

Duncan High School

Course Catalog

10/30/2019 Updated

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ART DEPARTMENT

*ART I* (one credit – 2 semesters) (When available)

This class includes instruction in all phases of drawing in pencil, pen and ink, and color as well as some craft and sculpture projects. You may take this all four years but basically it will be the same course.

ENGLISH DEPARTMENT

*ENGLISH I* (one credit – 2 semesters)

This course in English will include a general grammar review, introduction to literature, writing and formal communications skills, study skills, and basic research skills. A number of literary works, short stories, poems, and plays are employed to give students an exposure to the world of literature. Reading and writing skills will include the reading process and comprehension, as well as analyzing and evaluating a variety of genres.

*ENGLISH II* (one credit – 2 semesters)

This is a survey course in American Literature and a course in English grammar review. Reinforcement in the areas of literature, writing and formal communications skills, study skills, and advanced research skills. A number of literary works, short stories, poems and plays are employed to give students an exposure to the world of literature. Reading and writing skills will include the reading process and comprehension, as well as analyzing and evaluating a variety of genres.

*ENGLISH III* (one credit – 2 semesters)

This is a survey course in American Literature and a course in English grammar review. Reinforcement in the areas of literature, writing and formal communications skills, study skills, and advanced research skills. A number of literary works, short stories, poems and plays are employed to give students an exposure to the world of literature. Reading and writing skills will include the reading process and comprehension, as well as analyzing and evaluating a variety of genres.

*ENGLISH IV* (one credit – 2 semesters)

This is a survey course in American Literature and a course in English grammar review. Reinforcement in the areas of literature, writing and formal communications skills, study skills, and advanced research skills. A number of literary works, short stories, poems and plays are employed to give students an exposure to the world of literature. Reading and writing skills will include the reading process and comprehension, as well as analyzing and evaluating a variety of genres.

*YEARBOOK* (one credit – 2 semesters)

This class is the class that puts together the yearbook. Students will learn journalism techniques and styles, as well as business planning, advertising and finance.

Students must be approved by previous English teacher for this class.

*ENGLISH 101/102*(Eastern Arizona College Class)

This class is offered on Duncan High School campus through the Distance learning classroom. Students must be admitted to EAC and register for the class through EAC’s registration process. This is a 2 credit 2 semester class for EAC college credit.

FOREIGN LANGUAGE DEPARTMENT

The foreign language program provides two primary needs to students. First, it enables them to communicate and comprehend the foreign language being studied. Secondly, it will provide a student the opportunity to meet foreign language requirements for admission to certain universities.

Additionally, students will have a significant opportunity to gain knowledge about and experience the Spanish culture and history.

Advanced levels of Spanish are available on an independent-study only basis. No class instruction time is available for students studying at this level.

*SPANISH I* (one credit – 2 semesters)

This course is an introduction to the student taking Spanish the first time in a formal setting. The course will emphasize communication skills, including basic grammar and writing skills. Reading and translation will be an element as proficiency is gained. Cultural and historical information on Spanish-speaking countries will be incorporated throughout the class. Authentic pronunciation is heard through use of a CD-ROM

*SPANISH II* (one credit – 2 semesters)

**Prerequisite: Spanish I**

This course is designed to build on the acquired skills from the successful completion of Spanish 1. More emphasis will be placed on reading, translation, cultural heritage and application of conversational and language application skills. Students are required to write a brief term paper in Spanish as part of the coursework.

MATH DEPARTMENT

*ALGEBRA I* (one credit – 2 semesters)

Algebra I is a basic math course designed to prepare the student for Geometry and Algebra II. In this course, the student will develop basic problem solving skills. Students will compute perimeters, areas, and volumes of complex geometric figures; translate word problems into algebraic expressions and solve; multiply, divide, add, and subtract polynomials; use various methods, including elimination and substitutions, to solve equations in two variables; and graph solutions to equations on the coordinate plane.

*GEOMETRY*(one credit – 2 semesters)

**Prerequisite: Algebra I**

In this course, the student will review Algebra; be introduced to descriptive statistics, study inductive reasoning, constructions, and congruence; various polygons (and circles) will be analyzed, including triangles, quadrilaterals, pentagons, hexagons, etc. Students will be exposed to transformations, tessellations, and Pythagorean Theorem. Emphasis is placed upon methods of problem formulation and problem solving using algebra.

