

San Carlos High School

Academic Handbook 2018-2019

San Carlos Unified School District No. 20



US-70, Peridot, AZ, 85542

Contact Numbers

Main Office	928-475-2378
Attendance	928-475-2378 ext. 15001
Counseling	928-475-2378 ext. 15104
Health	928-475-2378 ext. 15911
Athletics	928-475-2378 ext. 15102

MISSION AND VISION

Mission Statement: We exist to educate and empower students to become culturally responsive, global Nn'ee.

Vision Statement: We will become an effective student focused learning community graduating culturally confident citizens.

GOVERNING BOARD MEMBERS

Sherri Harris	President
David Reed	Vice President
Fred Ferreira	Member
Katrina Talkalai	Member
Joann Thompson	Member

DISTRICT ADMINISTRATION

Dr. Deborah Jackson-Dennison	Superintendent
Donna Manuelito	Asst. Superintendent of Academic Excellence
Jennifer Kinnard	Chief Financial Officer
Sharon Nosie	Business Manager
Dr. Jasvir Sethi	Human Resources Director
Evelyn Hinton	Executive Secretary
Christine Carlson	Federal Programs Coordinator

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Equal Educational Opportunities (JB)

The right of a student to participate fully in classroom instruction shall not be abridged or impaired because of race, color, religion, sex, national origin, and disability, or any other reason not related to the student's individual capabilities.

The right of the students to participate in extracurricular activities shall be dependent only upon their maintaining the minimum academic and behavioral standards established by the Board, and their individual ability in the extracurricular activity.

WELCOME MESSAGE

Welcome to San Carlos High School!

At San Carlos High, we deeply believe that each student is unique and important. Together, we move purposefully towards one direction: creating highly engaging learning environments in which every student, every day, engages in an ideal balance between rigorous and culturally relevant learning opportunities, and, at the same time, enjoys the focused concern of caring adults.

This Board-approved Academic Handbook is designed to help families, students, and staff, understand how we can work together to build safe, supportive, and equitable learning environments, which encourage personal responsibility, commitment to one another and a communitywide partnership. We aim to ensure that all our students have opportunities to create good lives, earn decent livings and contribute to our society in meaningful ways.

Hand-in hand, we can reach our vision of this school as a community that ensures equitable access to a world-class education, unleashing the potential of every student. We look forward to working with you in our mission of educating all students with rigor and care in a culture of excellence to develop engaged citizens who are prepared for life. In doing so, we will ensure every student can thrive in school and be prepared for a wide range of pathways and choices in the world beyond San Carlos High; and, that starts right here in our school.

Please take some time to read this Academic Handbook and discuss it with your children. We all share the responsibility of helping our young people stay in school, so they can benefit from the many learning opportunities offered each day. If you have questions or concerns about this document, or the supports we offer, please contact the principal.

Susan Poole

Principal

San Carlos High School



2018-2019 San Carlos Unified School District



July 2018						
Su	M	Tu	W	Th	F	Sa
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October 2018						
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November 2018						
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December 2018						
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30	31					

July	
4	Independence day
30-31	Professional Learning

August	
1-3	Professional Learning
6	School Starts
27	Professional Development-No School

September	
3	Labor Day

October	
8	Columbus Day
19	End of 1st Quarter

November	
12	Veterans Day (observed)
19-23	Thanksgiving Break

December	
21	1/2 Day for Students
21	End of 2nd Quarter/1st Semester
24-31	Winter Break

15-Instructional Days
91-Instructional Days Semester 1

January 2019						
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February 2019						
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March 2019						
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April 2019						
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May 2019						
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June 2019						
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January	
1	New Year's Day
4-Jan	Winter Break
21	Martin Luther King Jr. Day

18-Instructional Days

February	
18	President's Day

March	
8	End of 3rd Quarter
11-15	Spring Break

16-Instructional Days

April	
19-22	No School

20-Instructional Days

May	
24	1/2 Day for Students
24	End of 4th Quarter/2nd Semester
27	Memorial Day

18-Instructional Days
91-Instructional Days Semester 2

June	
	State Standardized Testing
	No School
	First and Last Day of Instruction
	Professional Development
	Early Release Day

Bell Schedule

MONDAY THROUGH THURSDAY		
1st hour	7:45	8:45
Passing	8:45	8:48
2nd hour	8:48	9:38
Passing	9:38	9:41
3rd hour	9:41	10:31
Passing	10:31	10:34
4th hour	10:34	11:24
Passing	11:24	11:27
HR 10/11 Lunch 12/9	11:27	11:52
Passing	11:52	11:55
HR 12/9 Lunch 10/11	11:55	12:20
Passing	12:20	12:23
5th hour	12:23	1:13
Passing	1:13	1:16
6th hour	1:16	2:06
Passing	2:06	2:09
7th hour	2:09	3:00

FRIDAY		
1st hour	7:45	8:25
Passing	8:25	8:28
2nd hour	8:28	9:03
Passing	9:03	9:06
3rd hour	9:06	9:41
Passing	9:41	9:44
4th hour	9:44	10:19
Passing	10:19	10:22
HR 10/11 Lunch 12/9	10:22	10:47
Passing	10:47	10:50
HR 12/9 Lunch 10/11	10:50	11:15
Passing	11:15	11:18
5th hour	11:18	11:53
Passing	11:53	11:56
6th hour	11:56	12:31
Passing	12:31	12:34
7th hour	12:34	1:15

Testing Calendar 2018-2019

Azella Placement	8/6 to 9/4/2018
District Benchmark 1	
District Benchmark 2	
HS AzMerit Fall EOC #1	11/5 to 11/30/2018
HS AzMerit Reading Parts 1 & 2	
Writing Deadline	11/16/2018
AIMS A Science	2/1 to 2/28/2019
Azella Spring Reassessment	2/4 to 3/22/2019
AIMS Science	3/25 to 4/19/2019
AzMerit Spring EOY/EOC #2	4/1 to 4/26/2019
Writing Deadline	4/12/2019
ACT Registration Deadline	
ASVAB	
ACT Test Date	
ACT Registration Deadline	
ACT Test Date	
ACT Registration Deadline	
ACT Test Date	
District Benchmark 3	
Senior Final Examinations	
Final Examinations	

Civics Exam: Juniors and Seniors TBA
(AzMerit Civics Exam – Graduation requirement ARS 15-701.01)

COMPLIANCE NOTICES

A. Public Notice of Non-Discrimination

The San Carlos Secondary School affirms that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in access or admission to, success or treatment in any of its educational programs, activities, or employment opportunities. Additionally, a lack of English language skills shall not be a barrier to admission or acceptance into any program, including vocational education

For further information regarding the implementation of the above-mentioned notice or about available services, contact:

Susan Poole, Principal, San Carlos High School
US-70, Peridot, AZ 85542 (928) 475-2378

B. Section 504 of the Rehabilitation Act of 1973

San Carlos Secondary School complies with Section 504 of the Rehabilitation Act of 1973, which requires all agencies that receive funding to facilitate access for any disabled person to an education free of discrimination based on their disability. If you believe you have a learning, mental, physical, or emotional disability, please contact your counselor right away to arrange for reasonable accommodations on the school campus. Furthermore, San Carlos Secondary School is committed to a policy of non-discrimination in relation to race, color, religion, sex, age, national origin, and disability.

I. General Student Information

A. DIRECTORY

Principal	Susan Poole	15009
Associate Principal	Geony Provide	15010
Athletic Director	Donna Antonio	15102
Dean of Students	Terry Antonio	15008
Office Manager	Anthony Antonio	15000
Receptionist	Tanya Cosay	15002
Health Aide	Carol Brown	15911
SAIS/Registrar	Beverly Russell	15101
Counseling Center	Misty Groseth	Rm D 15104

B. ASSEMBLIES

Assemblies are events when students and teachers come together in one place for a shared purpose. They are powerful tools to clarify school activities, lay out programs focusing on both curricular and co-curricular activities, and reinforce positive attitudes. It strengthens the way a school works. Common assembly events aim to: Build School Spirit, Educate Students, Celebrate Holidays, Showcase Talent, and Distribute Awards.

During assemblies, students are expected to be prompt and conduct themselves in a courteous manner at all times. Any students who wish to not participate in the activity will stay at the library to avoid any disruption.

C. ATTENDANCE PROCEDURES

Regularly and timely attendance is the determining factor in educational success. Critical academic information is lost each time a student is out of the classroom. The San Carlos Unified School District believes all students should be in school every day, unless there is a valid reason for an absence, such as medical or religious beliefs. Further, the San Carlos School District

values the involvement of parents/guardians in the academic process and encourages ongoing communication between home and school, particularly regarding attendance. School Staff will make every attempt to assist families in addressing attendance concerns. Arizona Revised Statutes 15-15-802 and 15-803, however, firmly places the responsibility for attendance on a child's parent(s)/guardian(s).

1. A parent/guardian should contact the schools 24hr. absence reporting line prior to the beginning of the school day when the student will be absent.
2. All unreported absences will be reported as "unknown" absences. The school will attempt to contact parents/guardians within the first two hours of the school day, in order to ensure student safety and in an attempt to document an absence reason (ARS-15-807).
3. Pursuit to ARS 15-803, a child can only be excused when he/she is accompanied by a parent/guardian or a parent authorized by a parent/guardian.
4. A parent/guardian is the only person who can verify an unknown absence. Unknown absence may be verified by the parent/guardian by phone, in person or in writing to the school office within twenty-four hours of a student returning to school from an absence.
5. Any absence that has not been verified by parent/guardian within twenty-four hours will be considered unexcused.
6. A student who independently chooses not to attend school is considered truant and cannot be excused by the parent. This is classified as leaving the campus without **"Authorization / Unauthorized Absence"** on the Discipline Matrix, included in the Parent/Student Handbook.
7. When a student is excessively absent, disciplinary action will occur, based on the Discipline Matrix provided in the Parent/Student Handbook. This is classified as "unexcused absence."
8. If your child is leaving early for an appointment, he/she must check out through the attendance office.

D. CAFETERIA RULES

Walk to the cafeteria quietly.

Avoid running, excessive noise, "horse play", or other disruptive behavior.

Be courteous to the cafeteria staff.

Wait your turn without pushing or shoving.

Leave your lunch area clean. Dispose trash properly.

E. CHANGE OF ADDRESS AND PHONE NUMBERS

Inform the registrar or the front office for any changes in address or phone numbers as soon as possible. It is the parents or guardians responsibility to report these changes.

F. CHECK OUT POLICY

Only individuals designated on a student's enrolment form are allowed to check out students. Proof of identification is also required. These rules apply to all students since the District assumes legal responsibility for all children in school, without exception.

Upon the student's return, s/he must submit a note, from parents or guardian, with a verifiable phone number for the time period the student was checked out. This note will be used for the student to obtain an admit slip for an excused absence. In situations when parent/s or legal guardian authorizes another person other than those listed on the student's enrolment form, must call the Principal or Assistant Principal for approval. The authorized person must submit a note from the parent or guardian with a contact number and proof of identity.

G. CLASSROOM RULES

Compliance with any classroom rules, policies, or procedures established by a teacher are required of every student. Class rules are based on PBIS Expectations.

H. GENERAL CONDUCT

Student Responsibilities

All students have the right to learn, and no student has the right to disrupt the learning activities of others. Conduct which interferes in any way with the right of a student to learn and the right of a teacher to teach will result in appropriate disciplinary action. In accordance with the Student Code of Conduct it is the responsibility of students to:

- Attend school to receive an education. Schools cannot educate students who do not attend school. Students must attend school daily unless ill or legally excused.
- Be on time for all classes. Students who enter the classroom after the lesson has begun are interfering with the right of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work.
- Must come to class with necessary materials. A student should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.
- Complete all in-class and homework assignments and meet all deadlines. The full responsibility of successful instruction does not solely rest on the teacher. Education cannot be effective unless students participate in class and complete all assignments.
- Obey school rules and school personnel. No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our school.
- Cooperate with school staff. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
- Respect the person and property of others. Treat people and their property with respect.
- Respect public property. The school is a community investment and resource for young people. People who damage school property will be held responsible.
- Make sure school correspondence reaches parents.

I. HALL PASS

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, lunchtime, passing periods between classes, and after school. Interruption of instructional time must be avoided as much as possible.

All staff is responsible for reporting students who are outside of class without a pass during instructional time by notifying the Principal's Office.

Every effort must be made to minimize interruption of instructional time. However, in the event that a student is required to leave the classroom during class, the following policy must be enforced:

Every student who leaves the classroom during instructional time **MUST**:

- Have a Binder Pass in his/her possession
- A current school ID once these have been issued
- Comply with the "Ten Minute Rule," which states that no passes are valid during the first and/or the last ten minutes of class

J. HEALTH SERVICES

The Health Office will follow Arizona Immunization Requirements as part of admission requirements. Students must have proof of all required immunizations, or a valid exemption, in order to attend school. Arizona Revised Statutes §15-871-874; and Arizona Administrative Code, R9-6-701–708.

All prescription and over the counter medication must be stored in the health office. Forms are available in the Health Office if medication is needed during the school day. Each bottle of medication must be in its original container and the medication form filled out and on file in the Health Office. Unless specifically authorized, students are not to be in possession of any medication. (Note: Medication is not to be shared with other students. Failure to follow these rules could lead to other consequences including suspension or expulsion, according to district policies.)

I. PARKING

Driving to school is a privilege given to students by the San Carlos School District School Board. Serious and continuous violations of the student conduct code, including the driving and parking lot policies, will result in the loss of driving privileges.

