



**Career Pathway Course Selection Book  
for**

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**Coloma High School**

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**300 W. St. Joseph St.  
Coloma, MI 49038  
(269) 468-2400**

## **NON-DISCRIMINATORY POLICY**

The Coloma Community Schools Board of Education believes in the concept of equal opportunity for all people who are affected by the operation of the district's schools.

The Coloma Community Schools, its agents or employees, shall not, because of race, color, sex, national origin, affiliation or handicap, deny participation in programs, employment or other benefits administered and/or governed by the school district.

The Board of Education will comply with all relevant provisions and requirements of Title VI, of the civil rights Act of 1984, Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973.

Administration will evaluate correct practices, investigate complaints, develop processes and procedures regarding grievances and respond to inquiries and guide compliance efforts pursuant to the implementation of this policy.

The superintendent will appoint an internal compliance coordinator(s) for the purpose of implementing these Acts.

Notice of the Board's policy on non-discrimination in employment and education practices and the identities of district compliance coordinator(s) shall be posted throughout the district and published in any recruitment statements and general information publications.

Students and their parents/guardians are encouraged to review the contents of this guide carefully. Through career awareness activities, we need to work together to help ensure that students select the most challenging courses to meet their post-secondary needs.

### **Coloma High School Mission Statement**

Coloma High School is dedicated to fostering pride in the school, the community and nourishing a positive self-image for every student. Our belief is that all students can and will learn best when excellence is expected; educational achievement will be obtained only when students are encouraged and challenged to attain this excellence.

### **Career Pathway Partnerships**

#### **Shared-Time Classes**

These classes are available to our students because of partnerships formed with other local districts and area post-secondary educational institutions. Because these opportunities are offered at a variety of sites (some of which have different starting and ending times than we do), it may be necessary for students to assume the responsibility of arriving at school earlier than usual to catch a bus to those sites. In several instances, the student may need to provide their own transportation. In the case that slots are limited, first choice will be given to qualifying seniors. Students having a poor attendance record, a low GPA and/or a history of behavior problems may not be allowed to leave the district to attend these classes.

#### **Local Businesses**

Local business partnerships have established cooperative ventures with Coloma High School enabling students to gain both insight and experience in the workplace.

### **Berrien County Intermediate School District**

The Berrien County Intermediate School District partners with Coloma Community Schools to provide students with career awareness, career exploration, and career experiences through a variety of experiences, which include mentoring, internship, job shadowing, co-op work experience, job site visits, etc.

**Administrative Building**  
**2518 Boyer Rd.**  
**Coloma, MI 49038**  
**(269) 468-2424**



**Coloma High School**  
**300 W. St. Joseph**  
**Coloma, MI 49038**  
**(269) 468-2400**

**Ms. Terry Boguth, Superintendent**  
**Mr. Terry Barella -Business Manager**

**Mr. John Brown, Principal**  
**Mr. Fred Paulsen, Asst. Principal**

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**Coloma Community Schools**  
**Board of Education**

**\*Mr. Lynn Reinhardt**  
**\*Mr. David Vollrath**  
**\*Mr. Bill Stowers**  
**\*Mrs. Libby De Rosa**

**\*Mr. Jon Stibal**  
**\*Mr. Cynthia Graffenius**  
**\*Mr. Joe Herman**



## Career Major Options



The curriculum for the career majors is illustrated on pages **9 - 26** of this guide. These Pathway Major Options include required courses for grades 9-12 and recommended electives, relevant to the Pathway Major. Students selecting the **Professional** career fields will be considering a four-year college/university program as a requirement for career level entry. Students selecting the **Technical** career fields will be considering a community college, technical/trade school, or other post secondary training for career level entry.

**B**usiness and Information Technology Major: For the student who is interested in any aspect of business, including accounting, business administration, finance, information processing, graphic arts, and marketing.

**E**ngineering and Industrial Major: For the student who is interested in matching skills with hands-on learning in careers related to engineering, manufacturing and industrial systems.

**F**ine Arts and Communication Major: For the student who is interested in working with people and servicing their needs through a variety of related fields in the arts and communication, and human industries.

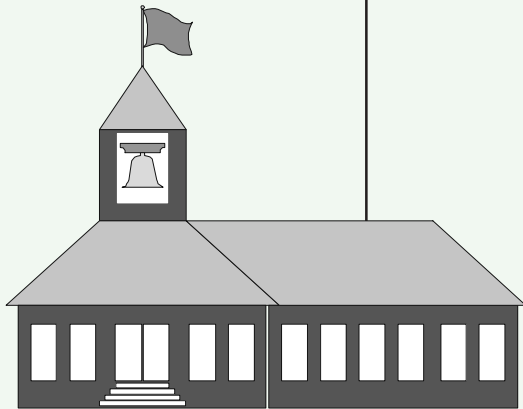
**H**Health Services Major: For the students interested in careers related to the promotion of health and the treatment of injuries and disease.

**H**uman Services Major: For students interested in careers that meet the needs of people in a variety of service industries.