*ALGEBRA II* (one credit – 2 semesters)

**Prerequisite: Geometry**

This course is a review of geometry, as well as advanced explorations of algebra. Students will explore statistics; probability; normal and other probability distributions; translate advanced word problems (many involving chemistry and physics) into algebraic equations and solve; graph equations and inequalities, and parabolas. The student is introduced to complex numbers, and the quadratic equation. Emphasis is placed upon methods of problem formulation and problem solving using algebra.

*PRE-CALCULUS* (one credit – 2 semesters)

**Prerequisite: Algebra II**

This course is designed to prepare the student for college mathematics. The student will extensively review and extend the concepts taught in Algebra II and Geometry. Additional topics will include trigonometric functions, rectangular/polar conversions, permutations, logarithms, advanced word problems, and graphs of sinusoids. Emphasis will be placed upon problem formulation and writing systematic mathematical steps to problem solving.

*COLLEGE ALGEBRA* (Eastern Arizona College Class)

**Pre-requisite: Algebra II and math placement test at EAC**

This class is offered on Duncan High School campus through the Distance learning classroom. Students must be admitted to EAC and register for the class through EAC’s registration process.

CONSUMER MATH (one credit – 2 semesters)

This is a general math class with emphasis on preparing students for life after high school. Topics include: general math review, interest, basic consumer purchases (house, food, insurance), banking skills, income taxes, and investing as well as career preparedness – resumes, job applications, cover letters.

Students will also use the Virtual Business Personal Finance Software

PHYSICAL EDUCATION DEPARTMENT

*PHYSICAL EDUCATION* (one credit – 2 semesters)

This course emphasizes students’ daily participation in a variety of enjoyable activities that promotes lifelong healthy active living. Students will learn ways to improve their personal physical fitness using activities such as:

Conditioning/Wellness, Weights, Volleyball, Football, Basketball, Baseball/Softball, Tennis, Track.

Students will learn the fundamental rules, skills and strategies to that will lead to their optimal performance. Emphasis will be on lifelong participation.

*WEIGHTS* (one credit – 2 semesters)

This course is designed to increase body strength using free and universal weight equipment. Students will learn basic weight lifting techniques to target particular muscle groups, stressing safety and proper form. They will learn to develop and execute a personal weight -- training program, leading to a lifetime physical fitness skill.

SOCIAL STUDIES DEPARTMENT

*U.S. GOVERNMENT/ECONOMICS* (one credit – 2 semesters)

This course examines the principles, structure and political process of the American National Government. Students will examine the constitutional features, the history and problems of our government. They will also learn the rights, responsibilities and roles of being a citizen.

The economics portion will cover both micro and macroeconomics, the global economy and personal finance.

*U.S. HISTORY* (one credit – 2 semesters)

This course will begin with a study of early civilizations and continue through exploration and colonization, the Revolutionary War, Westward expansion, the Civil War, the World Wars, the Depression, the Cold War and concluding with recent events.

WORLD HISTORY (one credit – 2 semesters)

This course will explore the world by examining it through the political, physical, economic, demographic, climate and customs of different regions. Students will use this information to compare and contrast different locales and realize the global interdependence of every region in the world.

SCIENCE DEPARTMENT

*EARTH SCIENCE (*one credit – 2 semesters)

This is an introductory science course that will expose the student to elementary concepts of geology, oceanography, meteorology, astronomy, and ecology.

Laboratory exercises are included in the course.

*BIOLOGY* (one credit – 2 semesters)

This course is an introductory class into living systems. Course work will include microscope use, cell biology, genetics, classification schemes, microbiology, botany, invertebrate animal biology and ecological interactions.

Laboratory exercises are included in the course.

*CHEMISTRY* (one credit – 2 semesters)

**Prerequisite: Algebra II (have taken or currently enrolled); Junior/Senior course only**

This course is an introductory course into Chemistry. Course work will include matter and energy, atoms, and moles, the periodic table, ions, compounds, bonds, chemical equations and reactions, the study of stoichiometry, nuclear chemistry and biological chemistry.