- Parking privileges are awarded only upon presentation of a valid driver's license, vehicle registration, proof of insurance, as well as documentation of parent/guardian's consent.
- Student vehicles must be registered and have a parking permit properly displayed before driving any car to school.
- Parking permits may not be transferred from the registered vehicle to another vehicle. Each vehicle you drive must have its own parking permit.

- Student drivers are expected to be in school on time and not leave before their dismissal.
- Student drivers must abide by state and local traffic laws at all times on school property. They should comply with the 15 mph speed limit on school property.
- Student drivers may not return to their vehicles or move them during the school day without administrative permission.

J. TRIPS

School-sponsored field trips are considered to be an extension of the school day with students, teachers and chaperones serving as ambassadors for their school and the District. As such, students, teachers and chaperones are expected to conduct themselves according to standards of behavior that comply with school and District rules, contribute to individual and group safety, secure maximum educational benefits, and maintain positive public relations about SCSS students, schools, and District.

Permission for field trips must be in written form only. Without a signed permission slip, the student may not attend the field trip. Trip leaders are responsible for seeing that permission slips are filled out completely and signed by the parent or guardian.

K. VISITORS

SCSS encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- All visitors to the school must report to the Main Office upon arrival at the school. They are required to register and state the purpose of their visit.
- Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

II. COUNSELING DEPARTMENT

A. ASSESSMENTS

- San Carlos Secondary School students participate in Benchmark testing quarterly.
- The Az-Merit test is given yearly during the fourth quarter.
- A Civics Test is given to Juniors and Seniors who did not pass the test their Junior Year.

B. Classification of Students

Students are classified, in what is termed as their cohort, as Freshmen, Sophomores, Juniors, or Seniors. The State of Arizona requires that the student be promoted with their cohort, regardless of the number of credits earned. If a student has been in high school for two years, they are considered a sophomore, even if they have only three (3) credits. This assists the school and the state in identifying and tracking students who are not academically progressing at a normal pace. This designation does not guarantee that the student is on track to graduate.

Example 1: Student A is designated as a senior and has 18 credits going into senior year. This student is ON PACE to graduate. The student must still successfully complete the remaining six (6) credits for the school year.

Example 2: Student B is designated as a senior with 14 credits going into senior year. This student is not ON PACE to graduate. The student must successfully complete the remaining six (6) credits for the school year AND must also complete the two (2) missing credits s/he are behind with. This student has a high probability of not graduating.

C. EARLY COLLEGE / DUAL ENROLMENT

Students on the Early College / Dual Enrolment program earns credit at both the high school and college levels. Enrolment is acceptable provided that the student has prior approval from the counselor and the administration, and as maybe necessary, take the ACCUPLACER test.

D. COURSE CREDITS

One high school credit is granted for work completed in a subject over the course of a school year, e.g. Algebra 1, August-May, equals one (1) credit. One-half credit is granted for work completed in a subject over the course of a semester, e.g., Algebra 1, August-December or January-May, equals .5 credit. Standardized test scores, such as SAT and ACT, can be used to replace or meet course completion requirements; thus allowing credit by examination. This will be upon the principal's discretion.

E. CREDIT CHECKS

Credits are important since they determine if a student will graduate. At the beginning of each semester, students with their parents or guardian should meet with their counselor to verify credits earned and credits needed to continue progressing toward graduation. School counselors will inform students and their parents or guardian at least twice per year of students' progress toward graduation. Students will be called in to the Counseling Office every 18 weeks for an update of their current credit status.

F. GRADE CHECK

Students can obtain a grade check from their counselor to take home to a parent or guardian at their own initiative. Parents can log on to PowerSchool to access their student's grades. Usernames and passwords can be obtained from the District Office. Grade checks are also required for some school-sponsored activities. Students with failing grades in any course will not be permitted to participate in any school-sponsored activities.

G. FOUR-YEAR ACADEMIC PLAN

To ensure student success, students and their counselor will develop a four-year academic plan (ECAP) that reflect each student's academic and career goals. Counselors will advise students and parents on courses required for graduation and help select elective courses that support those individual goals. Students who wish guidance in planning their school curriculum or in setting career goals should meet with their counselor.

H. GRADUATION REQUIREMENTS

The State of Arizona requires that a student must earn a minimum of 23 credits in specific coursework to qualify for graduation. Participation in commencement exercises at San Carlos High School is based on successful completion of this requirement. These credits may be earned as follows:

- Successful completion of subject area course requirement, as set forth in A.A.C. R7-2-302-04.
- Completion of ALL graduation requirement before the commencement exercises. Students with incomplete requirements will not be allowed to march.
- Students who wish to graduate mid-year must meet with their counselor well in advance of completing these requirements. They may participate in the commencement exercises held in May if they so desire. It is the student's and parents' or guardian's responsibility to make sure the student is meeting all requirements.

III. EDUCATIONAL PLANNING

Subject	Credits	Description
English	4	English must include literature and have a substantial emphasis on grammar and composition. Courses such as journalism, business communications, and speech, for example may improve a student's ability in English, but they are not devoted exclusively to the study of English and may not be substituted for a regular English course.
Mathematics	4	Applicants must complete 4 high school credits in college preparatory mathematics including algebra i and ii, geometry, and culminating in 1 credit in advanced mathematics for which algebra 2 is a prerequisite. <i>It is strongly recommended that students take mathematics during their senior year of high school.</i>
Science	3	A Laboratory Science course is defined as a course in which at least 1 class period each week is devoted to providing an opportunity for students to manipulate equipment, materials, or specimens, to develop skills in observation and analysis, and to discover, demonstrate, illustrate, or test scientific principles or concepts, such as chemistry, physics, earth sciences and biology.
Social Studies	2	Applicants must demonstrate competency in Social Science by completing at least 1 year of study in American History and at least 1 additional year of study in 1 other social science field such as: European or World History, Economics, Sociology, Geography, Government, Psychology, or Anthropology.
Foreign Language	2	Applicants must demonstrate competency in a Second Language by completing 2 high school credits in the same Second Language.
Fine Arts or CTE	1	Fine Arts courses are defined as those that provide the opportunity to gain experience and knowledge in the production and performance; analysis, interpretation, and evaluation; and historical and cultural aspects of the visual and performing arts. Courses must combine theory and practice and include critical thinking skills. Competency may be demonstrated by completing 1 high school credit in a CTE course.

Program of Studies

The purpose of the Program of Studies is to outline the minimum content required for all students before graduating from San Carlos Secondary School. Every year, new features are added to this Program of Studies and new courses are added to the offerings at San Carlos Secondary School. Students are encouraged to work with their parents, school guidance counselor, and teachers to develop an educational plan related to high school course selection. Every student at San Carlos Secondary School will also utilize Career Cruising as a seamless integration into the career and education planning process.

Education Career Action Plan (ECAP)

On February 25, 2008 the Arizona State Board of Education approved Education and Career Action Plans for all Arizona Students grades 9-12 ([R7-2-302.05](#)). We, as educators, believe that integrating an Education and Career Action Plan (ECAP) process into all facets of the school experience enables students to be lifelong learners and problem-solvers, developing and applying 21st Century technologies and work place postsecondary requirements.

Four-Year University Admission Requirement

The Arizona Board of Regents has established an admission criteria to the three state universities (Arizona State University, University of Arizona and Northern Arizona University). This can be viewed in more detail at the Board website or can be retrieved using the following link:

<https://public.azregents.edu/Policy%20Manual/2-121%20Undergraduate%20Admission.pdf>

Students who graduate from San Carlos Secondary School must complete a minimum of 23 credits to qualify for a diploma from the San Carlos Unified School District. The requirements will be consistent with the Arizona Department of Education Minimum Course of Study and Competency Requirements for Graduation from High School Beginning with the Graduation Class of 2013 (R7-2-302.02)

In 2015, the Arizona legislature passed the American Civics Act (House Bill 2064) that requires, beginning with the graduating class of 2017, to pass a civics test based on the United States Immigration and Naturalization civics questions. Students will be required to score 60% or higher in order to graduate from high school or obtain a high school equivalency certificate.

Subject Area	Required Credits	Courses Offered
English	4	English 9 English 10 English 11 English 12
Mathematics	4	Algebra 1 Geometry Algebra 2 Probability and Statistics Calculus Consumer Math
Science	3	Physical Science Biology

		Physics
Social Studies	4	Apache Language World History American History Government (1/2 credit) Economics (1/2 credit)
Fine Arts or CTE	1	CTE Programs: Agribusiness Systems (4 credits) Business Operations Support and Assistant Services (2 credits) Construction Technologies (2 credits) Culinary Arts (2 credits) Hospitality Management (2 credits)
Electives	7	PE (1 credit required)

Annual Credit Requirement

All students are required to be enrolled in a minimum of seven (7) credits per year or 3 ½ credits per semester. Seniors must enroll in enough courses during the senior year to meet requirements to acquire the 23 credits. Variance will have to be approved by the Principal. Students who have not earned enough credits to be promoted will be notified by a counselor at the end of each school year. If students are able to successfully make up their credit deficiency through work in the following school year, they may re-join their original class provided the credits for the make-up courses are completed before the start of the school year. There are no mid-year promotions.

An academic course follows an appropriate curriculum prescribed by each department to develop thinking skills using a moderate pace. Academic courses prepare students to meet Arizona graduation requirements and future study. Students enrolled in an academic course undertake an appropriate workload that involves reading, writing, and problem solving. Essential to success in academic courses is the ability to learn through guided instruction.

CAREER & TECHNICAL EDUCATION

Career and Technical Education (CTE) is intended to help Arizona high schools support and prepare students in the acquisition of demanding, industry-based technical and academic knowledge and skills, needed for success in high school and postsecondary preparation, for demand-driven careers

Students are encouraged to choose a CTE Program of Study while they're in high school. Currently San Carlos Secondary offers the following:

1. Agribusiness

- Introduction to Applied Biological Systems
- Applied Biological Systems
- Agriscience
- Agribusiness Systems
- 2. Culinary Arts
 - Fundamentals of Culinary Arts/Culinary Arts Principles
 - Culinary Arts Applications
- 3. Hospitality Management
 - Fundamentals of Hospitality Management
 - Hospitality Management Applications
- 4. Business Operations Support and Assistant Services
 - Fundamentals of Business Operations Support and Assistant Services
 - Advanced Business Operations Support and Assistant Services
- 5. Construction Technologies
 - Construction Technologies Core Curriculum
 - Advanced Construction Technologies

GRAPHIC DESIGN may also be offered beginning 2018-2019.

The following are central programs at the Cobre Valley Institute of Technology (CVIT):

- 1. Fire Science
 - Fire Science I
 - Fire Science II
 - Fire Science III
 - Fire Science IV
- 2. Electrical and Instrumentation
 - Electrical and Instrumentation I
 - Electrical and Instrumentation II
 - Electrical and Instrumentation III
 - Electrical and Instrumentation IV
- 3. Nursing Assistant
 - Nursing Assistant I
 - Nursing Assistant II
 - Nursing Assistant III
 - Nursing Assistant IV
- 4. Medical Assistant
 - Medical Assistant I
 - Medical Assistant II
 - Medical Assistant III
 - Medical Assistant IV
- 5. Welding Technology



- Welding Technology I
- Welding Technology II
- Welding Technology III
- Welding Technology IV
- 6. Graphic Design
 - Graphic Design I
 - Graphic Design II
 - Graphic Design III
 - Graphic Design IV
- 7. Cosmetology
 - Cosmetology I
 - Cosmetology II
 - Cosmetology III
 - Cosmetology IV
- 8. Pre-Engineering Geology
 - Pre-Engineering Geology I
 - Pre-Engineering Geology II
 - Pre-Engineering Geology III

NOTICE OF NONDISCRIMINATION IN CAREER AND TECHNICAL EDUCATION PROGRAMS

The San Carlos Unified School District does not discriminate on the basis of race, color, national origin, sex or handicap in its Career and Technical Education programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

AVID (ADVANCEMENT VIA INDIVIDUAL DETERMINATION)

AVID is a program that will help develop learning, study and academic behavior of students. Through AVID, students will develop their skills in the writing process, collaborative learning, inquiry questioning and reading critically. These, skills, which are the core strategies of the program, will enable students to be more prepared and be successful in college and move on to their chosen careers.

ACADEMIC COUNSELING

School Counselors at the Counseling Center provide students with information about educational opportunities available to them, including options for military service. They can help students set up for various testing programs such as ACT and ASVAB. Information of possible financial aids and possibilities of various career paths are also available at the Counseling Center. It is the school's goal to ensure student are college and career ready.

Honor Roll I-7150 © IKD

High school students earning a 3.0 grade average will be eligible for honor roll. If a student receives an "F" or "D" grade, they will be disqualified for that specific grading period. A high school student

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals.

Honor rolls will be used in grades (7) through twelve (12). The Superintendent will establish the minimum achievement level for all honor rolls, and such determination may be subject to Board approval. Students will be informed of the honor roll system and instructed to ensure an understanding of the specific grades and methods used to compute the honor roll formula.

The District will promote public recognition of students who have attained honor roll status.

must be enrolled in a minimum of four subjects and grades in all courses to be considered.

Valedictorian and Salutatorian – I-7475 © IKFBA

Valedictorian and Salutatorian are students that have the highest and 2nd highest grade point average over four years of high school. The student(s) must also meet the San Carlos District Board Policy requirements to be eligible for consideration. Per Board Policy IKFB, students eligible to be designated valedictorian or salutatorian must be enrolled at San Carlos Secondary School for their entire junior and senior years.

V. GRADING PROCEDURES

I-6700 © IKA

A district-developed grading system will be utilized. Teachers will keep a careful record of the grades assigned to students.

