be connected to history, society, cultural diversity, and the workplace. All levels of ability are welcome, and grades will be determined by individual progress.

## **CERAMICS AND SCULPTURE (9-12)**

Ceramics and sculpture is a one-semester course. Ceramics work consists of assigned projects planned to introduce students to basic techniques of hand-forming methods, use of the potter's wheel, decorating and glazing methods. Sculpture work consists of assigned projects to introduce students to basic techniques of construction, casting, modeling and carving. Students will apply these techniques to the elements of art and principles of three-dimensional design. Art will be connected to history, society, cultural diversity, and the workplace. All levels of ability are accepted, and grading will be by individual progress.

## **COMPUTER ART AND PRINTMAKING (9-12)**

Computer art and printmaking is a one-semester course designed to introduce students to the use of visual art for graphic communications, computer-generated images, and commercial layouts. Computer artwork will consist of assigned projects planned to introduce students to design compositions, computer drawing, multimedia production, animation, and incorporating the digital camera for image and portfolio use. Printmaking consists of assigned projects to introduce students to the basic techniques of relief, linoleum block, and silkscreen printing. Art will be connected to history, society, cultural diversity, and the workplace. All levels of ability are accepted. Students will progress at their own pace and will be graded by rubrics and individual progress.

## **DRAWING AND PAINTING (9-12)**

Drawing and painting is a one-semester course. Drawing consists of students working with pencil, pen and ink, charcoal, crayon, pastel, and computers. Painting consists of students using acrylic, tempera, watercolor, and airbrush paint. Students will learn a variety of techniques leading toward basic competency in use of the elements of art and principles of design and composition. Art will be connected to history, society, cultural diversity, and the workplace. All levels of ability are accepted. Students will proceed at their individual pace and will be graded by individual progress.

## **INDEPENDENT ADVANCED ART I (10-12)**

(Prerequisite: four semesters of visual art courses)

Students will use various media to work on individually conceived projects with teacher monitoring. A group research project, public display, career exploration, and a portfolio will also be required. Art will be connected to history, society, cultural diversity and the workplace. Students will be graded on student and teacher critiques and individual progress. Approval by the instructor is required for this course.

# **FOREIGN LANGUAGE**

## **SPANISH I (9-12)**

Spanish I is an introduction to basic skills for speaking and writing Spanish. Emphasis is on listening, speaking, and reading skills. Vocabulary study is important. Differences between English-speaking and Spanish-speaking cultures are introduced.

## **SPANISH II (10-12)**

Spanish II continues strengthening listening, speaking, writing, and reading skills with greater fluency being achieved in all areas. Vocabulary continues to be stressed. Successful students will be able to speak in all tenses. Spanish culture is explored in greater depth.

## **SPANISH III (11-12)**

Spanish III emphasizes listening and speaking skills with greater accuracy. Reading becomes an important tool for vocabulary acquisition, and written work becomes more creative. Students continue to develop an understanding and appreciation of Spanish culture.

# **HEALTH AND PHYSICAL EDUCATION**

## **HEALTH (9)**

This semester class is intended to help young people make independent and informed decisions concerning their physical, mental, and social well being. Health practices, alternatives, and problem areas serves as a basis for examination, discussion, and decision making in the following areas of emotional and psychological development: disease processes, care and prevention of

sexually transmitted diseases, self-damage by use of stimulants and other drugs, human growth and development, and personal hygiene.

### **PHYSICAL EDUCATION (9)**

Physical education develops skills and attitudes about teamwork, sportsmanship, rules knowledge, body movement, and fitness through individual and team activities. Major emphasis centers on personal fitness concepts and exploration of leisure/lifetime activities. There are opportunities for leadership, officiating, and competition. Activities may include flag football, soccer (indoor and outdoor), volleyball, basketball, weight training, aerobics, fitness testing, self-defense/judo, speedball, as well as other individual and team activities as weather and time allow.

### **ADVANCED PHYSICAL EDUCATION (10-12)**

*First semester:* This semester includes team and individual activities. Team activities may include football, soccer, speedball, floor hockey, and volleyball. Individual activities may include weight training, aerobics, hiking, snowshoeing, and cross country skiing. Facts related to coaching and working with younger children are included.

