

Additional Courses

Course Title	Description	Prerequisite(s)
Applied Office Practice	<p>This program is designed to train students in office skills such as: telephone etiquette; public and personnel relations; time management; and the use of computers, copiers, and fax machines. The students assist office staff, counselors, or administrators.</p> <p>Eligibility</p> <ol style="list-style-type: none"> 1. Fewer than seven absences per semester of the previous school year 2. A 2.5 GPA and no “F’s” during the previous semester 3. Good citizenship and discipline records 4. Written parental approval <p>An application must be obtained from the counselors and submitted to the administration during spring registration. A maximum of two credits may be earned with no more than one credit in any one office area.</p>	<p>Grades 11-12 Administrative approval, application</p>
School Related Work Experience	<p>This program is offered as an elective class to students during breaks. Work activities include food preparation and handling, food service, making change, and kitchen cleanup. A student may earn only two credits in cafeteria work during high school.</p> <p>Eligibility</p> <ol style="list-style-type: none"> 1. Good attendance and discipline records 2. Window service requires competency at making change and add/subtracting money. <p>An application must be obtained from the counselors during spring registration. Students will be notified of approval/denial during the summer.</p>	<p>Cafeteria/Counselor approval, application</p>
Student Aide	<p>This program is designed to train students to perform clerical tasks related to the educational field. Students will be assigned such tasks as organizing material, checking papers, photo copying, typing, faxing paperwork, and delivering messages. Time management and personal relations skills will be enhanced.</p> <p>Eligibility</p> <ol style="list-style-type: none"> 1. Fewer than seven absences per semester of the previous school year 2. A 2.5 GPA and no “F’s” during the previous semester 3. Good citizenship and discipline records 	<p>Grades 11-12 Administrative approval, application</p>
A.V.I.D. (Advancement Via Individual Determination)	<p>AVID is an academic support program that prepares students for college eligibility and success. This academic elective class provides support to students enrolled in college preparatory course work such as Honors and Advanced Placement classes through academic instruction, tutorial support, and motivational activities.</p>	<p>Grade 9-12</p>

Course Title	Description	Prerequisite(s)
Advanced Study Program	<p>This program is offered to those students who desire to further their studies in a specific discipline through investigation and in-depth research. Each student will investigate a specific subject for which there is no provision in the regular curriculum. Students will work on an individual basis with a supervising teacher who will develop, monitor, and evaluate the student's course of study. The appropriate department chairperson and administrator must approve enrollment. Advanced study classes include Art, Computer Science, English, French, German, Home Economics, Industrial Art, Performing Arts, Math, Science, and Spanish.</p> <p>Eligibility</p> <ol style="list-style-type: none"> 1. Written parent approval 2. A 2.5 GPA and no "F's" during the previous semester 3. Fifteen or fewer absences the previous school year 4. Good discipline, punctuality, and citizenship <p>Application</p> <ol style="list-style-type: none"> 1. Applications may be obtained from counselors 2. Students must work with a supervising teacher to complete the course outline and gain department chairperson approval for the application 3. Students then submit the completed application to their counselor during the spring registration 4. Students will be notified of administrative approval or denial 	Teacher and administrative approval, application