**N**atural Resources and Agri-Science Major: For students interested in careers related to natural resources, agriculture and the environment.

# Student Academic and Career Planning Guide

8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
<p>Exploration: ACT Explore Career Day @ LMC</p> <p>Personal Preferences self-assessment activities</p> <p>Employability Skills</p> <p>Research MOIS Search Bridges Program</p> <p>Documentation Introduction to Portfolios</p> <p>Career Path Decision Develop four-year educational plan</p>	<p>Self-directed search</p> <p>Caps/Cops Survey</p> <p>Career Report</p> <p>Resume Development</p> <p>Collection &amp; Construction of Portfolio</p> <p>Refine Career Path Decision</p>	<p><b>September:</b> Sign up for PSAT testing for college bound students. Educational Development Plan</p> <p><b>October:</b> PSAT test given middle of October</p> <p><b>November:</b> Academic Letter -- evening program</p> <p><b>January/February/March:</b> Meet with your counselor to determine your junior schedule.</p> <p><b>May:</b> Make any schedule changes at this time for fall.</p> <p><b>All Year:</b> Portfolio Career Abstract- CTE Courses.</p>	<p><b>September:</b> Sign up for the PSAT/NMSQT testing (National Merit Testing) Educational Development Plan</p> <p><b>October:</b> PSAT/NMSQT test given middle of October</p> <p><b>November:</b> Academic Letter -- evening program</p> <p><b>January/February/March:</b> Meet with your counselor to determine your senior schedule.</p> <p><b>February/March/April:</b> Sign up for the ACT and/or SAT college entrance exams.</p> <p><b>Spring:</b> High School Proficiency Test</p> <p><b>All Year:</b> Portfolio Career Paper - English</p>	<p><b>September:</b> Senior college information session with seniors regarding scholarship and financial aid information. Educational Development Plan</p> <p><b>September/October</b> Sign up for the ACT and/o SAT college testing.</p> <p><b>December/January/ February:</b> Financial Aid forms are available and must be mailed no later than February 10th. If they are mailed later you may be put on a waiting list for funds.</p> <p><b>Spring:</b> High school proficiency make up exams. Senior Awards Night Senior Project Presentation</p>



## **SCHOOL-TO-WORK PROGRAMS**

### **APPRENTICESHIP**

*(Grade Level 12)*

A relationship between an employer and an employee during which the worker or apprentice learns a trade. The training lasts a specific length of time. An apprenticeship covers all aspects of the trade and includes both on-the-job training and related instruction.

### **COOPERATIVE EDUCATION (SCHOOL-TO-CAREERS)**

*(Grade Level 12)*

A method of instruction that combines work-related learning experiences available in the community with instruction provided in an educational institution.

### **INTERNSHIP**

*(Grade Level 11-12)*

A period of time spent in business, industry, or other agency for the purpose of providing a student with opportunities to gain insight and direct experience related to one or more functions of the organization. Internships give a student paid or unpaid work experience in a career field of study. Unpaid internships usually receive school credit.

### **MENTORSHIP**

*(Grade Level 11-12)*

A relationship between a student and a skilled worker that provides information, guidance, and counseling through a job site experience in the student's area of interest.

### **WORK EXPERIENCE**

*(Grade Level 12)*

A planned program of a general job experience.

### **WORK STUDY**

*(Grade Level 11-12)*

A planned program for special education students who are participating in a supervised special education school-to-work transition program coordinated by a school official known as a special education work-study coordinator.

## Dual Enrollment & Direct Credit

**Dual Enrollment** - As a Dual Enrolled student, you will be enrolled at college and also at high school. This means you will be taking classes for college credit before you graduate from high school.

The following condition must be met to be able to be a Dual Enrolled student (1992-93 State School Aid Act):

1. A student in grade 11 must have met the requirements for an endorsed diploma in **ALL** subject areas of the MEAP.
2. A student in grade 12 who has met the requirements for an endorsed diploma in one or more subject areas of the MEAP.
3. The course is not offered by the public school in which the student is enrolled.
4. A course can not be in the subject area of hobby craft, recreation, physical education, theology, or religious education.
5. It must be an academic course not offered by the high school.

Your first step to obtain Dual Enrollment is to select the proper course and receive counseling to help you prepare your academic plan.

Next you will need to take the college assessment to measure your skill level in reading, writing and math. You can take the assessment on a computer or with paper and pencil in about two hours. If you have taken the ACT test and received a score of English 18, Math 16 and Reading 17 - you can be waived from some or all of the assessment test. Contact the college and bring or fax your ACT Report to an Admissions Coordinator. At Lake Michigan College the fax number is (269) 927-6874.

After you have completed the assessment, contact the Administration Coordinator. At Lake Michigan College that is Cindy Soltys at 1-800-252-1562 ext. 5062.