Written reports to the parents concerning student achievement will be made every nine (9) weeks by the teacher, and additional written reports will be made when necessary. An average of two (2) grades per week should be kept in numerical values in the teacher's grade book for each subject. Teachers will confer with parents when necessary concerning academic progress and discipline of students.

Teachers will report to parents on students' conduct, scholarship, attendance, or excessive tardiness. Parents should also pay particular attention to any interim grade notices, and have online access to daily updated grades via PowerSchool. Students receive credit for any courses they pass, and must re-take any courses they fail.

Final examinations may be used as evaluation of student achievement when they are conducted in such a way that they effectively evaluate the achievement of the goals and objectives on which learning activities have been based.

SPECIAL EDUCATION

Grades reporting achievement of special education students not taking regular education classes shall be given on a basis commensurate with the students' abilities and based on their individual progress rather than in competition with classmates. The permanent record cards for such students shall indicate enrollment in special education for those classes.

Parents of special education students shall be counseled regarding the significance of the grading system in order to avoid misinterpretation of the achievement grade

GRADING SYSTEM

- | | |
|-----------|--|
| A | This mark indicates the student has done work in quality and quantity far in excess of the standards set forth for a satisfactory grade in the course. |
| B | This mark indicates that the student is doing work in quality and quantity above the standards set forth for a passing grade in the course. |
| C | This mark is a satisfactory passing grade. It indicates that the student is acquiring the necessary information to proceed in the subject. He/she is meeting the standards set for a passing grade in the course. |
| D | This mark indicates that the student is not effectively mastering the work assigned but has sufficient understanding of the subject to justify the opinion that more growth will result from advancement than from repetition of the course. |
| F | This mark is insufficient progress in the subject to merit granting of credit in the course. |
| NC | This is given to students who have excessive absences. |
| I | The grade of I indicates that the work in the subject is not complete and that proper credit can be earned by doing certain work as indicated by the instructor giving the |

proper grade. When the work is properly completed, the teacher will enter the grade. An incomplete must be made up within two weeks unless special conditions are worked out with the teacher and principal. If it is not made up, the grade for the incomplete work will be given "0%" and term grade will be averaged with the previous scores and the "0%".

"Pass/Fail Grades" This is given to students who are repeating a class or serving as teacher aide, or work study program.

A student successfully completes a course /subject if she/he earns at least a letter grade of "D" in grades 7-12. Under preapproved circumstances student may earn a pass or fail grade for credit. (Note: A Pass or Fail grade is not calculated into the cumulative grade point average.)

Grade Point Average Calculation

Each grade is assigned a point value. A's are worth 4 points, B's are worth 3 points, C's are worth 2 points, D's are worth 1 point, and F's are worth 0 points. NC's are not counted and are treated as if the course were never taken. For the grade point average, the number of points earned is totaled, and then divided by the total number of grades. The table below helps you calculate GPA. Use only semester grades for this calculation.

- **STEP 1:** Multiply the number of each letter grade by the number of points

NUMBER OF A's _____ X 4= _____

NUMBER OF B's _____ X 3= _____

NUMBER OF C's _____ X 2= _____

NUMBER OF D's _____ X 1= _____

NUMBER OF F's _____ X 0= _____

- **STEP 2:** Add the total number of GRADES (add the numbers in the left column above).

GRADES TOTAL: _____

- **STEP 3:** ADD THE TOTAL NUMBER OF points (add the numbers in the right column above).

POINTS TOTAL: _____

- **STEP 4:** Divide the POINTS TOTAL BY THE GRADES TOTAL.

POINTS TOTAL _____ / GRADE TOTAL _____ = GPA _____

- These grade points are assigned to grades

<u>Grade</u>	<u>Numeric Range</u>	<u>GPA</u>
A	90.00% to 100%	4.0
B	80.00% to 89.00%	3.0
C	70.00% to 79.00%	2.0
D	60.00% to 69.00%	1.0
F	0.0% to 59.00%	0.0

The student should understand the grading system thoroughly, such as, the content on which the grade for the course depends, the **weight attached to various components** (e.g. *Classwork, Project and etc.*), the **letter grade**, and the **meaning of the final letter grade** that will be sent home as a report to the parent.

Standard for Grading	Weights
A. Test/Summative Assessment (i.e. <i>Unit Test, Chapter Test, Long Test, etc.</i>)	30%
B. Quiz/Formative Assessment (i.e. <i>Exit ticket, Drill, Short Quiz, etc.</i>)	30%
C. Classwork (i.e. <i>Independent work, Pair Work, Group Work, Homework, etc.</i>)	20%
D. Project (<i>Science Lab Experiments, Portfolios, Research work, Presentations, etc.</i>)	20%
Weighted Average Grade	100%

POWERSCHOOL

PowerSchool is the ideal, web-based program that provides administrator, teachers, parents and students with easily accessible information on each student. Student success demands the efforts of the entire school community, superintendent, principals, teachers, parents and, of course, students. Please contact the attendance office to obtain a username and password to access our student's information.

PowerSchool reports are mailed to all students' household every three weeks updating tardies, absences and grades. This will not constitute a grade report, only a brief reference to the student's recent progress and current status in each class.

TRANSCRIPTS

All courses, corresponding grades, and credits earned are maintained on a permanent record for each student. Those courses, grades and credits earned each year comprise a student's official transcript. Official transcripts may be sent to colleges, future employers, or other agencies upon formal request to the registrar.

High school transcripts are legal documents and may not be amended, except to correct grade errors, once courses and grades have been entered.

SPECIAL PROGRAMS & SCHEDULING OPPORTUNITIES

National Honor Society

National Honor Society is a service organization consisting of outstanding juniors and seniors who are chosen on the basis of scholarship character, service and leadership. Names of students eligible scholastically are submitted to a faculty committee for final selection. Those eligible must have an overall GPA of 3.0 or better with no failing grades.

Correspondence Course

The purpose of correspondence is to meet the special needs of students as approved by the school's administration. Paramount consideration will be given to the student's record in completing independent studies. To be approved, correspondence programs must be accredited. Courses must be proctored by certified staff. Application for approval of other programs may be done through the counselor and principal. Correspondence courses may be used for credit recovery.

College Course Work

This program is designed to give eligible students currently enrolled in the San Carlos School District the opportunity to receive credit for certain courses through accredited institution of higher education, especially those available through intergovernmental agreements made by the school. Courses that offer credit in both high school and college are considered dual credit courses.

Transfer Credits

When a student who was previously enrolled in a school district, private school or charter school enrolls, the school will accept credits earned by the student in courses or instructional programs offered at the school. However, the governing board can adopt a policy for determining whether a credit previously earned by a student will be assigned as an elective or core credit. Within ten school days after receiving the list, a student can request to take an exam (which is to be designed and evaluated by a teacher who teaches the subject matter on which the exam is based) in each course

in which core credit has been denied. The credit in question will be accepted as a core credit for each course in which the student receives a passing score on the exam designed for that subject.

Special Needs Program

Arizona Special Education Law and the Federal Individuals with Disabilities Act (IDEA) require specially designed instruction or related services to all students who are found to be eligible. Students qualify for special education services after exploring three areas. First, a determination of a handicapping condition or disability must be present. Second, the TEAM must determine if there is a lack of effective progress. Lastly, the TEAM must determine if the lack of progress is due to the student's disability.

If determined eligible to receive services, an Individualized Education Program (IEP) is written. This IEP will either call for specially designed instruction or related services such as Occupational Therapy, Physical Therapy or Speech Therapy. State and Federal laws continue to call for the provision of services in the Least Restrictive Environment.

Cooperative Education

Cooperative education offers dual credit for students who have completed a sequence of Career & Technical Education (CTE) program with a clear career objective. The design is to give students the opportunity to learn through supervised work experiences, the courses integrated students' educational activities with on the job learning opportunities and college preparation.

Meeting with the Coordinator are designed to assist students in identifying activities (competencies they will complete on the job, learning job survival can improve skills and develop effective human relations and communications skills).

In addition to work experience, the program helps students prepare for college, select a college, ease the transition to college, and manage the changes in your life that occur during college.

Teacher Assistant I-6100 IJNA

The purpose of Teacher Assistant shall be to provide follow-up activities to instruction by the teacher or to free the teacher from routine tasks and permit the teacher to work on follow-up instructional tasks. The responsibilities for supervision and evaluation of instructional aides will be as assigned by the Superintendent.

The credit earned for one (1) semester assignment as a Teacher Assistant shall be one-half (1/2) unit. In addition, a student may earn a maximum of one (1) unit of Teacher Assistant credit to fulfill graduation requirements at San Carlos Secondary School.

Early Graduation I-7400 © IKFA

The Board will authorize early high school completion in order to meet career goals for selected students. Students desiring early graduation must submit a written request to the high school principal during the first half of the semester preceeding the semester of desired completion. The principal may accept requests after this date in special circumstances. The request must contain the reasons for the request and the written approval of the student's parents or guardian. All graduation requirements must be met by the early completion date.

The Superintendent will establish procedures to evaluate each request and will ensure that the parents or guardian are informed of any restrictions or limitations to be placed on the student in the event the request is approved, including restrictions on extra-curricular activities.

Diplomas normally will be awarded only at the completion of the spring semester. However, final transcripts will be provided as soon as the high school requirements have been met.

The District shall notify the Arizona Department of Education and the Commission for Postsecondary Education when a student graduates at least one (1) year before the student's scheduled graduation date.

Applicants for early graduation (i.e. those who wish to accelerate and complete graduation requirements in less than four year) should make requests in writing to the counselor by October 1 of the junior year. The counselor and the principal will consider the request and forward it to the superintendent.

Students should contact the counseling office for more information.

GENERAL GUIDELINES

Locks & Lockers

Locker may be made available to deserving students based on recommendation from administration. Only school locks are authorized on lockers. Students are advised to keep lockers locked. Students are not to share lockers or lock combinations. Lockers are provided for storage of books and school supplies. Students are advised not to store personal items such as jewelry, electronic devices, money, etc. The school is not responsible for articles lost or stolen from lockers. Lockers are school property and the school reserves the right to inspect/search lockers at anytime.

Lost and Found

Students are responsible for their personal property and all school property personally issued to them for their use. Do not leave books, purses, backpacks and other valuables unattended. Do not carry large sums of money to school. If you should you find a private or school property item take it to the lost and found in the parent/student center. In the event, you have a lost property check in the lost and found to see if your article has been turned in. Personal items unclaimed at the end of the school year will be turned over to a welfare organization at the end of the school year. Students who have lost or damaged or stolen property must file a written report in the administration office. The administration will attempt to retrieve lost or stolen property and/or punish those found guilty of damage to other's property. However, all personal property is the responsibility of the owner. The school assumes no responsibility for any personal property that is brought to school.

Student Dances

Clubs, organizations, and classes are encouraged to sponsor dances throughout the school year. School dances are for all San Carlos Secondary School students and their guest. Club requests for dances, sales and other student activities must be approved by the Student Council and cleared on the Principal's calendar at least two weeks prior to the event. If the dance is held in an offsite venue, all rules and regulations are in effect as if the student were on campus.

Pursuant to the student handbook and other school guidelines, the school may, from time to time, permit SCSS students to bring out-of-school guests to Homecoming, Winter Ball or Prom.

1. The SCSS student must be currently enrolled, in good academic standing, and not currently on suspension or any other restriction.
2. The guest must be a student in good standing at a high school, or a recent graduate of SCSS, and must be under the age of twenty-one.
3. The required request form, including all signatures required on the reverse, must be filed with the SCSS Vice Principal no later than end-of-school on the Friday one week prior to the event. Signatures may be faxed or emailed, but the SCSS student is solely responsible for submitting the completed request.
4. The application must include a photocopy of the SCSS student's school ID, a photocopy of the proposed guest's school ID, the signature of a principal or school administrator on this form, and the signatures of both students and their parents or guardians. If the proposed guest is a recent graduate of SCSS, his/her name and date of graduation must be included.
5. The Vice Principal will render a decision on each application, and will post a list of approved guests in the front office by end-of-school on the Tuesday of the event week. The Vice Principal may require additional information, and is explicitly authorized to contact the proposed guest's school if that is deemed appropriate.
6. If the request is denied, the SCSS student may appeal to the site principal no later than end-of-school on Wednesday; the site principal's decision will be final.
7. Failure to meet any of these deadlines, or submission of an incomplete request, will result in automatic denial.
8. Approved guests may only enter the event with their SCSS host/hostess, and must remain with their SCSS host/hostess throughout the event.
9. SCSS's primary responsibility is the safety, well-being and education of our students. All decisions will be made with this in mind, and the school reserves the right to refuse approval for any reason related to the particular SCSS student and/or the proposed guest, for reasons generally related to the event or other school-wide concerns, or for no reason at all.

V. CLUBS AND ORGANIZATIONS

Students must have full-time status at San Carlos High School in order to participate in any extra-curricular activity or hold any leadership office of any class, club or organization associated with the school.

Among the student organizations and clubs in the school for school year 2018 – 2019 are::

- Student Council
- Grade level clubs (Seniors, Juniors, Sophomores, and Freshmen)

- National Honor Society
- Robotics Club
- Rodeo Club
- Chess Club
- Future Farmers of America (FFA)
- Future Business Leaders of America (FBLA)
- Family, Career and Consumer Leaders of America (FCCLA)
- Yearbook
- Cheer Squad

Clubs and Organizational Meetings

All clubs must meet the guidelines of the student council's constitution. Clubs schedule their meetings at lunchtime or after school. All meetings are scheduled with the approval of the organization or club sponsor. The qualification for holding an office position is listed in the Constitution. If you are interested in running for an office see the Student Council advisor.