Laboratory exercises are included in the course

*ZOOLOGY* (one credit – 2 semesters)

This course is an introductory class into the animal kingdom. Course work will include microscope use, cell biology, classification schemes, microbiology, invertebrate animal biology and vertebrate animal biology.

Animal dissections are included in the course.

*PHYSICS* (one credit – 2 semesters)

This course is an introductory course in Physics. Course work will include matter and energy, motion, electricity, scientific discoveries and astronomy from a conceptual approach emphasizing concepts rather than mathematical problem solving; however math will be used regularly.

Hands-on demonstrations and examples from ordinary experience will be used extensively and laboratory exercises are included in the coursework.

*ANATOMY & PHYSIOLOGY* (one credit – 2 semesters)

This course is a science course geared toward juniors and seniors contemplating a career in the health field. It is a rigorous course that covers anatomical language, microscopy and 9 body systems.

STUDENT AIDES

*TEACHER AIDE* (One Credit – 2 semesters)

Students will perform duties assigned by one designated staff member. Permission must be granted from the supervising staff member. Not open to freshmen or sophomores. Must be on track to graduate.

*OFFICE AIDE* (One Credit – 2 semesters)

Students will perform duties assigned by office staff. School Secretary must give permission. Not open to freshmen or sophomores. Must be on track to graduate.

CLOTHING

*CLOTHING & TEXTILES* (one credit – 2 semesters)

Students learn about fabrics, basic construction, clothing selection and care, and the fashion industry. Beginning and intermediate sewing skills are incorporated into daily labs where students will work on personal projects. During the second semester students collectively learn quilting techniques while making a patchwork quilt which is donated to the community. Students are encouraged to participate in other sewing projects for donations to hospitals and nursing homes. Clothing construction techniques include hand sewing, regular machine sewing and using a serge machine.

CAREER AND TECHNICAL EDUCATION

ACCOUNTING

The Accounting instructional program prepares students to practice the profession of accounting and to perform related business functions. Students who successfully complete the Accounting program’s coherent sequence of instruction will develop an in-depth understanding of basic business, economic, and financial management practices. The Accounting program includes instruction in accounting principles and theory, financial accounting, managerial accounting, cost accounting, budget control, legal aspects of accounting, reporting procedures, statement analysis, and professional standards and ethics in accounting. Throughout the accounting instructional program, students learn and practice valuable real-world skills using industry-standard spreadsheet and/or accounting software to manage financial information.

The Accounting instructional program is designed to prepare students for postsecondary education and/or entry-level employment and/or to successfully earn the following industry-validated credentials: Microsoft Office Specialist (MOS) certification, QuickBooks Certified User (QBCU) certification and others.

The Accounting instructional program is designed and delivered as a coherent sequence of school-based and work-based supervised learning.

Accounting students develop leadership, social, civic, and career skills through participation in the state-recognized career and Technical Student Organization FBLA (Future Business Leaders of America)

COHERENT SEQUENCE: Accounting I, Accounting II, and program may elect to add: Accounting III, Accounting – DCE (Diversified Cooperative Education) or Accounting – Internship or Accounting – Cooperative Education

*ACCOUNTING I* (one credit – 2 semesters)

This class will teach students the basic fundamentals of bookkeeping through partnership accounting and merchandising. This will include journals, ledgers, financial reports, worksheets and closing. Students will use textbooks with workbooks, as well as additional supplemental materials. Students will also explore career opportunities in Accounting. Excel will also be used for students to complete payroll and financial statement sections.

Simple computer accounting will also be introduced.

*ACCOUNTING II* (one credit – 2 semesters)

 **Prerequisite: Accounting I**

This class will introduce the student to corporate accounting procedures, including stocks sales, dividends and corporate taxes. In addition the student will review accounting finance records and make decisions for companies based on their findings.

Students will also work on Quick Books computer accounting system.

*ACCOUNTING III* (one credit – 2 semesters)

**Work-based learning in Accounting**

This course will allow students to gain a work-based learning experience in the accounting field. Students will work on an internship basis with an accounting department at least 5 hours a week, relating classroom work to a real job experience. Instructor will observe student during the internship and students will keep an internship log of their activities.