Now that you've assessed your skills and developed your academic plan with an advisor, you can register for classes. Contact your high school counselor or the college Admissions Coordinator to help you with the correct forms. After your Dual Enrollment Authorization has been signed by the high school you can bring your registration card to the campus and register. You can fax the appropriate forms to LMC at (269) 927-6875

**Direct Credit** - When taking Direct Credit classes you are dual enrolled in high school and college. The difference is that the course is taught at the high school by a high school instructor who is credentialed by the college. The college syllabus, standards, outcomes and text are the same as used at the college. The grades and credit for the course is recorded on a college transcript as a college level class. Tuition and fees are charged at a rate of 15% of the college tuition that is paid by the student. These classes will be published in the college schedule and the high school schedule. The assessment and the required paper work can be done at the high school for these courses.

# BUSINESS, MANAGEMENT, MARKETING, AND TECHNOLOGY PROFESSIONAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
<b>English</b> <b>Science</b> <b>Math</b> <b>Social Studies</b> <b>Physical Education</b> <b>Elective</b>	<b>English</b> <b>Biology</b> <b>Math</b> <b>U.S. History</b> <b>Career Core</b> <b>Elective</b> <b>Elective</b> <b>Elective</b>	<b>English</b> <b>Math</b> <b>Government/Economics</b> <b>Elective</b> <b>Career Core</b> <b>Career Core</b> <b>Elective</b> <b>Elective</b>	<b>English</b> <b>Math Elective</b> <b>Career Core</b> <b>Career Core</b> <b>Elective</b> <b>Elective</b> <b>Elective</b> <b>Elective</b>

\* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology

\*\* Only one credit of Career Core may be used for Foreign Language.

## Choice of 5 Career Core Electives Required

<u>Office Technologies</u>	<u>Computer Information Systems</u>	<u>Accounting</u>	<u>Marketing and Entrepreneurship</u>
Accounting I, II, III Business Management Business Information Technology Business Software Computer Arts & Graphics I, II Foreign Language Medical Office Technology Legal Office Technology Office Procedures Office Technology I, II, III Pre Calculus Psychology/Sociology Statistics Work-based Learning	Accounting I, II, III Intro to Business and Technology Business Software CISCO it eSSENTIALS Computer Engineering/ Programming I,II Computer Arts & Graphics I, II Computer Digital Video Graphics I, II Foreign Language Graphics Pre Calculus Psychology/Sociology Speech Statistics Work-based Learning	Accounting I, II, III Intro to Business and Technology Business Management Business Software Foreign Language Office Procedures Office Technology I, II, III Pre Calculus Psychology/Sociology Speech Statistics Work-based Learning	Accounting I, II, III Intro to Business and Technology Business Management Business Software Computer Arts & Graphics I, II Foreign Language Office Procedures Office Technology I, II, III Pre Calculus Psychology/Sociology Statistics Work-based Learning



# Job Title Examples

## Business, Management, Marketing, and Technology Major

### Accounting -- Professional Careers

Accountant	Comptroller
Analysis Consultant	Financial Analyst
Auditor	Hotel Manager
Budget Analyst	Loan Officer
Buyer	Stock Broker
Certified Public Accountant	Certified Managerial Accountant

### Computer Information Systems -- Professional Careers

Computer Programmer	Systems Analyst
Data processing Supervisor	Systems Designer

### Marketing -- Professional Careers

Account Executive	Public Relations Manager
Advertising Director	Manuf. Representative
Agency Manager	Purchasing Agent/Buyer
Automobile dealer	Real Estate Broker
Bank Manager	

### Office Technologies -- Professional Careers

Administrative Assistant	Business Manager
Administrative Service Manager	Clerical Supervisor
	Data Processing Manager

### Accounting -- Technical Careers

Assistant Accountant	Credit Analyst
Bank Teller	Loan Officer
Bookkeeper	

### Computer Information Systems -- Technical Careers

Computer Operator	Data Processing Asst.
PC & Office Machine Repair	PC Applications Clerk
Computer Service Technician	Data Entry Technician

### Marketing -- Technical Careers

Advertising Agent	Marketing Research Spec.
Art Director	Media Buyer
Assistant Buyer	Merchandise Displayer
Asst. Distribution Manager	Project Director
Asst. Public Relations Officer	Real Estate Appraiser
Asst. Sales Manager	Real Estate Agent
Automobile Sales Person	Sales Representative
Claims Examiner	Small Business Manager
Entrepreneur	Trade Show Exhibitor

### Office Technologies -- Technical Careers

Bank Teller	Legal Secretary
Billing Clerk	Medical Secretary
Court Reporter	Paralegal
Credit Clerk	Payroll Clerk
Executive Assistant	Receiving Clerk
Executive Secretary	Receptionist
General Office Clerk	Word processing specialist

# ENGINEERING & INDUSTRIAL PROFESSIONAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English Science Math Social Studies Physical Education Elective	English Biology Math U.S. History Career Core Elective Elective Elective	English Math Government/Economics Elective Career Core Career Core Elective Elective	English Math Elective Career Core Career Core Elective Elective Elective Elective
<p>* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology.            ** Only one credit of Career Core may be used for Foreign Language.</p>			