Career and Technical Student Organizations (CTSOs)

Career and Technical Student Organizations (CTSOs) are an integral part of the Career and Technical Education (CTE) programs offered in Arizona Schools and CTE Centers. CTSOs provide students with the opportunity to gain leadership and life skills as part of their career and technical education programs. These skills include decision making, problem solving, critical thinking, and teamwork essential for successful job performance and community service.

The three CTSO that are currently operating in SCSS are the FFA, FBLA and FCCLA.

Emergency Drills

Emergency drills (i.e. fire drills, lockdowns, evacuation) will be held regularly during the school year. It is important to follow procedures given until the drill has ended.

Electronic Information Services (IJNDB-R)

Students are provided electronic information services (EIS) to ensure enhance student learning. Use of the EIS will be subject to guideless and procedures. Any misuse, abuse or failure to follow guidelines will be subject to disciplinary actions.

Loss of Credit

1. A student who has been absent ten (10) or more times, either excused or unexcused, per semester may not receive academic credit for that class. (A.R. S. 15-802, 15-803).
2. An appeal process is in place for those students who have extenuating circumstances.
3. Please note that official documentation, such as doctor's note will be required to file an appeal.
4. Students who are under the age of 18 and have ten or more absences may be cited to court for extensive absences.
5. Parents will be notified by mail when students accumulate 3, 5, 8 and 10 absences.

Tardy Procedure

A student arriving in the classroom after the academic day begins presents a significant distraction to the educational process.

1. A tardy for attendance purposes is defined as any student who is not inside the classroom when the tardy bell stops ringing.
2. Students carrying a pass from a school staff member are classified as tardy excused, and will be sent to class.
3. Students who are unexcused tardy will be admitted to class with the minor infraction discipline process immediately initiated

Chronic Illness Procedure

ARS 15-346 provides for adjunct recommendations for students with chronic health problems. This is defined as "...pupils who are unable to attend regular classes for intermittent periods of one or more consecutive days because of illness, disease, or accident but who are not homebound.

ARS 15-901 provides for at home instruction for students with chronic health problems. This is defined as a "...pupil who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor and who is certified by that doctor as being unable to attend regular classes for periods of not less than three school months or a pupil who is ...unable to attend regular classes for intermittent periods of time totaling three school months during the school year.

Students with existing chronic illness conditions should obtain chronic illness request forms from the San Carlos District Nurse's Office at the beginning of the school year. When a new chronic illness is diagnosed please notify the San Carlos District Nurse to obtain the chronic illness forms. The Medical Certification Report must be completed by a licensed MD, DO or podiatrist and is returned to the nurse's office. Once received, a meeting will be scheduled for a chronic illness plan.

In order for the chronic illness status to override the excessive absence rule the parent must report the absences according to regular attendance reporting procedures. This status allows teachers and the student to work out a manageable method of completing work. **A student requesting chronic illness after nine (9) absences will be considered only after completed medical documentation is received.** If your student is absent from school due to chronic illness it would be expected that they would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence.

COURSE CATALOG 2018-2019

ENGLISH

English 9 SEM 1

AZ01001 - English/Language Arts I (9th grade) - Part 1

This is the first part of a two-course cycle, credit will be granted after completion of the second part (AZ01039)

English/Language Arts I (9th grade) course is built upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and includes the four aspects of language use: reading, writing, speaking, and listening. Introducing and defining various genres of literature, with writing exercises linked to reading selections.

Prerequisite: Successful completion of Grade 8 course of study.

Carnegie Unit: 60 seat time hours

English 9 SEM 2

AZ01039 - English/Language Arts I (9th grade) - Part 2

English/Language Arts I (9th grade) is mapped to AzMERIT End of Course (EOC) ELA 9 assessment.

English/Language Arts I (9th grade) course is built upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and includes the four aspects of language use: reading, writing, speaking, and listening. Introducing and defining various genres of literature, with writing exercises linked to reading selections.

Prerequisite: Successful completion of AZ01001 - English/Language Arts I (9th grade) - Part 1 or AZ01013 - Alternate ELA I (9th Grade) - Part 1

Carnegie Unit: 60 seat time hours

English 9 Apex SEM 1

AZ01013 - Alternate ELA I (9th Grade) - Part 1

Alternate ELA I (9th Grade) course is built upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and includes the four aspects of language use: reading, writing, speaking, and listening. Introducing and defining various genres of literature, with writing exercises linked to reading selections. This self-paced course is offered electronically.

Prerequisite: Successful completion of Grade 8 course of study.

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

English 9 Apex SEM 2

AZ01036- Alternate ELA I (9th Grade) - Part 2

Alternate English/Language Arts (9th grade) is mapped to AzMERIT End of Course (EOC) ELA 9 assessment.

Alternate ELA I (9th Grade) course is built upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and includes the four aspects of language use: reading, writing, speaking, and listening. Introducing and defining various genres of literature, with writing exercises linked to reading selections. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ01001 - English/Language Arts I (9th grade) - Part 1 or AZ01013 - Alternate ELA I (9th Grade) - Part 1
Carnegie Unit: 60 seat time hours
Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

English 10 SEM 1

AZ01002 - English/Language Arts II (10th grade) -Part 1

This is the first part of a two-course cycle, credit will be granted after completion of the second part. (AZ01040)

English/Language Arts II (10th grade) offers a balanced focus on composition and literature. Students will learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.

Prerequisite: Successful completion of AZ01039 - English/Language Arts I (9th grade) - Part 2 or AZ01036- Alternate ELA I (9th Grade) - Part 2

Carnegie Unit: 60 seat time hours

English 10 SEM 2

AZ01040 - English/Language Arts II (10th grade) -Part 2

English/Language Arts II (10th grade) is mapped to AzMERIT End of Course (EOC) ELA 10 assessment.

English/Language Arts II (10th grade) offers a balanced focus on composition and literature. Students will learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.

Prerequisite: Successful completion of AZ01002 - English/Language Arts II (10th grade) -Part 1 or AZ01014 - Alternate ELA (10th Grade) Part 1

Carnegie Unit: 60 seat time hours

English 10 Apex SEM 1

AZ01014 - Alternate ELA (10th Grade) Part 1

This is the first part of a two-course cycle, credit will be granted after completion of the second part. (AZ01037)

English/Language Arts II (10th grade) offers a balanced focus on composition and literature. Students will learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ01039 - English/Language Arts I (9th grade) - Part 2 or AZ01036- Alternate ELA I (9th Grade) - Part 2

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

English 10 Apex SEM 2

AZ01037 - Alternate ELA (10th Grade) Part 2

This is the first part of a two-course cycle, credit will be granted after completion of the second part. (AZ01037)

English/Language Arts II (10th grade) offers a balanced focus on composition and literature. Students will learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ01002 - English/Language Arts II (10th grade) -Part 1 or AZ01014 - Alternate ELA (10th Grade) Part 1

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

English 11 SEM 1

AZ01003 - English/Language Arts III (11th grade) -Part 1

This is the first part of a two course cycle, credit will be granted after completion of the second part. (AZ01045)

English/Language Arts III (11th grade) continues to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses.

Prerequisite: Successful completion of AZ01040 - English/Language Arts II (10th grade) -Part 2 or AZ01037 - Alternate ELA (10th Grade) Part 2

Carnegie Unit: 60 seat time hours

English 11 SEM 2

AZ01045 - English/Language Arts III (11th grade) - Part 2

English/Language Arts III (11th grade) is mapped to AzMERIT End of Course (EOC) ELA 11 assessment.

English/Language Arts III (11th grade) continues to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses.

Prerequisite: Successful completion of AZ01003 - English/Language Arts III (11th grade) -Part 1 or AZ01015 - Alternate ELA (11th Grade) Part 1

Carnegie Unit: 60 seat time hours

English 11 Apex SEM 1

AZ01015 - Alternate ELA (11th Grade) Part 1

This is the first part of a two course cycle, credit will be granted after completion of the second part. (AZ01038)

English/Language Arts III (11th grade) continues to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often

form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ01040 - English/Language Arts II (10th grade) -Part 2 or AZ01037 - Alternate ELA (10th Grade) Part 2

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

English 11 Apex SEM 2

AZ01038 - Alternate ELA (11th Grade) - Part 2

English/Language Arts III (11th grade) is mapped to AzMERIT End of Course (EOC) ELA 11 assessment.

English/Language Arts III (11th grade) continues to develop students' writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ01003 - English/Language Arts III (11th grade) -Part 1 or AZ01015 - Alternate ELA (11th Grade) Part 1

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

English 12 SEM 1

AZ01004 - English/Language Arts IV (12th grade) Part 1

English/Language Arts IV (12th grade) blends composition and literature into a cohesive whole as students write critical and comparative analyses of selected literature, continuing to develop their language arts skills. Students primarily write multi-paragraph essays, but they may also write one or more major research papers.

Prerequisite: Successful completion of AZ01045 - English/Language Arts III (11th grade) -Part 2 or AZ01038 - Alternate ELA (11th Grade) Part 2

Carnegie Unit: 60 seat time hours

English 12 SEM 2

AZ01004 - English/Language Arts IV (12th grade) Part 2

English/Language Arts IV (12th grade) is not mapped to an AzMERIT End of Course (EOC) assessment.

English/Language Arts IV (12th grade) blends composition and literature into a cohesive whole as students write critical and comparative analyses of selected literature, continuing to develop their language arts skills. Students primarily write multi-paragraph essays, but they may also write one or more major research papers.

Prerequisite: Successful completion of AZ01004 - English/Language Arts IV (12th grade) – Part 1 or AZ01052 - English/Literature (juniors and seniors) Part 1

Carnegie Unit: 60 seat time hours

English Electives

AZ01999 – English Language and Literature—Tutorial

English Language and Literature—Tutorial assists students in acquiring the skills necessary to improve reading fluency and comprehension.

AZ01052 - English/Literature (juniors and seniors)

English/Literature (juniors and seniors) is not mapped to an AzMERIT End of Course (EOC) assessment.

English/Literature (juniors and seniors) emphasizes comprehension, discernment, and critical-thinking skills in the reading of texts and literature. Introducing and exploring more advanced literary techniques (irony, satire, humor, connotation, tone, rhythm, symbolism, and so on) through two or more literary genres, with the aim of creating sophisticated readers. Writing assignments are required as an additional method to develop and improve critical-thinking and analytic skills.

Prerequisite: Successful completion of AZ01045 - English/Language Arts III (11th grade) -Part 2 or AZ01038 - Alternate ELA (11th Grade) Part 2

Carnegie Unit: 60 seat time hours

AZ05053 - Drama—Comprehensive

Drama—Comprehensive is not mapped to an AzMERIT End of Course (EOC) assessment.

Drama—Comprehensive develops students' experience and skill in one or more aspects of theatrical production. This course is introductory in nature, providing an overview of the features of drama such as acting, set design, stage management, and so on.

Carnegie Unit: 60 seat time hours

AZ06829 - American Indian Literature

American Indian Literature is not mapped to an AzMERIT End of Course (EOC) assessment.

American Indian Literature places an emphasis on reading, understanding, and reacting in writing to literature written in a American Indian language.

Carnegie Unit: 60 seat time hours

AZ11151 - Digital Media Technology

These courses are designed to give students the skills necessary to support and enhance their learning about digital medial technology. Topics covered in the course may include internet research, copyright laws, web-publishing, use of digital imagery, electronic forums, newsgroups, mailing lists, presentation tools, and project planning.

AZ11101 - Journalism I

Journalism I is not mapped to an AzMERIT End of Course (EOC) assessment.

Journalism (associated with the production of a school newspaper, yearbook, or literary magazine) emphasizes writing style and technique as well as production values and organization. Journalism introduces students to the concepts of newsworthiness and press responsibility; developing students' skills in writing and editing stories, headlines, and captions; and teaches students the principles of production design, layout, and printing. Photography and photojournalism skills may be included.

Carnegie Unit: 60 seat time hours

AZ11102 - Journalism II

Journalism II is not mapped to an AzMERIT End of Course (EOC) assessment.

Journalism (associated with the production of a school newspaper, yearbook, or literary magazine) emphasizes writing style and technique as well as production values and organization. Journalism introduces students to the concepts of newsworthiness and press responsibility; developing students' skills in writing and editing stories, headlines, and captions; and teaches students the principles of production design, layout, and printing. Photography and photojournalism skills may be included.

Prerequisite: Successful completion of AZ11101 - Journalism I

Carnegie Unit: 60 seat time hours

AZ22007 - Advancement Via Individual Determination (AVID)

AVID courses encourage students to pursue college readiness (and eventual enrollment). Typically, the courses offer activities that enable students to learn organizational and study skills, enhance their critical thinking skills, receive academic assistance as necessary, and be motivated to aspire to college education. High School AVID Students receive support in the college/university application process including essay writing, financial aid, and scholarship applications.

MATHEMATICS

General Math SEM 1

AZ02002 - General Math Part 1

General Math reinforces and expands students' foundational math skills, such as arithmetic operations using rational numbers; area, perimeter, and volume of geometric figures, congruence and similarity, angle relationships, the Pythagorean theorem, the rectangular coordinate system, sets and logic, ratio and proportion, estimation, formulas, solving and graphing simple equations and inequalities.

Prerequisite: Successful completion of Grade 8 course of study

Carnegie Unit: 60 seat time hours

General Math SEM 2

AZ02002 - General Math Part 2

General Math is not mapped to AzMERIT End of Course (EOC) assessment.

General Math reinforces and expands students' foundational math skills, such as arithmetic operations using rational numbers; area, perimeter, and volume of geometric figures, congruence and similarity, angle relationships, the Pythagorean theorem, the rectangular coordinate system, sets and logic, ratio and proportion, estimation, formulas, solving and graphing simple equations and inequalities.