AGRICULTURE DEPARTMENT

PLANT SYSTEMS

If you have a green thumb, this career pathway may be ideal for you. People who work in the Plant Systemspathway study plants and their growth. This helps producers for food, feed, and fiber crops continue to feed a growing population while conserving natural resources and maintaining the environment. Individuals in this pathway also develop ways to improve the nutritional value of crops and the quality of seeds. They use genetic engineering to develop corps resistant to pests and drought. Demand for food and fiber will increase as the world’s population grows and the demand for U.S. agricultural exports increases as developing nations improve their economies.

As farmers try to grow more food with fewer resources and the public concern over food safety increases, plant scientists are using new avenues of research in biotechnology to develop plants and food crops that require less fertilizer, fewer pesticides and herbicides, and less water for growth. As these technological advances increase, jobs in the field will increase as well. Popular jobs within this field include: Agronomist, Farmer/rancher, fruit and vegetable grower, Plant geneticist, Seed analyst, Nursery/greenhouse manager, Golf course manager, and Soil and water specialist.

High school students can prepare themselves for college by taking multiple science courses, especially biology and chemistry. Having a basic knowledge of physical and life sciences will aid in the more difficult science courses I college. Land evaluation, plant identification, and other related FFA career development events will help you determine if this pathway is the right fit for you. Some members also find it useful to incorporate this field into their supervised agricultural experience programs. Related SAEs include placement on a row-crop farm or agricultural research facility, working at a greenhouse or nursery, growing vegetables in a backyard garden, or helping manage the turf at a golf course, park or other sports facility.

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The Agricultural, Food and Natural Resources (AFNR) Career Cluster Content Standards provide Arizona agricultural education leaders and educators with a high quality, rigorous set of standards to guide what students should know and be able to do after completing a program of study in each of the AFNR career pathways. The Plant SystemsCareer Pathway encompasses the study of plant life cycles, classifications, functions, structures, reproduction, media and nutrients as well as growth and cultural practices through the study of crops, turf grass, trees, shrubs, and/or ornamental plants. Students completing a program of study in this pathway will demonstrate competence in the application of principles and techniques for the development, application and management of plant systems in AFNR settings. In addition to the required technical skills, students will also develop leadership, advanced employability, critical thinking, and applied academic and life management skills. The program utilizes a delivery system made up of three essential and required components: formal instruction, experiential education through Supervised Agricultural Experiences (SAE), leadership and personal development through the Career and Technical Student Organization FFA. A model for this delivery system appears in the approved curriculum Framework booklet.

COHERENT SEQUENCE**:** Plant Systems I, Plant Systems II, Plant Systems III and program may elect to add Plant Systems IV or Plant Systems – DCE (Diversified Cooperative Education) or Plant Systems – Internship or Plant Systems – Cooperative Education.

*AGRI SCIENCE I* (one credit – two semesters)

This course will train the student in the principles of agriculture, mechanics and science. Classroom instruction will revolve around the F.F.A. and its purpose. Livestock judging, record keeping, home gardening, welding, and plant and animal sciences are included in this class. (Level I Course)

*AGRI SCIENCE II* (one credit – 2 semesters)

**Prerequisite: Agri Science I**

This course places more emphasis in leadership development and basic agriculture mechanics, as well as plant, soil and animal sciences. (Level II Course)

*PLANT SYSTEMS I* (one credit –2 semesters)

**Prerequisite: Agri Science I & II**

This course will specialize in animal production skills with instruction in personal finance, business management, range management, and career development skills. Advanced leadership development will also be part of the course. (Level II Course)

*PLANT SYSTEMS II*(one credit—2 semesters)

**Prerequisite: Agri Science I & II and Plant Systems I**

This class will specialize in greenhouse production, small gas engines, tractor maintenance, electricity, and crop production skills and competencies. Advanced leadership development will also be part of the course. (Level III Course)

***FARM WELDING I* (one credit – 2 semesters)**

This course will develop skills and knowledge in the basic principles and applications of Arc and oxy-acetylene welding, brazing, and soldering. (Level II Course)

*FARM WELDING II* **(one credit – 2 semesters)**

**Prerequisite: Farm Welding I**

This course will consist of the development of skills and technical knowledge in stresses, principles, methods and application of Arc and Oxy-acetylene welding, brazing, soldering, and M.I.G. welding. This course also includes instruction in vertical welding and project construction. (Level III Course)