## Choice of 5 Career Core Electives Required

### Pre-Engineering Manufacturing

Business Software  
 Calculus  
 Cisco Networking  
 Computer Arts and Graphics I, II  
 Computer Engineering - Programming I, II  
 Computer Digital Video Graphics I, II  
 Drafting, Advanced Drafting  
 Electronics I, II  
 Foreign Language  
 Graphics  
 Infinity  
 Machine Tool I - IV  
 Physics  
 Psychology/Sociology  
 Speech  
 Statistics

Welding I-IV  
 Work-based Learning

### Pre-Engineering Construction/Drafting and Design/Transportation

Auto I-V  
 Auto Body  
 Business Software  
 Calculus  
 Computer Arts & Graphics I, II  
 Computer Engineering and Programming I, II  
 Computer Repair I, II  
 Drafting I - V  
 Electronics I, II  
 Foreign Language  
 Graphics  
 Infinity  
 Physics  
 Psychology/Sociology  
 Speech  
 Statistics

Work-based Learning  
 Welding I - IV

## ENGINEERING & INDUSTRIAL TECHNICAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English Science Math Social Studies Physical Education Elective	English Biology Math U.S. History Career Core Elective Elective Elective	English Math Government/Economics Career Core Career Core Elective Elective Elective Elective	English or Business Communication Career Core Career Core Elective Elective Elective Elective Elective
<p>* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology</p> <p>** Only one credit of Career Core may be used for Foreign Language.</p>			

### Choice of 5 Career Core Electives Required

#### Pre-Engineering Manufacturing

Business Software  
CISCO Networking  
Computer Arts and Graphics I, II  
Computer Digital Video Graphics I, II  
Drafting, Advanced Drafting  
Electronics I, II  
Graphics  
Machine Tool I - IV  
Statistics  
Welding I - IV  
Woods I - IV  
Work-based Learning

#### Pre-Engineering Construction/Drafting and Design Transportation

Auto I-V  
Auto Body  
Business Software  
Construction/Building Technology  
Computer Arts & Graphics I, II  
Computer Repair I, II  
Drafting I - V  
Electronics I, II  
Graphic Arts  
Statistics  
Welding I - IV  
Work-based Learning

# Job Title Examples Engineering & Industrial Major

## Building Construction -- Professional Careers

Builder	Building Superintendent
Building Contractor	Estimator
Building Inspector	Scheduler

## Drafting & Design Technology -- Professional Careers

Architect	Industrial Designer
Cartographer	Landscape Architect
Civil Engineer	Naval Architect
Construction Engineer	Structural Engineer
Design Engineer	Theater Design
Fashion Designer	Urban Designer/City Planner
Graphic Designer	

## Engineering & Industrial -- Professional Careers

Computer Division Manager	Electronics Manager
Electrical Engineer	Sound Director

## Manufacturing Technology -- Professional Careers

Aeronautical Engineer	Mechanical Engineer
Agricultural Engineer	Nuclear Engineer
Chemical Engineer	Plastics Engineer
Die/Mold Engineer	Production Tech. Mgr.
Industrial Engineer	Quality Control Engineer

## Research Occupations: Computers, Mathematics & Operations -- Professional Careers

Actuary	Network Engineer/Analyst
Agricultural Economist	Physicist
Applied Mathematician	Rate Analyst
Artificial Intelligence/Computer Scientist	Social Scientist
Market Reserach Analyst	Sociologist
Mathematician	Statistician
	Urban Planner

## Transportation Technology -- Professional Careers

Aircraft Pilot -- Commerical	Automotive Engineer
Auto Body Owner/Manager	Aviation Maint. Manager
Auto Mechanic Master	Flight Engineer (Commercial)
Auto Service Manager	Trucking Fleet Manager

## Building Construction -- Technical Careers

Assistant Builder	Painter/Finisher
Brick/Cement Mason	Paper Hanger
Carpenter	Plaster/Dry Wall Installer
Furniture Maker	Surveyor's Helper

## Drafting & Design Technology -- Technical Careers

Apprentice Machine Designer	Electrician
Architectural Drafter	HVAC Installer
Bricklayer	Machine Designer
CAD Operator	Mold Designer
Carpenter	Tool & Die Designer

## Engineering & Industrial -- Technical Careers

Audio Service Tech	Electronics Tech
Camera Operator	Industrial Elect. Apprentice
Computer Technician	Sound Tech
Electrician	Video/Radio/TV Tech

## Manufacturing Technology -- Technical Careers

Automated Equipment Tech	Mechanical Tech
Automated Systems Programmer	Model Maker
CNC Operator	Plastics Tech
Indust. Maint. Mechanic Apprentice	Precision Machininst
Machine Maintenance Tech	Quality Control Technician
Machine Repairer -- Apprentice	Tool & Die Maker

## Research Occupations: Computers, Mathematics & Operations -- Technical Careers

Asst. Social Researcher	Computer Programming Asst.
Chemical Technician	Nuclear Technologist
Computer Info. Systems Asst.	Power Production Technician

## Transportation Technology -- Technical Careers

Aeronautical Technician	Collision Estimator
Aircraft Mechanic	Flight Engineer
Air Traffic Controller	Marine Mechanic
Auto Body Technician	Motorcycle Mechanic
Auto Mechanic	Railroad Engineer
Bus/Taxi/Limo Driver	Truck Driver

## FINE ARTS & COMMUNICATION PROFESSIONAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English Science Math Social Studies Physical Education Elective	English Biology Math U.S. History Career Core Elective Elective Elective	English Math Government/Economics Career Core Career Core Elective Elective Elective	English Math Elective Career Core Career Core Elective Elective Elective Elective
* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology			
** Only one credit of Career Core may be used for Foreign Language.			