*Second semester:* This semester includes team and individual activities. Team activities may include basketball, rag ball, indoor soccer, floor hockey, tennis and teamwork challenges. Individual activities may include fitness sessions related to aerobics such as jumping rope and dance, tennis, mountain biking, canoeing/kayaking, and golf. Also included are facts relating to continued coaching skills, first aid concepts for coaches, and purchasing equipment with budget restraints. In both semesters, participation and quiz scores will determine grades.

### **PERSONAL TRAINING AND FITNESS (10-12)**

This class will be taught in an attempt to provide students with the knowledge, skills, fitness concepts, and attitudes necessary to lead a healthy lifestyle. Students should be able to exhibit appropriate personal/social character traits while participating in this physical activity. This class will be designed for the student athlete, but will also accommodate students that desire to know more about personal fitness. Standards and benchmarks for the class will be in line with the State of Michigan Department of Education guidelines.

## **INDUSTRIAL ARTS**

### **INTRODUCTION TO DRAFTING (9-12)**

The objective of this mechanical drawing course is to furnish principles and rules for interpretation of drawings used by industry. This course offers development for both general education and vocational education preparation. Students learn to understand and use mechanical drawing instruments and materials. They learn the three views of an orthographic drawing, and to stress neatness and accuracy in mechanical drawing. Proper dimensioning and lettering is important and will be introduced in this course.

Architectural drawing is introduced by having students draw the basic floor plan of a house, learn the proper way to dimension the plans and use architectural symbols. As part of dimensioning, the student must recognize the correct scale to use when laying out a house plan.

### **DRAFTING I (10-12)**

(Prerequisite: Introduction to Drafting)

*First semester:* The first semester of this course covers the techniques and processes of architecture used in industry. Students are exposed to the complete set of woodworking drawings used by trades people to build homes and complexes. Each student will design and

draw a residential home. The plans will use correct architectural symbols and proper scale. The student will develop the home's surrounding. Perspective drawings of buildings and rooms are also covered for the design and solar effect of the home.

*Second semester:* This time is devoted to expand the area of the study into special fields and important applications of mechanical drafting. Application of these special areas builds a firm foundation for future vocational training and possible employment.

## **DRAFTING II (11-12)**

(Prerequisite: Drafting I)

Students will elect to study either architectural drafting or machine design and drafting.

In architectural drafting students will design and develop residential or commercial buildings.

Working drawings will be followed by a model house project. Included in this will be electrical, plumbing, mechanical heating and landscape—all in model scale.

Students in the machine design area will work on problems found in industry. Possible future employment opportunities will be discussed: tool designer, draftsman, detailer, etc. Students will be exposed to computer aided drafting (CAD). Part time employment in local industry may be available to qualified students.

## **DRAFTING III (12)**

(Prerequisite: Drafting II)

In this third year of drafting, students will work independently, preparing for either employment or continued study in this field.

## **INTRODUCTION TO WOODS (9-12)**

This beginning course covers the proper and safe use of hand and power tools. Each student will be taught to use hand tools, power saws, the wood lathe, surface planes, jointer and power sanders safely. Students learn how to design and build projects of wood. Industries related with wood technology are explored and studied. Wood properties and uses in industry and home projects are surveyed.

## **GENERAL WOODS I,II,III (10-12)**

(Prerequisite: Introduction to Woods and additional courses)

This course is designed for students who have a general interest in wood technology. It will cover proper and safe use of power tools and identification of types of wood used in the shop. Included are written reports, homework from a text, keeping a notebook, and tests. Students will also design, draw plans, and complete a project. Development of good work habits will be stressed.

# **FAMILY AND CONSUMER SCIENCE**

**FOODS- (First Semester Course 9<sup>th</sup> – 12<sup>th</sup>)** This class will cover Food Skills, dealing with safety, sanitation, preparation tools and techniques. Food Laboratories will focus on each major food group in the food pyramid, looking at its nutritional values, using a variety of activities in the management of time, energy and money planning menus, shopping for food, planning and preparing balanced, economical meals and snacks.