Prerequisite: Successful completion of AZ02002 - General Math Part 1

Carnegie Unit: 60 seat time hours

General Math Apex SEM 1

AZ02001 - Informal Mathematics Part 1

Informal Math is not mapped to AzMERIT End of Course (EOC) assessment.

Informal Mathematics emphasizes the teaching of mathematics as problem solving, communication, and reasoning, and highlights the connections among mathematical topics and between mathematics and other disciplines. This course approaches the teaching of general math, pre-algebra, and pre-geometry topics by applying numbers, and algebraic and geometric concepts and relationships to real world problems. This self-paced course is offered electronically.

Prerequisite: Successful completion of Grade 8 course of study

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

General Math Apex SEM 2

AZ02001 - Informal Mathematics Part 2

Informal Math is not mapped to AzMERIT End of Course (EOC) assessment.

Informal Mathematics emphasizes the teaching of mathematics as problem solving, communication, and reasoning, and highlights the connections among mathematical topics and between mathematics and other disciplines. This course approaches the teaching of general math, pre-algebra, and pre-geometry topics by applying numbers, and algebraic and geometric concepts and relationships to real world problems. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ02002 - General Math Part 1, or AZ02001 - Informal Mathematics Part 1

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

Algebra I SEM 1

AZ02052 - Algebra I - Part 1

This is the first part of a two-course cycle, credit will be granted after completion of the second part. (AZ02054)

Algebra I includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations.

Prerequisite: Successful completion of Grade 8 course of study. AZ02002 - General Math Part 2, or satisfactory score on mathematics placement assessment.

Carnegie Unit: 60 seat time hours

Algebra I SEM 2

AZ02054 - Algebra I—Part 2

Algebra I is mapped to AzMERIT End of Course (EOC) Algebra I assessment.

Algebra I Part 2 includes of properties of the real number system and operations, evaluating rational algebraic expressions, solving and graphing first degree equations and inequalities, translating word problems into equations, operations with and factoring of polynomials, and solving simple quadratics.

Prerequisite: Successful completion of AZ02052 - Algebra I - Part 1 or AZ02062 - Algebra I EOC - Part 1

Carnegie Unit: 60 seat time hours

Algebra I Apex SEM 1

AZ02062 - Algebra I EOC - Part 1

This is the first part of a two-course cycle, credit will be granted after completion of the second part. (AZ02065)

Algebra I EOC includes the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations. This self-paced course is offered electronically.

Prerequisite: Successful completion of Grade 8 course of study

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

Algebra I Apex SEM 2

AZ02065 - Algebra I EOC - Part 2

Algebra I EOC is mapped to AzMERIT End of Course (EOC) Algebra I assessment.

Algebra I EOC - Part 2 includes of properties of the real number system and operations, evaluating rational algebraic expressions, solving and graphing first degree equations and inequalities, translating word problems into equations, operations with and factoring of polynomials, and solving simple quadratics. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ02052 - Algebra I - Part 1 or AZ02062 - Algebra I EOC - Part 1

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

Geometry SEM 1

AZ02072 - Geometry - Part 1

This is the first part of a two-course cycle, credit will be granted after completion of the second part.(AZ02076)

Geometry emphasizes an abstract, formal approach to the study of geometry, including topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles.

Prerequisite: Successful completion of AZ02054 - Algebra I - Part 2 or AZ02065 - Algebra I EOC - Part 2

Carnegie Unit: 60 seat time hours

Geometry SEM 2

AZ02076 - Geometry - Part 2

Geometry is mapped to AzMERIT End of Course (EOC) Geometry assessment.

Geometry emphasizes an abstract, formal approach to the study of geometry, including topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles.

Prerequisite: Successful completion of AZ02072 - Geometry - Part 1 or

Carnegie Unit: 60 seat time hours

Geometry Apex SEM 1

AZ02063 - Geometry EOC - Part 1

This is the first part of a two-course cycle, credit will be granted after completion of the second part. (AZ02066)

Geometry EOC emphasizes an abstract, formal approach to the study of geometry, including topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ02054 - Algebra I - Part 2 or AZ02065 - Algebra I EOC - Part 2

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

Geometry Apex SEM 2

AZ02066 - Geometry EOC - Part 2

Geometry EOC is mapped to AzMERIT End of Course (EOC) Geometry assessment.

Geometry emphasizes an abstract, formal approach to the study of geometry, including topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ02072 - Geometry - Part 1 or AZ02063 - Geometry EOC - Part 1

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

Algebra II SEM 1

AZ02056 - Algebra II Part 1

This is the first part of a two-course cycle, credit will be granted after completion of the second part. (AZ02059)

Algebra II course topics include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher degree equations; and operations with rational and irrational exponents.

Prerequisite: Successful completion of AZ02076 - Geometry - Part 2 or AZ02066 - Geometry EOC - Part 2

Carnegie Unit: 60 seat time hours

Algebra II SEM 2

AZ02059 - Algebra II -Part 2

Algebra II is mapped to AzMERIT End of Course (EOC) Algebra II assessment.

Algebra II course topics include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher degree equations; and operations with rational and irrational exponents.

Prerequisite: Successful completion of AZ02056 - Algebra II Part 1 or AZ02064 - Algebra II EOC - Part 1

Carnegie Unit: 60 seat time hours

Algebra II Apex SEM 1

AZ02064 - Algebra II EOC - Part 1

This is the first part of a two-course cycle, credit will be granted after completion of the second part. (AZ02067)

Algebra II course topics include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher degree equations; and operations with rational and irrational exponents. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ02076 - Geometry - Part 2 or AZ02066 - Geometry EOC - Part 2

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

Algebra II Apex SEM 2

AZ02067 - Algebra II EOC - Part 2

Algebra II EOC is mapped to AzMERIT End of Course (EOC) Algebra II assessment.

Algebra II course topics include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher degree equations; and operations with rational and irrational exponents. This self-paced course is offered electronically.

Prerequisite: Successful completion of AZ02056 - Algebra II Part 1 or AZ02064 - Algebra II EOC - Part 1

Carnegie Unit: 60 seat time hours

Credit Recovery status may be granted by administrator if the Carnegie Unit (60 hours) has been satisfied previously.

Mathematics Electives

AZ02157 - Consumer Math

Consumer Math is not mapped to an AzMERIT End of Course (EOC) assessment

Consumer Math reinforces general math topics (such as arithmetic using rational numbers, measurement, ratio and proportion, and basic statistics) and applies these skills to consumer problems and situations. Applications include budgeting, taxation, credit, banking services, insurance, buying and selling products and services, home and/or car ownership and rental, managing personal income, and investment.

Prerequisite: Successful completion of AZ02002 - General Math Part 2 or AZ02001 - Informal Mathematics Part 2

Carnegie Unit: 60 seat time hours

AZ02201 - Probability and Statistics

Probability and Statistics is not mapped to an AzMERIT End of Course (EOC) assessment

Probability and Statistics introduces the study of likely events and the analysis, interpretation, and presentation of quantitative data. Course topics include basic probability and statistics: discrete probability theory, odds and probabilities, probability trees, populations and samples, frequency tables, measures of central tendency, and presentation of data (including graphs). Course topics may also include normal distribution and measures of variability.

Prerequisite: Successful completion of AZ02059 - Algebra II Part 2, AZ02067 - Algebra II EOC - Part 2, or satisfactory score on mathematics placement assessment.

Carnegie Unit: 60 seat time hours

AZ02103 – Trigonometry

Trigonometry is not mapped to an AzMERIT End of Course (EOC) assessment

Trigonometry prepares students for eventual work in calculus and includes the following topics: trigonometric and circular functions; their inverses and graphs; relations among the parts of a triangle; trigonometric identities and equations; solutions of right and oblique triangles; and complex numbers.

Prerequisite: Successful completion of AZ02059 - Algebra II Part 2, AZ02067 - Algebra II EOC - Part 2, or satisfactory score on mathematics placement assessment.

Carnegie Unit: 60 seat time hours

AZ02110 - Pre-Calculus

Pre-Calculus courses combine the study of Trigonometry, Elementary Functions, Analytic Geometry, and Math Analysis topics as preparation for calculus. Topics typically include the study of complex numbers; polynomial, logarithmic, exponential, rational, right trigonometric, and circular functions, and their relations, inverses and graphs; trigonometric identities and equations; solutions of right and oblique triangles; vectors; the polar coordinate system; conic sections; Boolean algebra and symbolic logic; mathematical induction; matrix algebra; sequences and series; and limits and continuity.

Carnegie Unit: 60 seat time hours

AZ02121 – Calculus

Calculus is not mapped to an AzMERIT End of Course (EOC) assessment

Calculus includes the study of derivatives, differentiation, integration, the definite and indefinite integral, and applications of calculus. Students will have previously attained knowledge of pre-calculus topics (some combination of trigonometry, elementary functions, analytic geometry, and math analysis).

Prerequisite: Successful completion of AZ02059 - Algebra II Part 2, AZ02067 - Algebra II EOC - Part 2, or satisfactory score on mathematics placement assessment.

Carnegie Unit: 60 seat time hours

SCIENCE

Physical Science SEM 1

AZ03159 - Physical Science Part 1

Physical Science courses involve study of the structures and states of matter. Offered as introductory survey course, it includes such topics as forms of energy, wave phenomenon, electromagnetism, and physical and chemical interactions.

Prerequisite: Successful completion of grade 8 course of study.

Carnegie Unit: 60 seat time hours

Physical Science SEM 2

AZ03159 - Physical Science Part 2

Physical Science is not mapped to an AzMERIT End of Course (EOC) assessment

Physical Science courses involve study of the structures and states of matter. Offered as introductory survey course, it includes such topics as forms of energy, wave phenomenon, electromagnetism, and physical and chemical interactions.

Prerequisite: Successful completion of AZ03159 - Physical Science Part 1

Carnegie Unit: 60 seat time hours

Biology SEM 1

AZ03051 – Biology Part 1

Biology provides information regarding the fundamental concepts of life and life processes. This course includes such topics as cell structure and function, general plant and animal physiology, genetics, and taxonomy.

Prerequisite: Successful completion of AZ03159 - Physical Science Part 2

Carnegie Unit: 60 seat time hours

Biology SEM 2

AZ03051 – Biology Part 2

Biology is mapped to the AIMS Science (grade 10) assessment

Biology provides information regarding the fundamental concepts of life and life processes. This course includes such topics as cell structure and function, general plant and animal physiology, genetics, and taxonomy.

Prerequisite: Successful completion of AZ03051 – Biology Part 1

Carnegie Unit: 60 seat time hours

Physics SEM 1

AZ03151 – Physics Part 1

Physics involves the study of the forces and laws of nature affecting matter, such as equilibrium, motion, momentum, and the relationships between matter and energy. The study of physics includes examination of sound, light, and magnetic and electric phenomena.

Prerequisite: Successful completion of AZ03051 – Biology Part 2

Carnegie Unit: 60 seat time hours

Physics SEM 2

AZ03151 – Physics Part 2

Physics is not mapped to an AzMERIT End of Course (EOC) assessment

Physics involves the study of the forces and laws of nature affecting matter, such as equilibrium, motion, momentum, and the relationships between matter and energy. The study of physics includes examination of sound, light, and magnetic and electric phenomena.

Prerequisite: Successful completion of AZ03151 – Physics Part 1

Carnegie Unit: 60 seat time hours

Science Electives

AZ03053 - Anatomy and Physiology

Anatomy and Physiology is not mapped to an AzMERIT End of Course (EOC) assessment

Anatomy and Physiology follows a comprehensive initial study of biology. This course presents the human body and biological systems in more detail. In order to understand the structure of the human body and its functions, students learn anatomical terminology, study cells and tissues, explore functional systems (skeletal, muscular, circulatory, respiratory, digestive, reproductive, nervous, and so on), and may dissect mammals.

Prerequisite: Successful completion of AZ03051 – Biology Part 2

Carnegie Unit: 60 seat time hours

AZ03152 - Physics—Advanced Studies

Physics—Advanced Studies is not mapped to an AzMERIT End of Course (EOC) assessment

Taken after a comprehensive initial study of physics, Physics—Advanced Studies courses provide instruction in laws of conservation, thermodynamics, and kinetics; wave and particle phenomena; electromagnetic fields; and fluid dynamics.

Prerequisite: Successful completion of AZ03151 – Physics Part 2

Carnegie Unit: 60 seat time hours

SOCIAL STUDIES

Apache Culture

AZ06828 - American Indian Language Conversation and Culture

American Indian Language Conversation and Culture is not mapped to an AzMERIT End of Course (EOC) assessment

American Indian Language Conversation and Culture provides students with an introduction to a American Indian language and the culture of the people, placing greater emphasis on speaking and listening skills while deemphasizing writing and reading the language.

Prerequisite: Successful completion of grade 8 course of study.

Carnegie Unit: 60 seat time hours

World History

AZ04051 - World History—Overview

World History—Overview is not mapped to an AzMERIT End of Course (EOC) assessment

World History—Overview provides students with an overview of the history of human society from early civilization to the contemporary period, examining political, economic, social, religious, military, scientific, and cultural developments.

Prerequisite:

Carnegie Unit: 60 seat time hours

U.S. History

AZ04101 - U.S. History—Comprehensive

U.S. History—Comprehensive is not mapped to an AzMERIT End of Course (EOC) assessment

U.S. History—Comprehensive provides students with an overview of the history of the United States, examining time periods from discovery or colonialism through World War II or after. These courses typically include a historical overview of political, military, scientific, and social developments. This course will include a history of the North American peoples before European settlement.