### Choice of 5 Career Core Electives Required

<u>Fine &amp; Performing Arts</u>	<u>Graphic Arts Technology</u>	<u>Journalism, Media</u>
Art I, II, III Band Business Software Concert Choir Creative Writing Drama/ Audio Visual Foreign Language Music Theory Pottery, Advanced Pottery Psychology/Sociology Radio & TV Speech Statistics Theatre Technology	Art I, II Business Software Computer Arts & Graphics I, II Computer Digital Video Graphics I, II Creative Writing Drafting Graphics Landscape Drafting & Design Pottery Psychology/Sociology Speech Statistics	Broadcast Journalism Business Software Computer Arts & Graphics I, II Computer Digital -Video Graphics I, II Creative Writing Drama/ Audio Visual Foreign Language Journalism Office Procedures Psychology/Sociology Radio & TV Speech Statistics Theatre Technology

## FINE ARTS & COMMUNICATION TECHNICAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English Science Math Social Studies Physical Education Elective	English Biology Math U.S. History Career Core Elective Elective Elective	English Math Government/Economics Elective Career Core Career Core Elective Elective	English or Business Communication Career Core Career Core Elective Elective Elective Elective Elective
<p>* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology</p> <p>** Only one credit of Career Core may be used for Foreign Language.</p>			

### Choice of 5 Career Core Electives Required

<u>Fine &amp; Performing Arts</u>	<u>Graphic Arts Technology</u>	<u>Journalism, Media</u>
Art I, II, III Band Concert Choir Digital Video Graphics I, II Drama/ Audio Visual Music Theory Pottery, Advanced Pottery Radio & TV Theatre Technology	Art I Art II Business Software Computer Arts & Graphics I, II Digital Video Graphics I, II Drafting Graphics Pottery	Broadcast Journalism Business Software Computer Arts & Graphics I, II Drama/ Audio Visual Journalism Office Procedures Radio & TV Speech Theatre Technology

# Job Title Examples

## Fine Arts & Communications Major

### Careers in Journalism and Media -- Professional Careers

Author	Production Manager
Columnist	Publisher
Editor	Radio/TV Broadcaster
Media Announcer	Technical Writer
Newspaper Reporter	Writer

### Fine & Performing Arts -- Professional Careers

Accompanist	Historian
Actor/Actress	Interior Designer
Art Director	Lighting Director
Artist	Musician
Band/Orchestra Member	Painter
Choreographer	Producer
Chorus Member	Sculptor
Composer	Set Designer
Dancer	Vocal Performer
Director	

### Graphic Arts Technology -- Professional Careers

Author	Production Manager
Columnist	Publisher
Editor	Radio/TV Broadcaster
Media Announcer	Photographer
Newspaper Reporter	Fashion Designer
Commerical Artist	Interior Designer
Graphic Designer	Cartoonist
Technical Artist	Illustrator

### Careers in Journalism and Media -- Technical Careers

Asst. Newswriter	Journalism Technician
Asst. Production Manager	Layout Planner
Assistant Writer/Editor	Technical Writer
Broadcast Technician	Sound Technician

### Fine & Performing Arts -- Technical Careers

Accompanist	Disc Jockey
Actor/Actress	Fashion Designer Tech.
Artist	Illustrator
Asst. Director	Light Technician
Asst. Producer	Model
Band/Orchestra Member	Musician
Carpet/Furniture Designer	Painter
Cartoonist	Sculptor
Choreographer	Set Decorator
Chorus Member	Theater Technician
Composer	Vocal Performer
Dancer	

### Graphic Arts Technology -- Technical Careers

Computer Graphic Technician	Fashion Design Tech
Dark Room Technician	Technical Artis t
Graphic Artist	Colorist
Layout Planner	Screen Printing Machine Operator

# HEALTH SERVICES PROFESSIONAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English Science Math Social Studies Physical Education Elective	English Biology Math U.S. History Career Core Elective Elective Elective	English Math Government/Economics Career Core Career Core Elective Elective Elective	English Math Elective Career Core Career Core Elective Elective Elective Elective
<p>* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology</p> <p>** Only one credit of Career Core may be used for Foreign Language.</p>			