*FARM WELDING III* **(one credit – 2 semesters)**

**Prerequisite: Farm Welding I & II**

This course will consist of the development of skills and technical knowledge in stresses, principles, methods, and application of Arc and oxy-acetylene welding, brazing, soldering, M.I.G. welding and T.I.G. welding. Overhead welding also included. (Level III Course)

*FARM WELDING IV* **(one credit – 2 semesters)**

**Prerequisite: Farm Welding I, II & III**

This course will consist of the development of skills and technical knowledge in stresses, principles, methods and application of Arc and Oxy-acetylene welding, brazing, soldering, and M.I.G. welding. Overhead welding and project construction also included. (Level III Course)

*WORK-BASED LEARNING IN AGRICULTURE* (one credit – 2 semesters)

**Prerequisite: Have taken a level II or Level III Course**

This course will allow students to gain work-based learning experiences in agricultural areas. Students must have a job and work one to three periods each day. Students are required to complete and update a job notebook with employer evaluations and a 3-week journal submitted each grading period.

BUSINESS DEPARTMENT

\*\* All classes will participate in FBLA activities and events.

The Business Management instructional program prepares students to plan, organize, direct and control the functions and processes of a firm or organization. Students who successfully complete the Business Management program’s coherent sequence of instruction will develop and in-depth understanding of the business and financial management practices needed for large and small enterprises. The Business Management program includes instruction in management theory, project management, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making. Throughout the Business Management instructional program, students learn and practice valuable real-world skills using industry-standard office productivity software to manage business functions.

The Business Management instructional program is designed to prepare students for postsecondary education and/or entry-level employment and/or to successfully earn the following industry-validated credentials: Microsoft Office Specialist certification, QuickBooks Certified User certification, NAFTrack certification and others.

The Business Management instructional program is designed and delivered as a coherent sequence of school-based and work-based supervised learning.

Business Management students develop leadership, social, civic and career skills through participation in the state-recognized Career and Technical Student Organization FBLA (Future Business Leaders of America.)

COHERENT SEQUENCE: Business Management I, Business Management II, and program may elect to add: Business Management III or Business Management-DCE(Diversified Cooperative Education) or Business Management-Internship or Business Management-cooperative Education

*BUSINESS OFFICE SYSTEMS*/*COMPUTER TECH* *I* (one credit – two semesters)

This course is designed to provide students with a review of basic computer application skills. It will cover Microsoft Word, Excel, Power Point, Access and Publisher. Also a basic keyboarding review is included. The student will learn how each program is used in the business world, and will practice hands on assignments using all programs in a business setting.

Students will learn basic business office skills such as: travel arrangements, personal banking, business communications, telephone etiquette and how each of these skills are used in a business office setting. Learning environment is hands-on based on current business. Internet research techniques are included.

90% of the classwork is hands on applications based on current business requirements.

*BUSINESS OFFICE SYSTEMS/COMPUTER TECH II (*one credit – two semesters)

**Prerequisite: BOS/Computer Tech I**

Students will further their business office skills with intermediate computer knowledge. In addition, they will learn about planning and time management, supervisory management function, business meeting, electronic/paper file management, cash control, payroll procedures and staff recruitment.

 This is the 2nd Carnegie unit in the BOS/Computer Tech program and students will receive a Career Technical Education after passing a state exam.

Seventy-five percent of class assignments will be lab based. Following the completion of the second year in business office, students will complete the state certification test. Students who pass the state mandated test will be CTE certified in the state of Arizona.

*BUSINESS MANAGEMENT I (*one credit – two semesters)

The Business Management instructional program prepares students to perform technical support services to Management and Executives within small, medium and large organizations/businesses. Duties would include planning, organizing, researching, directing and controlling functions related to the production, buying and selling of goods and services in domestic and international markets. The program is designed and delivered as a coherent sequence of school-based and work-based experiences. Students will participate in several Project Based Learning lessons and will complete a “real life” business simulation Seventy-five percent of class assignments will be lab based.

Leadership skills are developed through the state recognized career and Technical Student Organizations FBLA.

*BUSINESS MANAGEMENT II* (one credit – two semesters)

**Prerequisite: Business Management I**

In the second year of business management, students will further their skills in general management practices. Students will participate in several Project Based Learning lessons and will complete a “real life” business simulation. Seventy-five percent of class assignments will be lab based.