Prerequisite:

Carnegie Unit: 60 seat time hours

Government

AZ04151 - U.S. Government—Comprehensive

U.S. Government—Comprehensive is mapped to the Arizona Civics assessment

U.S. Government—Comprehensive provides an overview of the structure and functions of the U.S. government and political institutions and examines constitutional principles, the concepts of rights and responsibilities, the role of political parties and interest groups, and the importance of civic participation in the democratic process. This course will examine the structure and function of state and local governments and may cover certain economic and legal topics.

Prerequisite:

Carnegie Unit: 60 seat time hours

Economics

AZ04201 – Economics

Economics is not mapped to an AzMERIT End of Course (EOC) assessment

Economics provides students with an overview of economics with primary emphasis on the principles of microeconomics and the U.S. economic system. This course will also cover topics such as principles of macroeconomics, international economics, and comparative economics. Economic principles will be presented in formal theoretical contexts, applied contexts, or both.

Prerequisite:

Carnegie Unit: 60 seat time hours

Social Studies Electives

AZ22101 – Leadership

Leadership is not mapped to an AzMERIT End of Course (EOC) assessment

Leadership strengthens students' personal and group leadership skills. Intended for students involved in extracurricular activities (especially as officers of organizations or student governing bodies), this course will cover such topics as public speaking, effective communication, human relations, parliamentary law and procedures, organization and management, and group dynamics.

Prerequisite:

Carnegie Unit: 60 seat time hours

AZ04105 - State-Specific Studies – Native American History

State-Specific Studies – Native American History is not mapped to an AzMERIT End of Course (EOC) assessment

State-Specific Studies – Native American History examines the history, politics, economics, society, and/or cultures of Arizona. This course will focus primarily on the history of the San Carlos Apache Nation, and the contemporary issues affecting it.

Prerequisite:

Carnegie Unit: 60 seat time hours

AZ05116 - Music History/Appreciation

Music History/Appreciation is not mapped to an AzMERIT End of Course (EOC) assessment

Music History/Appreciation courses survey different musical styles and periods with the intent of increasing students' enjoyment of musical styles and/or developing their artistic or technical judgment. Music History/Appreciation courses may also focus on developing an understanding of a particular style or period.

Prerequisite:

Carnegie Unit: 60 seat time hours

LANGUAGES

AZ06821 - American Indian Language I – San Carlos Apache

American Indian Language I – San Carlos Apache emphasizes basic grammar and syntax, simple vocabulary, and the spoken accent so that students can read, write, speak, and understand the language at a basic level within predictable areas of need, using customary courtesies and conventions.

Carnegie Unit: 60 seat time hours

AZ06822 - American Indian Language II – San Carlos Apache

American Indian Language II – San Carlos Apache builds upon skills developed in American Indian Language I - San Carlos Apache, extending students' ability to understand and express themselves and increasing their vocabulary. Students learn how to engage in discourse for informative or social purposes, write expressions or passages that show understanding of sentence construction and the rules of grammar, and comprehend the language when spoken slowly. Students will explore the customs, history, and art forms of appropriate people to deepen their understanding of the culture.

Prerequisite: Successful completion of AZ06821 - American Indian Language I – San Carlos Apache

Carnegie Unit: 60 seat time hours

AZ06101 - Spanish I

Spanish I introduces students to Spanish language and culture, Spanish I courses emphasize basic grammar and syntax, simple vocabulary, and the spoken accent so that students can read, write, speak, and understand the language at a basic level within predictable areas of need, using customary courtesies and conventions. Spanish culture is introduced through the art, literature, customs, and history of Spanish-speaking people.

Carnegie Unit: 60 seat time hours

AZ06102 - Spanish II

Spanish II builds upon skills developed in Spanish I, extending students' ability to understand and express themselves in Spanish and increasing their vocabulary. Typically, students learn how to engage in discourse for informative or social purposes, write expressions or passages that show understanding of sentence construction and the rules of grammar, and comprehend the language when spoken slowly. Students usually explore the customs, history, and art forms of Spanish-speaking people to deepen their understanding of the culture.

Prerequisite: Successful completion of AZ06101 - Spanish I

Carnegie Unit: 60 seat time hours

ARTS AND MUSIC

AZ05154 - Creative Art—Comprehensive

Creative Art—Comprehensive provides students with the knowledge and opportunity to explore an art form and to create individual works of art. This course will also provide a discussion and exploration of career opportunities in the art world. It will cover the language, materials, and processes of a particular art form and the design elements and principles supporting a work of art. As students advance and become more adept, the instruction regarding the creative process becomes more refined, and students are encouraged to develop their own artistic styles. Although Creative Art focuses on creation, it will also include the study of major artists, art movements, and styles.

Carnegie Unit: 60 seat time hours

AZ05155 - Creative Art—Drawing/Painting

Creative Art—Drawing/Painting focuses on drawing and painting. In keeping with this attention on two-dimensional work, students will work with several media (such as pen-and-ink, pencil, chalk, watercolor, tempera, oils, acrylics, and so on).

Carnegie Unit: 60 seat time hours

AZ05108 – Guitar

Guitar courses introduce students to the fundamentals of music and guitar-playing techniques, such as strumming and chords. These courses may also include more advanced guitar-playing techniques.

Carnegie Unit: 60 seat time hours

PHYSICAL EDUCATION

P.E. 9

AZ08001 - Physical Education

Physical Education is not mapped to an AzMERIT End of Course (EOC) assessment
Physical Education provides students with knowledge, experience, and an opportunity to develop skills in more than one of the following sports or activities: team sports, individual/dual sports, recreational sports, and fitness/conditioning activities.

Prerequisite: Successful completion of grade 8 course of study.

Carnegie Unit: 60 seat time hours

P.E. 10

AZ08001 - Physical Education

Physical Education is not mapped to an AzMERIT End of Course (EOC) assessment

Physical Education provides students with knowledge, experience, and an opportunity to develop skills in more than one of the following sports or activities: team sports, individual/dual sports, recreational sports, and fitness/conditioning activities.

Carnegie Unit: 60 seat time hours

P.E. 11

AZ08001 - Physical Education

Physical Education is not mapped to an AzMERIT End of Course (EOC) assessment

Physical Education provides students with knowledge, experience, and an opportunity to develop skills in more than one of the following sports or activities: team sports, individual/dual sports, recreational sports, and fitness/conditioning activities.

Carnegie Unit: 60 seat time hours

P.E. 12

AZ08001 - Physical Education

Physical Education is not mapped to an AzMERIT End of Course (EOC) assessment

Physical Education provides students with knowledge, experience, and an opportunity to develop skills in more than one of the following sports or activities: team sports, individual/dual sports, recreational sports, and fitness/conditioning activities.

Carnegie Unit: 60 seat time hours

Physical Education Electives

AZ08003 - Individual/Dual Sports – Basketball

Individual/Dual Sports - Basketball provides students with knowledge, experience, and an opportunity to develop skills in interscholastic Basketball

AZ08003 - Individual/Dual Sports – Football

Individual/Dual Sports - Football provides students with knowledge, experience, and an opportunity to develop skills in interscholastic Football

CAREER AND TECHNICAL EDUCATION (CTE)

AZ18001 - Agriculture Business Management - Introduction to Applied Biological Systems

This is the first part of a two-course sequence during the 9th and 10th grades

Introduction to Applied Biological Systems integrates topics in science and agriculture. In these courses, students explore the world of agriculture and the associated biological principles.

Competencies emphasize and reinforce standards for biology with agricultural applications. Biology

credit for college entrance and secondary graduation is available if these standards are met and a Program Review has been completed.

Carnegie Unit: 60 seat time hours

AZ 18003 – Agricultural Business Management – Applied Biological Systems

Students must attain these Standards in a coherent sequence of courses 01.0100.10 and 01.0100.12. Biology credit for college entrance and secondary graduation is available if these standards are met and a Program Review has been completed. It is required that these standards are covered in a two-course sequence during the 9th and 10th grades.

AZ 18308 – Agricultural Business Management – Agriscience

These Standards are designed to deliver the lab science standards associated with the Agriculture, Food and Natural Resources career cluster. Lab science credit for college entrance and secondary graduation is available if these standards are met and a Program Review has been completed. It is recommended that these standards be covered in course sequences during the 10th through 12th grades. This specific course is the 11th grade course.

AZ17002 - Construction Technologies Core Curriculum

This foundation course will prepare students to use a wide variety of construction tools and equipment and maintain a safe work environment. The student will develop an understanding of construction math, financial operations, reading blueprints, basic rigging and basic construction techniques. The student will develop skills in oral and written communication as they relate to the construction industry. This course is designed to help students develop an enhanced understanding of teamwork, employability skills and career opportunities in the construction field.

Carnegie Unit: 60 seat time hours

AZ17003 - Advanced Construction Technologies

This course prepares the individual to apply and demonstrate advanced technical knowledge and skills in various types of construction. This lab based course will provide the students an opportunity to participate in the planning, design and completion of project based activities. i.e. electrical, masonry/brick laying, concrete finishing, HVAC, plumbing, floor systems, wall and ceiling framing, site layout, interior and exterior finish and roof applications.

Prerequisite: Successful completion of AZ17002 - Construction Technologies Core Curriculum

Carnegie Unit: 60 seat time hours

AZ16001 - Fundamentals of Hospitality Management

This course prepares students for occupations in a variety of hospitality services and facilities including: hotels, resorts, convention centers, National parks, travel agencies and cruise lines.

Carnegie Unit: 60 seat time hours

AZ18101 – Hospitality Management Applications

The outcomes of this course are integrated into learning projects and simulations to demonstrate the full range of Hospitality Management standards. Work-based learning activities such as internships, school-based enterprises, or job shadowing are considered a component of Hospitality Management application activities.

AZ16054 - Fundamentals of Culinary Arts

This course prepares students to serve under the supervision of food service professionals as kitchen support staff and commercial food preparation workers. It includes instruction in kitchen equipment, organization and operations, sanitation, safety, quantity food preparation and cooking skills.
Carnegie Unit: 60 seat time hours

AZ16056 - Culinary Arts Applications

This course prepares students with advanced applications in kitchen equipment, organization and operations, sanitation, quality control, quantity food preparation and cooking skills. Additionally, students have training in business operations of a food and beverage establishment.
Prerequisite: Successful completion of AZ16054 - Fundamentals of Culinary Arts
Carnegie Unit: 60 seat time hours

AZ11001 - Introduction to Communication

Introduction to Communication enables students to understand and critically evaluate the role of media in society. Course content includes investigation of visual images, printed material, and audio segments as tools of information, entertainment, and propaganda; improvement of presentation and evaluative skills in relation to mass media; recognition of various techniques for delivery of a particular message; and, in some cases, creation of a media product.
Carnegie Unit: 60 seat time hours

AZ11002 - Communication Technology

Communication Technology enables students to effectively communicate ideas and information through experiences dealing with drafting, design, electronic communication, graphic arts, printing process, photography, telecommunications, and computers. Additional topics covered in the course include information storage and retrieval. Drafting equipment may be used to make scale drawings, including multi-view drawing, photographs, and poster mock-ups.
Prerequisite: Successful completion of AZ11001 - Introduction to Communication
Carnegie Unit: 60 seat time hours

AZ11153 - Graphics/Web Design I

This course will prepare the student to integrate pre-production, production, post-production, Deliver/Distribute, Quality Assurance, and Presentation phases of Graphic/Web Design.
Prerequisite:
Carnegie Unit: 60 seat time hours

AZ11154 - Graphics/Web Design II

This course will be the development of a portfolio with the following projects: Classroom, School, Community related to Graphic/Web Design.
Prerequisite: Successful completion of AZ11153 - Graphics/Web Design I
Carnegie Unit: 60 seat time hours

AZ10004 – Computer Applications

In Computer Applications courses, students acquire knowledge of and experience in the proper and efficient use of previously written software packages. These courses explore a wide range of applications, including (but not limited to) word-processing, spreadsheet, graphics, and database programs, and they may also cover the use of electronic mail and desktop publishing.

AZ12002 – Business Operations Support and Assistant Services

This course is recommended for students who have an interest in Administration and Information Support to learn how to utilize technology to perform and coordinate the administrative activities of an office and to ensure that information is collected and disseminated to staff and clients effectively and efficiently.

AZ12004 – Advanced Business Operations Support and Assistant Services

Students enrolled in this course will develop advanced knowledge and skills in desktop publishing, office procedures, transcription, public relations, records management and customer service while integrating the skills attained in the Introduction to Business Operations Support and Assistant Services course.

AZ12101 - Introduction to Business and Financial Services

Students enrolled in this course will receive instruction in a variety of customer services provided by banks, insurance agencies, investment brokers, credit unions and related enterprises. General knowledge of budgeting and credit management are outcomes of this course. A computer with business applications software is used by students to perform business and finance related tasks.
Carnegie Unit: 60 seat time hours

AZ12103 - Basic Financial Services

Students enrolled in this course will receive instruction in principles of economics and accounting, financial instruments, economic and monetary systems. The outcomes of this course are integrated into learning experiences allowing students to demonstrate their knowledge and skills in the full range of Financial Services State standards through projects and simulations. A computer with business applications software is used by students to perform basic financial management tasks.
Prerequisite: Successful completion of AZ12101 - Introduction to Business and Financial Services
Carnegie Unit: 60 seat time hours

AZ12053 – Entrepreneurship

This course prepares students for small business ownership through the development of a business plan, marketing strategies and a financial plan while also gaining an understanding of HR and Management functions within a small business..
Carnegie Unit: 60 seat time hours

AZ13231 - Automation/Robotics

Students in this course will learn how automation reduces the need for human labor. Students will understand the math, science and technology of robots, their design, and application in industrial automation for manufacturing. Students will learn control systems, robotics and computer applications and how they are used to control machinery in industry. Students will gain a working knowledge of electronics, programming, mechanics, pneumatics and applicable software through technical skills in support of technicians and other personnel engaged with robotics
Carnegie Unit: 60 seat time hours

AZ10001 - Information Technologies Fundamental

This course introduces principles of computers with an emphasis on basic concepts of computer maintenance, network technologies, software development and web page development while also providing an understanding of the IT industry, computer mathematics and the evolution of the computer.