<u>Choice of 5 Career Core Electives Required</u>	
<p><b><u>Health Occupations</u></b>            Advanced Biology            Allied Health I, II            Athletic Training            Business Software            Calculus            Child Development I, II, III            Comparative Anatomy            EMT            Foreign Language            Global Studies/Human Relations            Health Care Academy            Healthy Lifestyles &amp; Consumerism            Office Technology I            Physics            Pre Calculus            Professional Health Careers Academy            Psychology/Sociology            Speech</p>	<p>Statistics            Zoology/ Human Anatomy &amp; Physiology</p>

## HEALTH SERVICES TECHNICAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English Science Math Social Studies Physical Education Elective	English Biology Math U.S. History Career Core Elective Elective Elective	English Math Government/Economics Career Core Career Core Elective Elective Elective	English or Business Communication Career Core Career Core Elective Elective Elective Elective
<p>* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology</p> <p>** Only one credit of Career Core may be used for Foreign Language.</p>			

### Choice of 5 Career Core Electives Required

**Health Occupations**

- Accounting
- Allied Health I, II
- Athletic Training
- Business Management
- Dental Assistant
- EMT
- Food Science & Nutrition
- Global Studies/ Human Relations
- Healthy Lifestyles & Consumerism
- Medical Office Technology
- Office Procedures
- Office Technology I, II, III
- Parenting/ Balancing Work & Family
- Professional Health Careers Academy
- Psychology/Sociology
- Work-based Learning

# Job Title Examples

## Health Services Major

### Health Occupations -- Professional Careers

Audiologist  
Caseworker  
Dietitian/Nutritionist  
Medical Technologist  
Occupational Therapist  
Pharmacist

Physical Therapist  
Radiologist  
Registered Nurse  
Social Worker  
Speech Pathologist  
Sports Medicine Therapist  
Veterinarian

Professional Plus Careers (Physician, Surgeon, Internist, etc.)

### Health Occupations -- Technical Careers

Certified Nursing Assistant  
Dental Hygienist  
Dental Laboratory Tech  
Dietary Technician  
Emergency Medical Tech (EMT)  
Fitness Coach  
Hearing Testing Technician  
Medical Laboratory Tech

Nuclear Medicine Tech  
Nurse (LPN)  
Occupational Therapy Asst.  
Optometric Technician  
Pharmacy Technician  
Physical Therapy Asst.  
Radiologic Technician  
Ultrasound Technician  
Veterinary Technician



# HUMAN SERVICES PROFESSIONAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English Science Math Social Studies Physical Education Elective	English Biology Math U.S. History Career Core Elective Elective Elective	English Math Government/Economics Career Core Career Core Elective Elective Elective Elective	English Math Elective Career Core Career Core Elective Elective Elective Elective
<p>* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology</p> <p>** Only one credit of Career Core may be used for Foreign Language.</p>			

## Choice of 5 Career Core Electives Required

### Child Care Professional

Business Software  
Child Development I, II, III  
Cadet Teaching I  
Comparative Anatomy  
EMT  
Foreign Language  
Food Science & Nutrition  
Global St/Human Relations  
Healthy Life Styles & Consumerism  
Office Technology I  
Parenting/Balancing Work and Family  
Psychology/Sociology  
Speech  
Work-based Learning

### Hospitality

Accounting I, II  
Business Management  
Business Software  
Computer Elective  
Foreign Language  
Global St/Human Relations  
Healthy Lifestyles & Consumerism  
Hospitality - Tourism I, II  
Speech  
Work-based Learning

### Public Safety/Protective Services

Business Software  
Criminology/ Delinquency  
EMT  
Fire Fighter I & II  
Foreign Language  
Global St/Human Relations  
Healthy Lifestyles & Consumerism  
Legal Office Technology  
Psychology/Sociology  
Public Safety Academy  
Speech  
Statistics  
Work-based Learning

### Education

Business Software  
Cadet Teaching I, II  
Child Development I, II  
Computer Arts & Graphics I, II  
Creative Writing  
Fine Arts Elective  
Foreign Language  
Global St/Human Relations  
Healthy Lifestyles & Consumerism  
Psychology/Sociology  
Speech  
Work-based Learning

# HUMAN SERVICES TECHNICAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English Science Math Social Studies Physical Education Elective	English Biology Math U.S. History Career Core Elective Elective Elective	English Math Government/Economics Career Core Career Core Elective Elective Elective	English or Business Communication Career Core Career Core Elective Elective Elective Elective
* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology ** Only one credit of Career Core may be used for Foreign Language			

## Choice of 5 Career Core Electives Required

### Child Care Professional

Business Software  
 Child Development I, II, III  
 Food Science & Nutrition  
 Healthy Life Styles/Consumerism  
 Parenting/Balancing Work & Family  
 Psychology /Sociology  
 Work-based Learning

### Hospitality

Accounting I, II  
 Business Management  
 Business Software  
 Computer Elective  
 Healthy Life Styles/Consumerism  
 Hospitality - Tourism I, II  
 Work-based Learning