**HOME – (First Semester Course 10<sup>th</sup> - 12<sup>th</sup>)** This class is an introduction to Residential Housing and Interiors. Practical information in planning, building, and decorating a home to enhance its use for living, working, relaxing, and entertaining will be taught. Principles of good design and elements are applied to individual rooms and

the structure as a whole. You will learn how to address specific housing concerns and apply these principles to your own housing environment by designing, building and decorating a room.

**PARENTING- (Second Semester Course 9th - 12th)** A basic class on relationships, decision making skills, personal readiness to become a parent and issues to raising healthy children with positive parent-child relationships. Time will be spent learning how to develop knowledge to encourage the physical, social, emotional, and intellectual development of children, learning parenting skills via simulation, interaction with individuals who are parents or caregivers and direct interaction with children.

**STYLE- (Second Semester Course 10th - 12th)** A basic history of fashion, design, and sewing class that will help the student become familiarized with the use of a sewing machine, pattern reading, clothing construction, simple alterations, and needle works. Construction of a simple project and garment will be required.

## MATHEMATICS

### **ADVANCED ALGEBRA (11-12)**

This course is designed for a second year course in algebra. Advanced algebra includes substantial amounts of geometry integrated with algebra. Students will continue to problem solve and read mathematics. The real life situations motivate algebraic ideas and applications to real world problems. Students will be expected to use current technology to help them.

*First semester:* This will include the study of the language of algebra, variations and graphs, linear relations, and matrices.

*Second semester:* During the second semester students will study systems, parabolas and quadratic equations, functions, powers and roots.

### **ALGEBRA (9-12)**

This course integrates geometry, statistics, and probability into algebra. These topics are not isolated as separate concepts, but enhance important concepts of algebra. Students will have to read and problem solve throughout this course, as well as use current technology whenever appropriate. Mental computation is taught and used in reasonable real life applications. Algebra is divided as follows:

*First semester:* Study will include the basic concepts, addition, subtraction, and multiplication in algebra.

*Second semester:* Study will include division, linear sentences, lines and distance, and slopes and lines.

### **FUNCTIONS, STATISTICS, AND TRIGONOMETRY (12)**

Prerequisite: advanced algebra with a "C" or better, a grade of B- or better is recommended. This competitive, upper level course requires a strong background in algebra, advanced algebra, and geometry. The topics covered include: data analysis, transformations and functions, logarithmic functions, trigonometric functions, probability, and circular functions. FCT provides excellent preparation for the ACT. Students who successfully complete this course will be well prepared for most college programs.

### **GEOMETRY (10-12)**

This full year course continues working with the Chicago Math series. Class time will be spent covering some of the important concepts of geometry. Topics such as postulates, theorems, and converses will be introduced. First semester topics will also include working with points, lines, angles, and polygons. Second semester topics will begin with reflections and transformations and end with more practical concepts such as measurement formulas, surface areas, and volumes. Algebra concepts will be reviewed or introduced as needed.

## PERFORMING ARTS

### **SENIOR BAND (9-12)**

Senior band includes three components—a marching band, concert band, and pep band. Membership in senior band involves participation in daily rehearsal as well as in the following public performances: all home football games, marching band exposition, Band Day, Christmas tree lighting, Christmas concert, all band festivals, spring concert, Memorial Day parade, Bass Festival parade, graduation and any performance the community requests of the band. Football players are excused from football game performances and basketball players are excused from pep band at their games. Goals and major objectives stress preparation for performance. While preparing for a performance the student will learn an appreciation for various types of music, a history of music, music theory, as well as increasing individual skills, and acquiring an ability to perform as an ensemble. (Prerequisite: Three years of playing experience on a band instrument or permission of the instructor).

## SCIENCE—BIOLOGICAL

### **BIOLOGY I (10)**

This is an academic study of living organisms. Lecture, demonstrations, and labs will be used, along with a textbook. The following unifying themes will be covered: the cell, heredity, evolution, classification and the environment.

### **BIOLOGY II (12)**

Prerequisite: Biology I and Chemistry with a “B” or better

This academic study is recommended only for students who have excelled in math and science throughout high school. Instruction includes lecture and laboratory experimentation. A **mandatory** fetal pig dissection is also included.

### **GENERAL BIOLOGY (10-12)**

This basic course is the study of living organisms from the smallest living cell to the human being. Lecture, demonstrations and labs will be used, along with a textbook. The following unifying themes will be covered: the cell, heredity, evolution, classification and the environment.