AZ10151 -Software Development

This course prepares students to apply software theory and programming methods for gaming companies, government entities, keeping up with business trends, coding applications, data storage, use and maintenance, while understanding security issues. This course will offer the skills necessary to competently perform in the industrial environment, as well as pass the necessary exams to obtain available certifications as C++, C#, .net, etc.

AZ22151 - Career Exploration

Career Exploration courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills.

CTE CENTRALIZED PROGRAMS- CVIT/GCC

Fire Science

The Fire Science Program, in cooperation with the Arizona Fire Marshall's Office, prepares students for service as firefighters in rural settings. It emphasizes professional firefighting skills corresponding to everyday demands of the profession. It is designed as a preparatory program for those who seek a career in firefighting.

Fire Science I- Fundamentals of Fire Service

FSC 101- Fire Department Operations I

GCC - 6 Credits

Year 1, Semester 1

This course is the introductory Fire Science course, primarily designed for new fire department recruits. The course covers all aspects of fire department operations, including equipment and personnel policies. Preparation for: State Fire Marshall's Fire Fighter Certification.

FSC135- Strength and Fitness for Fire Service**

GCC - 2 Credits

Year 1, Semester 1

The course offers the students the aspects of fitness for fire fighting. Students will learn how to develop strength, cardiovascular endurance and flexibility in a participatory learning environment. Course sessions will address aerobic and strength training, proper lifting, warm-up and flexibility techniques, training principles and elements of wellness. Proper handling of fire service equipment will be introduced.

Fire Science II- Fire Science Advanced Applications

Prerequisite: Fire Science I

FSC 102- Fire Department Operations II

GCC – 5 credits

Year 1,

Semester 2

Prerequisite: Prior or concurrent enrollment in FSC 101 required

This is the advanced firefighting course, primarily designed for new fire department recruits.

Emphasis is on the chemistry of fire, building construction, administrative policies and techniques of firefighting. Preparation for State Fire Marshall's Fire Fighter certification

FSC135- Strength and Fitness for Fire Service**

GCC - 2 Credits

Year 1, Semester 2

The course offers the students the aspects of fitness for fire fighting. Students will learn how to develop strength, cardiovascular endurance and flexibility in a participatory learning environment. Course sessions will address aerobic and strength training, proper lifting, warm-up and flexibility techniques, training principles and elements of wellness. Proper handling of fire service equipment will be introduced.

Fire Science III- Fire Science Advanced Applications

Prerequisite: Fire science II

EMT 122- First Aid and CPR

GCC - 2 Credits

Year 2, Semester 1

Presents skills and techniques that teach you both rules and important exceptions in first aid emergencies. The student will learn to follow the emergency action principles.

FSC150- Basic Wild Land Firefighting

GCC - 3 Credits

Year 2, Semester 1

The course is presented through a series of lectures, field and sand table exercises. Includes the factors that affect wild land fire behavior, the start and spread of fires, how topography, slope and weather elements affect fire behavior and how to recognize dangerous situations on the fire-line.

FSC135- Strength and Fitness for Fire Service**

GCC - 1 Credit

Year 2, Semester 1

The course offers the students the aspects of fitness for fire fighting. Students will learn how to develop strength, cardiovascular endurance and flexibility in a participatory learning environment. Course sessions will address aerobic and strength training, proper lifting, warm-up and flexibility techniques, training principles and elements of wellness. Proper handling of fire service equipment will be introduced

Fire science IV- Fire Science Advanced Applications

Prerequisite: Fire Science III

FSC 120- Fire Apparatus and Equipment

GCC - 3 Credits

Year 2, Semester 2

This course will familiarize the student with automotive apparatus (pumpers, aerial ladders, lift platforms, hose wagons, transports and utility vehicles), water towers, heavy auxiliary mechanical equipment and appliances, generators, compressors, rescue and forcible entry tools and cutting torches.

FCS 130- Fundamentals of Fire Prevention

GCC - 3 Credits

Year 2, Semester 2

Introduction to the principles of fire prevention. Includes authority, responsibility and organization of fire prevention, inspection procedures and reports, fire hazard recognition, building construction, and occupancy classifications. Also includes site access and means of egress, water-based fire protection and water supply systems, portable extinguishers, special agents, extinguishing systems,

and fire detection and alarm systems, plans review, hazardous materials and flammable and combustible liquids, and storage, handling, and use of other hazardous materials.

* Students will receive (1) high school credit each semester.

** Physical Conditioning is an integral part of firefighting training.

Electrical and Instrumentation

Electrical and Instrumentation Technician Program provides the student and opportunity to develop entry-level skills in the industrial electrical field. Students will receive a background in properties and application of electricity, maintenance and electrical system, and technical problem solving

Electrical & Instrumentation I- Electrical System Installation and Maintenance Technologies I

Prerequisite: COMPASS placement test, students must place in MAT 77 or higher

ELT 110- Electricity and Electronics

GCC - 3 Credits

Year 1, Semester 1

This course is an introductory course into the basic principles of electricity and electronics theory with a heavy emphasis of industrial applications. Students will be introduced to the study of various blueprints, schematics, wiring diagrams and symbols as they are used in practical industrial applications.

ELT 111- DC Electrical Systems

GCC - 3 Credits

Year 1, Semester 1

This course is an introductory course of direct current theory and systems with a heavy emphasis on industrial applications and setting. Students will be introduced to batteries, DC circuits, electrical test and measuring equipment, various conductors, semiconductors, insulators, as well as developing troubleshooting skills

Electrical and Instrumentation II- Electrical System Installation and Maintenance Technologies I

Prerequisite: Electrical and Instrumentation I

ELT 112- AC Electrical Systems

GCC - 3 Credits

Year 1, Semester 2

This course is an introductory course of alternating current (AC) theory and systems with a heavy emphasis on industrial application and settings. Students will be introduced to transformers, electrical measuring test equipment, single and poly-phase motors, motor controls AC generation, as well as troubleshooting skills.

ELT 161- Process Measurement Instrumentation I

GCC - 3 Credits

Year 1, Semester 2

This course is an introductory course in industrial process measurement and instrumentation. This course will introduce the student to the various industrial processes of pressure, temperature, level, flow, weight, force position and analytical measurements

Electrical and Instrumentation III- Electrical System Installation and Maintenance Technologies II

Prerequisite: Electrical and Instrumentation II

ELT 162- Process Measurement Instrumentation II

GCC - 3 Credits

Year 2, Semester 1

This course is an introductory course in industrial process measurement and instrumentation. This course will introduce the student to the various industrial processes of pressure, temperature, level, flow, weight, force position, and analytical measurement.

ELT 297- Workshop

GCC - 1 Credit

Year 2, Semester 1

A course designed to meet a variety of needs for students in Electronics.

TEC 297- Basic Hydraulic and Pneumatics

GCC - 2 Credits

Year 2, Semester 1

Provides instruction in the principles and applications of fluid power in an industrial setting.

Emphasizes safely installing, maintaining, and troubleshooting hydraulic and pneumatic systems.

Electrical and Instrumentation IV- Electrical System Installation and Maintenance Technologies II

Prerequisite: Electrical and Instrumentation III

ELT 171- Process Control Instrumentation and Programmable Logic Controllers

GCC - 3 Credits

Year 2, Semester 2

This course is an introductory course into the basic principles of Process Control Instrumentation and Programmable Logic Controllers. This course delves into the various industrial processes and how to control; them through the use of electrical, electronic and pneumatic automatic controllers. The course also involves the student into the different modes of control such as On/Off and proportional, integral and derivative modes as well as interfacing process measurement signals to controller inputs and connecting controller output to a final control element. The programmable logic controllers involve the student with various I/O such as discrete or analog inputs and outputs as well as implementing ladder logic programming to achieve functional process control.

ELT 298- Workshop

GCC - 3 Credits

Year 2, Semester 2

A course designed to meet a variety of needs for students in Electronics.

WLD 101- Welding

GCC - 3 Credits

Year 2, Semester 2

This course teaches principles of arc and oxyacetylene welding, flame cutting, brazing with emphasis on mastering basic techniques.

*Students will receive (1) high school elective credit each semester.

NURSING SERVICES

This program prepares you for an entry level position as a nursing assistant. Emphasis is on basic patient care skills, based on the knowledge of universal precautions, asepsis, basic human needs, body mechanic, treatments and procedures, patient admission, transfer, discharge and eldercare. Students are eligible to sit for the Arizona State Board of Nursing Certified Nursing Assistant (C.N.A) examination upon completion of the NUR 100, Nursing assistance course.

Nursing Assistant I- Fundamentals of Nursing Services/Bio Tech

Prerequisite: None

HCE 100- Basic Health Care Components

GCC - 4 Credits

Year 1, Semester 1

Introductory course; for students who are interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a health care worker, legal responsibilities and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

HCE 190- Human Body in Health and Disease

GCC - 4 Credits

Year 1, Semester 1

This course emphasizes the study of basic concepts of human biology which includes anatomy, physiology, biochemistry, cytology, histology, pathology and related pharmacology. The contents include the structures and functions of the body, the chemistry of life, cells and tissues, organ systems of the body including related pharmacology. The contents include the structures and functions of the body, the chemistry of life, cells and tissues, organ systems of the body, mechanism of disease in various systems of the body included related pharmacology, nutrition and metabolism, fluid and electrolyte balance, acid- base balance, and growth and development. Lab activities will be incorporated into the lecture. They will be designed to support to teach concept.

Nursing Assistant II- Fundamentals of Nursing Services/ Bio Tech

Prerequisite: Nursing Assistant I

HCE 112- Medical Terminology

GCC - 2 Credits

Year 1, Semester 2

This course is designed to give direction to the beginning allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology and introduction to basic body structures. Emphasis in the course will be determined by assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

HCE 114- Math for Medications

GCC - 2 Credits

Year 1, Semester 2

This course is an introductory course for reading medication documents and accurate calculation of dosages and solutions. The content includes review of basic math, systems of measurement, introduction to medication administration and dosage calculation.

EMT 122- First Aid and CPR

GCC - 2 Credits

Year 1, Semester 2

Presents skills and techniques that teach you both rules and important exceptions in first aid emergencies. The students will learn to follow the emergency action principles

Nursing Assistant III- Nursing Services Advanced Applications/C.N.A

Prerequisite: Nursing Assistant II

NUR 100- Nursing Assistant

GCC - 6 Credits

Year 2, Semester 1

A course designed to prepare individuals for entry-level positions as nursing assistants in structured health care settings directly supervised by a registered or licensed practical nurse. At the completion

of this course, the students may be eligible to complete the written and manual skills certification exams. Successful completion of the certification written and manual skills exams will lead to a certification as a certified nursing assistant (CNA) through the Arizona State Board of Nursing. Students must take NUR 100G concurrently with this course.

NUR 100 G- Nursing Assistant LAB

GCC - 0 Credits

Year 2, Semester 1

Skills/Clinicals.

Nursing Assistant IV- Nursing Services Advanced Applications/C.N.A

Prerequisite: Nursing Assistant III

HCE 241- Nutrition

GCC - 3 Credits

Year 2, Semester 2

This course is focused on scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in professional setting. Addresses medical nutrition therapy principles for treatment of common health conditions. Includes exploration of food sources of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendation for food selection throughout the life cycle and use of nutrition tools for planning food intake and assessment of nutritional status.

HCE 186- Phlebotomy and Clinical Laboratory

GCC - 2 Credits

Year 2, Semester 2

The study of accurate, up-to-date, practical information and instruction in phlebotomy procedures and techniques, along with the comprehensive background in phlebotomy theory and principles. Skill includes: drawing blood, obtaining blood cultures, using Lancet or Micro lance for a micro-draw or an infant heel stick, and measuring bleeding time. This course requires successful invasive interventions draws including 10 draws using vac-u-tainer system, 5 draws using butterfly system, and 5 finger sticks.

HCE 297- Workshop

GCC - 1 Credit

Year 2, Semester 2

Designed to meet a variety of needs for students in Allied Health.

* Students will receive (1) high school credit each semester.

MEDICAL ASSISTANT

This program prepares you for an entry-level position as a medical assistant. Emphasis is on preparation to perform both clerical duties and medical duties in a medical office.

Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Medical Assistant I- Fundamentals of Allied Health Services

Prerequisite: None

HCE 100- Basic Health Care Components

GCC - 4 Credits

Year 1, Semester 1

Introductory course; for students who are interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a health care worker, legal responsibilities and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

HCE 101- Basic Life Support

GCC - 2 Credits

Year 1, Semester 1

This course is focused on basic life support as provided by a health care provider. The content includes patient assessment, airway management, cardiopulmonary resuscitation, shock, bleeding and wounds, body area injuries, poisoning, burns, cold and heat-related emergencies, bone injuries, medical emergencies, emergency childbirth and first aid skills.

Medical Assistant II- Fundamentals of Allied Health Services

Prerequisite: Medical Assistant I

HCE 112- Medical Terminology

GCC - 2 Credits

Year 1, Semester 2

This course is designed to give direction to the beginning allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology and introduction to basic body structures. Emphasis in the course will be determined by assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

HCE 114- Math for Medications

GCC - 2 Credits

Year 1, Semester 2

This course is an introductory course for reading medication documents and accurate calculation of dosages and solutions. The content includes review of basic math, systems of measurement, introduction to medication administration and dosage calculation.