### Public Safety/Protective Services

Criminology/Delinquency  
 EMT  
 Fire Fighter I & II  
 Healthy Lifestyles/Consumerism  
 Legal Office Technology  
 Psychology/Sociology  
 Public Safety Academy  
 Statistics  
 Work-based Learning

### Education

Business Software  
 Cadet Teaching  
 Child Development I, II, III  
 Computer Arts & Graphics I, II  
 Fine Arts Elective  
 Healthy Lifestyles/Consumer  
 Psychology/Sociology  
 Work-based Learning

# Job Title Examples

## Human Services Major

### Child and Adult Care -- Professional Careers

Caseworker	Preschool Teacher
Child Care Administrator	Recreational Supervisor
Early Childhood Educator	Social Worker
Nursing Home Administrator	

### Child and Adult Care -- Technical Careers

Child Care/Nursery Attendant	Nursing Home Worker
Cosmetologist/Barber	Pre-School Aide
Day Care Assistant or Director	Recreational Technician
Home Care Attendant	Social Services Worker

### Hospitality and Food Services -- Professional Careers

Concierge	Food Services Manager
Conference Manager	Home Economist
Convention Director	Hotel/Motel Manager
Cruise/Tour Director	Special Events Coordinator
Executive Chef	Tourism Director

### Hospitality and Food Services -- Technical Careers

Asst. Conference Manager	Cook
Asst. Hotel/Motel Manager	Flight Attendant
Baker/Chef/Bartender	Front Desk Manager
Butcher	Special Events Director
Car Dealer	Tourism Assistant
Cashier	Travel Agent

### Public Safety & Protective Services -- Professional Careers

FBI Agent	Private Detective
Corrections/Prob./Parole Officer	Security Director
Lawyer/Judge	Sheriff/Detective
Officer/ Police Chief	State Police Commander

### Public Safety & Protective Services -- Technical Careers

Armed Forces	Pest Control Technician
Body Guard	Police Officer
Correction/Prob./Parole Worker	Private Detective
Fire Fighter	Public Safety Officer
Hazardous Materials Tech.	State Police Officer

### Teaching Occupations -- Professional Careers

College Instructor/Professor	Secondary Teaching (7-12)
Counselor/Social Worker	Special Ed. Teacher (K-12)
Elementary Teacher (K-6)	Librarian

### Teaching Occupations -- Technical Careers

Elementary Ed. Teaching Asst.	Secondary Ed. Teaching Asst.
Library Assistant	Teaching Asst.
Paraprofessional	

## NATURAL RESOURCES AND AGRISCIENCE PROFESSIONAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English Science Math Social Studies Physical Education Elective	English Biology Math U.S. History Career Core Elective Elective Elective	English Math Government/Economics Career Core Career Core Elective Elective Elective	English Math Elective Career Core Career Core Elective Elective Elective Elective
<p>* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Introduction to Business and Technology</p> <p>** Only one credit of Career Core may be used for Foreign Language.</p>			

### Choice of 5 Career Core Electives Required

#### Natural Resources and Agriscience

- Advanced Biology
- Agriscience/Horticulture
- Business Software
- Calculus
- Chemistry
- Computer Arts & Graphics I, II
- Directed Natural Resources
- Drafting
- Foreign Language
- Invertebrate Zoology/ Human Anatomy & Physiology
- Physics
- Pre Calculus
- Psychology/Sociology
- Speech
- Statistics
- Work-based Learning

## NATURAL RESOURCES AND AGRICULTURE TECHNICAL PATHWAY

9th Grade	10th Grade	11th Grade	12th Grade
English	English	English	English or Business Communication
Science	Biology	Math	Career Core
Math	Math	Government/Economics	Career Core
Social Studies	U.S. History	Career Core	Elective
Physical Education	Career Core	Career Core	Elective
Elective	Elective	Elective	Elective
	Elective	Elective	Elective
	Elective	Elective	Elective

\* Required for graduation: 1 credit of physical education or physical ed/health and 1 credit of Business & Information Technology

\*\* Only one credit of Career Core may be used for Foreign Language.

### Choice of 5 Career Core Electives Required

- Accounting I, II
- Agri-Science and Natural Resources
- Business Software
- Computer Arts & Graphics I, II
- Fundamental Machine Tool
- Introduction to Landscape Drafting
- Landscape Design and Development
- Work-based Learning

## Job Title Examples

### Natural Resources and Agri Science Major

#### Natural Resources & Agri Science -- Professional

Agricultural Extension Agent  
Agricultural Scientist  
Conservation Officer  
Coop Extension Service Worker  
Farm Manager  
Fish and Wildlife Specialist

Forester  
Gardens Manager  
Limnologist  
Naturalist  
Park Manager  
Soil Conservationist

#### Natural Resources & Agri Science -- Technical

Agricultural Technician  
Ag. Chemical Technician  
Asst. Farm Manager  
Fish and Wildlife Worker  
Fishery Technician  
Floral Designer

Forestry Technician  
Grounds Keeper  
Horticultural Technician  
Landscape Design Technician  
Landscape Gardener

COLOMA HIGH SCHOOL  
CHS

# GRADUATION REQUIREMENTS

**Class of 2007 and beyond,  
27 1/2 credits required for graduation**

## Required courses for a Coloma Diploma Class of 2007 & 2008

- \*\* 4 English Credits
- \*\* 3 Social Studies Credits
- \*\* 3 Math Credits
- \*\* 2 Science Credits
- \*\* 1 Physical Education Credit
- \*\* 1 Computer Credit
- \*\* 5 Career Core Elective Credits
- \*\* 1/2 Senior Project

\*Depending on the state requirement changes.