## SCIENCE—PHYSICAL

### **CHEMISTRY I (11-12)**

Requirements: An average of B or better in general science and Biology I and a recommendation from a science teacher

The first semester of this course will include all of the elements of chemistry plus an in depth study of chemical reactions, the periodic table, and additional experimentation. The second semester will have additional emphasis on organic chemistry and biochemistry.

### **GENERAL SCIENCE (9)**

This course exposes students to the physical science component of the high school MEAP test. The first semester of the course covers basic chemistry concepts including: matter, atoms, measurement, elements, periodic table, states of matter and changes in matter. The second semester covers basic physics concepts including: motion and forces, energy, waves and sound, and electricity.

### **PHYSICS (12)**

Prerequisite: A grade of B- or better in advanced algebra, FST recommended (can be concurrent)  
The first semester of this class will focus on motion, vectors, motion in two dimensions, and momentum. The second semester will include the following topics: work/energy/simple machines, potential/kinetic/thermal energy, conservation of energy, waves and energy transfer, light, electricity and quantum theory.

## **SOCIAL STUDIES**

### **AMERICAN STUDIES HISTORY (11)**

*First semester:* The roaring twenties will begin this course and we will cover the depression, World War II, the post war years, and the 50's and 60's. Hopefully, study will continue through the rest of the century, when the United States became a major economic and political power in the world. The diversity of our country and its present place in the world will be emphasized.  
*Second semester:* This course takes United States history from reconstruction through World War I. It will cover the industrialization and urbanization of our country, discussing the government's changing role in our lives and the emergence of the United States as a world power. Geography and economic concepts will be an integral part of the study.

### **CIVICS AND ECONOMICS (9)**

This class will acquaint students with the structure of local, state, and national governments in the United States. Individual rights and responsibilities will be explored in detail. The role of the United States in the world, and the student's role in the world, will be studied. Students will learn the basic principles of economics, which include the American system, the student's role in this system and the factors that affect this system. Students will also learn about global economies, the impact of geography on these economies and the role of the United States in the global market.

### **GOVERNMENT (12)**

This semester class will deal with the structure and workings of the American political system. The students will be exposed to the history of, and reasons for, our federal system of government. The importance of civic participation, voting, community service, the jury system and responsible citizenship will all be stressed. The student will also be introduced to basic economic concepts such as supply/demand, markets, and consumer economics—credit cards, budgets, buying a house, renting, and basic fiscal management techniques.

### **HUMANITIES HISTORY (11)**

*First semester:* This course is a study of the United States involvement in major wars during the 18<sup>th</sup> and mid 19<sup>th</sup> centuries. The French and Indian War, American Revolution, War of 1812, war

with Mexico and American Civil War will be studied, with emphasis on the Revolutionary and Civil Wars. Students will be required to read a novel based on these two major wars.

*Second semester:* This course is a study of the United States involvement in major wars during the late 19<sup>th</sup> and 20<sup>th</sup> centuries. We will cover the Spanish-American War, World War I, World War II, the Korean War, the Vietnam War, and the Gulf War. Emphasis will be on the two world wars, and students will read a novel based upon these two wars.

### **SENIOR FOCUS (12)**

This semester course will examine adult roles as they apply to individuals in their interpersonal relationships as family members, consumers, citizens and workers. It will include such areas as thinking logically, making decisions, resolving conflicts and making responsible and healthy lifestyle choices.

### **WORLD STUDIES (10)**

This course will focus on 20<sup>th</sup> century:

- economics
- political system types and characteristics
- major world events of the past and present, and their effect on the modern world
- major world religions and their effect on international relations
- global terrorism
- global geography

## **SOCIAL STUDIES ELECTIVES**

### **PSYCHOLOGY (11-12)**

This semester course serves as an introduction to the many areas in the field of psychology. Human development at its various stages will be discussed. The class will study thinking, perceiving, and learning as those processes relate to intelligence and creativity. Human behavior, personality and communication will be explored.

### **SOCIOLOGY (11-12)**

In this semester course we will study human group behavior. Society and culture, social structure, social institutions, the social process from early childhood through adulthood, social change, and social problems will be studied. The emphasis will be on the student's understanding of self and other people.