The MOS Bundle including Excel, PowerPoint and Word are certifications that can be obtained through Business Management and Administrative Services.

Following the completion of the second year in business management, students will complete the state certification test. Students who pass the state mandated test will be CTE certified in the state of Arizona.

BUSINESS MANAGEMENT III (one credit – two semesters)

**Prerequisite: Business Management I & II**

In the third year of business management, students will use the skills learned from the first and second years to help run the FBLA school bookstore. Students will be responsible for inventory control; operating the bookstore cash register; making bookstore cash deposits and using marketing strategies to promote merchandise.

MARKETING

The marketing instructional program prepares students to conduct the critical business functions associated with directing the flow of products and services from the producer to the consumer. Students who successfully complete the Marketing program’s coherent sequence of instruction will develop an indepth, practical understanding of economic principles, human resource skills, and marketing concepts as they relate to the nine functions of marketing: distribution, financing, information management, product planning, promotion, purchasing, risk management, and sales. The Marketing program includes instruction in the principles of entrepreneurial economics, basic sales skills, over-the-counter and other direct sales operations, customer service, distribution channels, product evaluation, merchandising, consumer psychology and research, branding, basic bookkeeping principles, leadership and supervision, floor and team management, and professional standards and ethics.

Throughout the Marketing instructional program, students learn and practice valuable real-world skills using industry-standard office productivity software to perform and support vital business functions.

The Marketing instructional program is designed to prepare students for postsecondary education and/or entry-level employment and/or to successfully earn the following industry-validated credentials: Microsoft Office Specialist (MOS) certification, NAFTrack certification, and others.

The Marketing instructional program is designed and delivered as a coherent sequence of school-based and work-based supervised learning.

Marketing students develop leadership, social, civic and career skills through participation in the state-recognized Career and Technical Student Organization DECA(Distributive Education Clubs of America)

COHERENT SEQUENCE: Marketing I and Marketing II and program may elect to add: Marketing III or Marketing-DCE(Diversified Cooperative Education) or Marketing-Internship or Marketing-Cooperative Education

*MARKETING I* (one credit – two semesters)

In the first year of sales and marketing, students will learn about Economic principles and fundamental concepts to business operations; fundamental management concepts that affect business decision making; personal finance, business and financial management practices; concepts and information used in marketing and branding; marketing research tools and technologies for the creation of a marketing plan or pitch deck; sales methods and practices; selling concepts to build customer relationships, promotional strategies and concepts and processes of distribution. They will participate in several project based learning activities throughout the year that will challenge their creativity. Students will also learn workplace employability skills which will include learning about complex communication; collaboration; thinking and innovation; professionalism; initiative and self-direction; intergenerational and cross-cultural competency; organizational culture; legal and ethical practices and financial practices.

Seventy-five percent of class assignments will be lab based. This program is designed and delivered as a coherent sequence of school-based and work-based supervising learning. Students learn leadership skills and develop their leadership abilities through participating in the state-recognized Career and Technical Student Organization FBLA.

*MARKETING II* (one credit – two semesters)

**Prerequisite: Marketing I**

In the second year of sales and marketing, students will expand on the principles learned in the first year and continue learning about marketing strategies that will include evaluating optimal pricing to maximize return and meeting customers’ perception of product value; demonstrate payment systems and transactions; evaluate visual merchandising techniques to increase interest in product offering; assess concepts, strategies, and systems used in digital marketing. In year two, students will continue learning about workplace employability skills. They will participate in several project based learning activities that will allow them to use their marketing knowledge and skills learned from both years. Students will be required to take the state CTE test in the second year of the program.

 *MARKETING INTERNSHIP* (one credit – two semesters)

**Prerequisite: Marketing I and II**

In the third year of sales and marketing, students will use the skills learned from the first two years to help run the FBLA school bookstore. Students will be responsible for inventory control; operating the school cash register; making bookstore cash deposits and using marketing strategies to promote merchandise.