EMT 122- First Aid and CPR

GCC - 2 Credits

Year 1, Semester 2

Presents skills and techniques that teach you both rules and important exceptions in first aid emergencies. The students will learn to follow the emergency action principles.

Medical Assistant III- Medical Assisting Services Applications

Prerequisite: Medical Assistant II

HCE 130- Medical Assisting – Administrative Competencies

GCC - 4 Credits

Year 2, Semester 1

This course is focused on knowledge necessary to perform medical assistant's administrative duties. The content includes introduction to medical assisting and health profession, ethics, safety, and security in medical office, integrated administrative procedures, health insurance, medical coding, and billing.

HCE 186- Phlebotomy and Medical Laboratory

GCC - 2 Credits

Year 2, Semester 1

The study of accurate, up to date, practical information and instruction in phlebotomy procedures and techniques, along with comprehensive background in phlebotomy theory and principles. Skills include : drawing blood, obtaining blood cultures, using Lancet or Micro lance for a micro-draw or an infant heel stick, and measuring bleeding time. This course requires successful invasive intravenous draws including 10 draws using vac-u-tainer system, 5 draws using butterfly system, and 5 finger sticks.

Medical Assistant IV- Medical Assisting Services Applications

Prerequisite: Medical Assistant III

HCE 160- Medical Assisting–Clinical Competencies

GCC - 6 Credits

Year 2, Semester 2

This course is focused on knowledge necessary to perform clinical competencies as a medical assistant. The content includes emergency procedures and first aid, therapeutic approach, integrated clinical procedures, diagnostic procedures, and laboratory procedures.

* Students will receive (1) high school credit each semester.

WELDING TECHNOLOGY

Welding Technology I- Welding Technology Core Curriculum

Prerequisite: None

WLD 101- Welding

GCC - 3 Credits

Year 1, Semester 1

This course teaches principles of arc and oxyacetylene welding, flame cutting, and brazing with emphasis on mastering basic welding techniques.

WLD 108- Oxyacetylene Welding and Metal Fabrication

GCC - 3 Credits

Year 1, Semester 1

A basic welding and metal fabrication course which stresses theory and application in welding methods including oxyacetylene welding, brazing, cutting, and soldering. Instruction is also given and a sheet metal layout and construction.

Welding Technology II- Welding Technology

Prerequisite: Welding Technology I

WLD 201- Repair Welding and Fabrication

GCC - 3 Credits

Year 1, Semester 2

This course covers the safe and efficient use of welding tools and techniques to repair and maintain industrial machinery. The course emphasizes the fabrication of guards and bracket, welding of dissimilar metals, structural welding, out of position welding, MIG welding, SMAW welding, air ARC welding, various grinding and cutting tool, shears, breaks, and rollers.

WLD 260- Flux Cored ARC Welding and Gas/Metal ARC Welding

GCC - 3 Credits

Year 1, Semester 2

This course teaches flux cored arc welding (FCAW) and gas metal arc welding (GMAW) principles and techniques. Course includes metal preparation process, equipment set up, and welding

techniques related to different metal types and welding positions. This course helps prepare students for American Welding Society (AWS) entry level certifications.

Welding Technology III- Welding Technology
Prerequisite: Welding Technology II

WLD 270- Technical Welding
GCC - 3 Credits

Year 2, Semester 1

This course teaches welding process as used in modern industry. Course provides instruction in, and experience with all major welding processes with emphasis on proper welding techniques to ensure students understand industry requirements. This course places an emphasis on preparing student to take the AWS welding certification test.

CMP 101- Introduction to Computers
GCC - 3 Credits

Year 2, Semester 1

A first course in computers designed to provide students with hands on experience of the personal computer and it's use in society. Application programs from Microsoft Office Suite will be taught including Word, Excel, and PowerPoint.

Welding Technology IV- Welding Technology
Prerequisite: Welding Technology III

DRF 154- Introduction to AutoCAD
GCC - 3 Credits

Year 2, Semester 2

Students will gain hands on experience using AutoCAD computer drafting software. Emphasis is placed on the integration of 3D solid modeling and 2D drafting output.

MSP 102- Materials of Industry
GCC - 3 Credits

Year 2, Semester 2

This is a study of materials, ceramics, polymers and other commonly used industrial materials. This course explores the extraction, processing, refinement and utilization of a wide variety of industrial materials.

* Students will receive (1) high school credit each semester.

GRAPHIC DESIGN

This Program is offered as individual program, courses offered may vary from student to student. The Graphic Design Program prepares students for entry-level employment in an advertising agency, art agency, newspaper, industrial in-plant printing unit, and free lance work.

Graphic Design I- Graphic Communications Fundamentals
Prerequisite: None

ART 181- Graphic Design

GCC - 3 Credits

Year 1, Semester 1

This course provides instruction in principles, tools, techniques, and media and graphic design layout. Includes layout, presentation and concept development.

ART 187- Beginning Photoshop

GCC - 3 Credits

Year 1, Semester 1

This course provides instruction in maximizing the quality of graphic images by adjusting color or image in parts of that picture. Improving the ability to print the picture after it has been modified. Instruction utilizes Adobe Photoshop software.

Graphic Design II- Graphic Art I

Prerequisite: Graphic Design I

ART 182- Graphic Design II

GCC - 3 Credits

Year 1, Semester 2

This course provides a continuation of principles, tools, techniques, and media in graphic design layout. Includes layout, presentation and concept development.

ART 186- Digital Illustration

GCC - 3 Credits

Year 1, Semester 2

This course provides introduction to industry standard software for creating computer generated art work and documents, with emphases on creation of variety of readable, professionally layout documents, which met design and printing industry standards. Students will be introduced to the basic use of Adobe Illustrator tools, illustrating of graphics, typography and layout design.

Graphic Design III- Graphic Art II

Prerequisite: Graphic Design II

ART 188- Digital Publishing

GCC - 3 Credits

Year 2, Semester 1

Course provides an introduction to electronic or "desktop" publishing on the Macintosh computer. Topics will include the development of text and graphics and use of the page layout program Adobe InDesign, to create a variety of documents and publications.

ART 287- Advanced Photoshop

GCC - 3 Credits

Year 2, Semester 1

Course provides instruction to maximize the quality of graphic images; prepares color images for output; creates special graphic effects; modifying scanned images, and retouching images.

Graphic Design IV- Graphic Art II

Prerequisite: Graphic Design III

ART 189- Typography

GCC - 3 Credits

Year 2, Semester 2

A study of type, including a history of development of type; terminology; fonts and their uses; type in design; composition and typesetting on a computer.

ART 289- Portfolio Development

GCC - 1 Credit

Year 2, Semester 2

In their final semester Graphic Design majors will develop a portfolio to be used as a base for exploring employment (including self-employment) opportunities, further career development, renew and/or continued education and training, and personal development. This class is for Graphic Design majors who are in their final semester.

CMP 272- Website Development I

GCC - 3 Credits

Year 2, Semester 2

This course prepares the student to develop basic websites for use in all areas of society. The student will develop an understanding of networking requirements for the internet in regards to web development. Students will learn website design, planning and organizational skills. The student will use a variety of website development tools at introductory levels. Applications and skills taught will include beginning Dreamweaver, HTML, XHTML, all current standards in industry.

* Students will receive (1) high school credit each semester.

COSMETOLOGY

The Cosmetology program provides students an opportunity to apply Cosmetology practices and principles in a simulated salon environment. Upon successful completion of the program, students will be eligible to take the Arizona State Board of Cosmetology Examination. COSMETOLOGY PROGRAM STUDENTS ARE REQUIRED TO PURCHASE A "KIT" FOR THE TOTAL AMOUNT OF \$1200.00, STUDENTS MUST PAY \$600 ON THE FIRST DAY OF SCHOOL AND \$600 ON THE FIRST DAY OF SPRING SEMESTER.

Cosmetology I- Fundamentals of Cosmetology

Prerequisite: None

COS 101- Theory of Cosmetology I

GCC - 2 Credits

Year 1, Semester 1 Introduction to the basic manipulative skills in manicuring, professional image and conduct a personal hygiene. Includes basic science in bacteriology, sanitation and physiology pertaining to the head, hands, face, arms. Theory and use of electricity and light as applied to cosmetology. The course also includes Arizona laws and rules governing cosmetology.

COS 111- Permanent Waxing, Shampooing and Hairstyling I

GCC - 4 Credits

Year 1, Semester 1 Basic instruction in permanent waving, chemical straightening, curling, shampooing and hairstyling. Students will be instructed in manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer. Designed to bring students up to intermediate level.

COS 121- Manicuring, Hand and Arm Massage I

GCC - 1 Credit

Year 1, Semester 1 Includes care and beautification of the hands, arms, and nails; practice in giving plain/oil manicures and hand/arm massages. A study is made of proper use of instruments, equipment, personal hygiene, sanitation, common nail conditions, diseases, and State Board Rules and regulations affecting the cosmetologist performing manicuring/hand and arm massages.

COS 125- Manicuring I

GCC - 4 Credits

Year 1, Semester 1 First of four courses for students seeking a manicuring license. Includes care and beautification of the hands, nails and arms. Emphasis on theory, proper use of instruments, equipment, personal hygiene, common nail conditions and diseases, basic nail techniques, and State Board rules and regulations affecting manicurists.

Cosmetology II- Fundamentals of Cosmetology

Prerequisite: Cosmetology I

COE 113- Permanent Waxing, Shampooing and Hairstyling II

GCC - 4 Credits

Year 1, Semester 2 Continuation of COC 111; Designed to bring students into advanced level.

COS 131- Haircutting, Scalp Treatment, Tinning, and Facial I

GCC - 5 Credits

Year 1, Semester 2 Instruction in all basic haircutting techniques. Introductory corrective scalp treatment, massage, hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.

COS 103- Theory of Cosmetology II

GCC - 2 Credits

Year 1, Semester 2 Continuation of Cosmetology Theory at Intermediate level. The course also includes ethics and shop management.

Cosmetology III- Advanced Cosmetology

Prerequisite: Cosmetology II

COS 105- Theory of Cosmetology III

GCC - 5 Credits

Year 2, Semester 1 Continuation of Cosmetology Theory on advanced level. The course also includes ethics and shop management.

COS 115- Permanent Waxing, Shampooing and Hairstyling III

GCC - 3 Credits

Year 2, Semester 1 Continuation of COS 113. Advanced level of instruction. Designed to bring students in professional level.

COS 123- Manicuring, Hand and Arm Massage II

GCC - 1 Credit

Year 2, Semester 1 Continuation of COS 121.

COS 133- Haircutting, Scalp Treatment, Tinning, and Facial II

GCC - 4 Credits

Year 2, Semester 1 Additional instruction in haircutting techniques. Professional corrective scalp treatment, massage, air reconditioning, current methods of hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.

Cosmetology IV- Advanced Cosmetology

Prerequisite: Cosmetology III

COS 135- Haircutting, Scalp Treatment, Tinning, and Facial III

GCC - 4 Credits

Year 2, Semester 2 Advanced instruction in haircutting techniques. Professional corrective scalp treatment, massage, air reconditioning, current methods of hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.

COS 127- Manicuring II

GCC - 4 Credits

Year 2, Semester 2 Second course for students seeking a manicuring license. Emphasis on additional skill building in areas covered in Manicuring I; bacteriology, sanitation, and disinfection; safety in the salon; and professional image.

COS 117- Permanent Waxing, Shampooing and Hairstyling IV

GCC - 2 Credits

Year 2, Semester 2 Continuation of COS 115. Professional level of instruction.

COS 137- Haircutting, Scalp Treatment, Tinning, and Facial IV

GCC - 2 Credits

Year 2, Semester 2 Professional instruction in haircutting techniques. Professional corrective scalp treatment, massage, air reconditioning, current methods of hair coloring, bleaching, special effects, and color corrections. Modern techniques for facial makeup, hair removal, and lash and brow trimming.

PRE-ENGINEERING/GEOLOGY

This program will expose student to basic principles of geology. Earth materials, external process, internal process, mineral and energy resources, and planetary geology. Students will get familiar with geological studies as they apply to interactions between humans and earth, including geologic process and hazards, resources, and global change.

This program is offered in cooperation with Central Arizona College (CAC) and Arizona State University (ASU). The classes are held in Superior one day a week in the evening. Student will be required to participate in field trips and occasional labs on Saturdays. Students will have opportunity to participate in PAID summer internship at a mining company or ASU research facility.

Pre – Engineering/Geology I- Applications and Problem-solving in Engineering Sciences

Prerequisite: COMPASS placement test, students must place in MAT 092, RDG094

GLG 101- Physical Geology

CAC - 4 Credits

Year 1, Semester 1 Basic principles of geology. Earth materials, external process, internal process, mineral and energy resources and planetary geology.

Pre – Engineering/Geology II- Advanced Engineering Sciences

Prerequisite: Pre- Engineering- Geology I

GLG 110- Environmental Geology

CAC - 4 Credits

Year 1, Semester 2 Geological studies as they apply to interactions between humans and earth, including geologic process and hazards, resources, and global change.

Pre – Engineering/Geology III- Algebra II or above math course

Prerequisite: Pre- Engineering- Geology II

Algebra 2 or above math course from CAC or EAC/GCC catalog.

Pre – Engineering- Geology IV- Algebra II or above math course

Prerequisite: Pre- Engineering- Geology III

Algebra 2 or above math course from CAC or EAC/GCC catalog.