CABINET MAKING DEPARTMENT

The Cabinetmaking program is designed to prepare individuals to apply technical knowledge and skills in cabinetry. A student in this class has an opportunity to participate in the planning, design, and completion of project-based activities in the cabinetmaking industries. Instruction also includes career opportunities, communication skills, teamwork, safety, creative thinking, and problem solving. The program is designed and delivered as a coherent sequence of experiences using technical instruction, academic foundations, experiential learning, work-based learning, and leadership and personal development through the career and Technical Student Organization SkillsUSA. This program can lead toward an industry-recognized OSHA 10 certification.

COHERENT SEQUENCE: Cabinetmaking I and Cabinetmaking II and program may elect to add: Cabinetmaking III or Cabinetmaking-DCE(Diversified Cooperative Education) or Cabinetmaking-Internship or Cabinetmaking-Cooperative education

*INTRODUCTION TO CABINET MAKING* (one credit – 2 semesters)

Students will acquire and demonstrate their understanding of general shop safety procedures. They will also acquire and demonstrate their understanding of the safe use of hand tools, portable power tools and power equipment in the shop. The students will make basic projects to use all of the equipment in the shop. In the second semester, students will be given an opportunity to construct a project of their own choice and design. Students are responsible for the cost of the materials used in the construction of their projects.

*CABINENT MAKING II* (one credit – 2 semesters)

**Prerequisite: Introduction to Cabinet Making**

Students will acquire and demonstrate their understanding of general shop safety procedures. They will also acquire and demonstrate their understanding of safe use of hand tools, portable power tools and power equipment. This course will be a hands-on project-oriented course. The students will design, plan, estimate the cost, and construct a major cabinet related project that is approved by the instructor. Students are responsible for the cost of the material used in the construction of their project.

*CABINENT MAKING III* (one credit – 2 semesters)

**Prerequisite: Cabinet Making II**

Students will acquire and demonstrate their understanding of general shop safety procedures. They will also acquire and demonstrate their understanding of safe use of hand tools, portable power tools and power equipment in the shop. This course will be a hands-on, project-oriented course. The student will design, plan, estimate the cost, and construct a project of their own. This will give them the experience and the opportunity to be better prepared for a career in this career field. Students may also design and construct projects for people outside the class of participating a refinishing project. All projects are subject to the instructor approval. Students are responsible for the cost of all materials used in the construction of their projects.

*CABINENT MAKING IV* (one credit – 2 semesters)

**Prerequisite: Cabinet Making III**

Students will acquire and demonstrate their understanding of general shop safety procedures. They will also acquire and demonstrate their understanding of safe use of hand tools, portable power tools and power equipment in the shop. Students will work independently on their own projects as well as supervise other students’ projects, looking for safety and good job performance. Students in this course will assume the duties of a Cabinet Shop foreman.

NETWORK SECURITY DEPARTMENT

*NETWORK SECURITY I*

**No Prerequisite Required**

This course will consist of the development of skills and technical knowledge in the Information Technology field. The course is an entry level class that focuses on the basic applications of computer component identification, troubleshooting, computer repair, common computer terms and computer setup. Students will start the year with learning the very basic computer components and how they work together. Second semester focuses on putting all the student’s knowledge of the components together. At the end of the second semester, students will be able to disassemble, reassemble and reimage a working computer that is capable of obtaining an internet connection as well as installing all of the programs that are necessary for the proper function of every day computer use.

95% of the learning is done in a hands-on lab in both the classroom and through **TestOut PC Pro** online simulated programs throughout the year.

*NETWORK SECURITY II*

**Prerequisite: Network Security I**

Students will further their knowledge in the field of Information Technology. The course takes a more in depth look into a working computer. Concepts such as RAID storage, Partitioning, UEFI, printing, mobile devices, file management, system management and implementation. Networking is introduced at this level at a basic look into how systems are setup to communicate throughout the world. Students will be prepared to take the TestOut PC Pro Certification Exam and the CompTIA A+ Certification Exam at the end of the course year.

95% of the learning is done in a hands-on lab in both the classroom and through Test out PC Pro online simulated programs throughout the year.

*NETWORK SECURITY III – Networking*

**Prerequisite: Network Security I & II**

This is a 3rd year class in the field of Information Technology. Students will further their knowledge in the Computer Networking field of Information Technology. The course takes an in depth look at how computer networks are setup within a company and how they communicate with each other throughout the world. Concepts such as network topology, DHCP, protocols, subnet, CLI interface, IP configuration, switch management, routing, firewalls, WANS, network security and network management are learned throughout the year. At the end of the second semester students will be able to setup an entire network and allow communication to other computers through the concepts learned during the course. Students will be prepared to take the CompTIA Network+ Certification exam at the end of the course year.

95% of the learning is done in a hands-on lab in both the classroom and through TestOut Network Pro online simulated programs throughout the year.

*COMPUTER MAINTENANCE INTERNSHIP*

**Prerequisite: Computer Maintenance I**

Students will work with the Duncan Unified School District Director of Technology in a real-life Internship Program. Students will gain real-world experience in responding to customer (staff and student) computer related issues that arise on a daily basis. Students will be expected to utilize their troubleshooting skills, learned in previous Computer Maintenance classes, to properly resolve computer related issues and restore the computers to a proper working state. Students will be evaluated on their customer service skills, work ethics, troubleshooting abilities, use of resources and overall customer satisfaction. Students must maintain a passing grade point average to be enrolled in the Internship Program.

100% of the learning is done in a real-world internship environment throughout the year.

EARLY CHILDHOOD DEVELOPMENT (one credit – 2 semesters)

The Early Childhood Education program is designed to prepare students for employment in early childhood settings. The Early Childhood education program includes instruction in child growth and development, child health, nutrition, safety, planning, and supervision of developmentally-appropriate practices, and learning activities. Child guidance, family relationships, parenting, and applicable legal and administrative requirements are also addressed. Preparation for the development and management of effective early childhood programs and facilities is included.

In addition to technical skills, students completing the Early Childhood Education program will also develop advanced critical thinking skills, life and employability skills, and business, economic, and leadership skills required for entry into early childhood education occupations. Students will also participate in career development events.

The Early Childhood Education program is designed to prepare students for postsecondary education and/or entry-level employment and/or to successfully earn the following industry-validated credentials: Child Development Associate (CDA), Praxis ParaPro Certificate, and others.

The early Childhood Education program utilizes a delivery system made up of four integral parts: formal/technical instruction, experiential learning, supervised occupational experience, and participation in the Career and Technical Student Organizations FCCLA and/or Educators Rising (EdRising).

COHERENT SEQUENCE: Early Childhood Education I and Early Childhood education II and program may elect to add: Early Childhood education III or early Childhood Education-DCE(Diversified Cooperative Education)

CULINARY DEPARTMENT

The Culinary Arts program is designed to prepare students to apply technical knowledge and skills required for food production and service occupations in commercial food service establishments. Students completing the Culinary Arts program will possess the technical knowledge and skills required for planning, selecting, storing, purchasing, preparing, and serving quality food products. Nutritive values, safety and sanitation procedures, use of commercial equipment, serving techniques, and management of food establishments will also be studied. In addition to technical skills, students completing the Culinary Arts program will develop advanced critical thinking, applied academic, career development, life and employability skills, business, economic, and leadership skills required for culinary arts occupations.

The Culinary Arts program can lead toward the following certifications: Certified Fundamentals Cook (CFC), Certified Fundamentals Pastry Cook (CFPC), National ProStart Certificate of Achievement (COA), and/or ServSafe food Protection Manager.

The Culinary Arts program utilizes a delivery system made up of four integral parts: formal/technical instruction, experiential learning, supervised occupational experience and the Career and Technical Student Organizations FCCLA and SkillsUSA.

COHERENT SEQUENCE: Culinary Arts I and Culinary Arts II and program may elect to add: Culinary Arts III or Culinary Arts-DCE(Diversified Cooperative education) or Culinary Arts-Internship

*CULINARY I* (one credit – 2 semesters)

This is a introductory food course that includes nutrition and wellness. Concise information is taught on food preparation, safety and science. Hands-on food labs enable students to learn to work as teams while preparing healthy and delicious food. In addition students will receive their food handlers license.

*CULINARY II* (one credit – 2 semesters)

**Prerequisite: Culinary I**

This advanced course enables students to apply nutrition basics along with health and wellness concepts to actual food decisions while working in teams. Activities include holiday food projects, theme meals, and global foods with an emphasize on lean and healthy recipes. Students practice in-depth food planning and preparation techniques