## Required courses for a Coloma Diploma Class of 2009

- \*\* 4 English Credits
- \*\* 3 Social Studies Credits
- \*\* 3 Math Credits
- \*\* 3 Science Credits
- \*\* 1 Physical Education Credit
- \*\* 1 Computer Credit
- \*\* 5 Career Core Elective Credits
- \*\* 1/2 Senior Project

\*Depending on the state requirement changes.

Name: \_\_\_\_\_

Class of \_\_\_\_\_



# Personal School Plan



**CAREER MAJOR:** \_\_\_\_\_

**Pathway:**       **Technical**       **Professional**

GRADE 9		GRADE 10		GRADE 11		GRADE 12	
COURSE	CR	COURSE	CR	COURSE	CR	COURSE	CR
Math: 1.		Math: 1.		Math: 1.		English: 1.	
English: 2.		English: 2.		English: 2.		Career Core: 2.	
Science: 3.		Biology: 3.		Gov/Economics: 3.		Career Core: 3.	
Social Studies: 4.		U.S. History: 4.		Career Core: 4.		Elective: 4.	
Physical Education: 5.		Career Core: 5.		Career Core: 5.		Elective: 5.	
Elective: 6.		Elective: 6.		Elective: 6.		Elective: 6.	
		Elective: 7.		Elective: 7.		Elective: 7.	
		Elective: 8.		Elective: 8.		Elective: 8.	

# Course Descriptions

<b>Adjusted Studies .....</b>	<b>57</b>
<b>Business &amp; Information Technology.....</b>	<b>31-34</b>
<b>Engineering &amp; Industrial.....</b>	<b>35-39</b>
<b>Fine Arts &amp; Communications.....</b>	<b>40-42</b>
<b>Foreign Language.....</b>	<b>49-50</b>
<b>Health Science .....</b>	<b>46</b>
<b>Human Services .....</b>	<b>43-45</b>
<b>Language Arts.....</b>	<b>47-48</b>
<b>Mathematics.....</b>	<b>50-51</b>
<b>Physical Education .....</b>	<b>56</b>
<b>Science and Natural Resources.....</b>	<b>52-54</b>
<b>School-To-Career Coordinator.....</b>	<b>56</b>
<b>Shared-Time Classes .....</b>	<b>30</b>
<b>Social Studies.....</b>	<b>55-56</b>
<b>Miscellaneous.....</b>	<b>58</b>
<b>General Information.....</b>	<b>59</b>

## Shared-Time Classes

**\*Any student wishing to attend a shared-time class, MUST complete an application and turn it in to Ms. Fish by March 15th.**

**\* Applications may be obtained from Mrs. Haley or in the high school office.**

**\*Completion of the application does not assure your placement in the class\***

These classes are available to our students because of partnerships formed with other local districts and area postsecondary education institutions. **Because these opportunities are offered at a variety of sites (some of which have different starting and ending times than we do)\***, it may be necessary for students to assume the responsibility of arriving at school earlier than usual to catch a bus to those sites. **In several instances, the student may need to provide their own transportation.\* In the case that slots are limited, first choice will be given to qualifying seniors.\* Students having a poor attendance record, a low GPA and/or a history of behavior problems may not be allowed to leave the district to attend these classes.\***

### List of available classes:

#### **Business, Management, Marketing, and Technology**

CISCO Networking Program - Lake Michigan College

Web Design - Lake Michigan College

#### **Engineering and Industrial**

Graphics - Andrews University

Construction - Berrien Springs

Electronics - Benton Harbor High School

Machine Tool/CAD - M-Tech

Cabinet & Furniture - St. Joseph High School

Aviation Technology - Andrew University

#### **Fine Arts & Communication**

Dance I - Lakeshore High School

Intermediate/Advanced Dance - Lakeshore High School

Theatre Technology - Lakeshore High School

Music Theory - Lakeshore High School

Media Communicatons I & II - Benton Harbor High School

#### **Health Sciences**

Allied Health I, II - Benton Harbor High School

Dental Assistant - Lake Michigan College

Health Care Academy - Lakeland Hospital

Forensic Science - Berrien Springs or Eau Claire

Athletic Trainer - St. Joseph High School

#### **Human Services**

Cosmetology - Twin City Beauty College

Criminology - M-Tech - LMC

EMT - Berrien Springs/Oronoko Twp. Public Safety Building

Fire Fighter I & II - Berrien Springs/Oronoko Twp. Public Safety Building

Food Service - Benton Harbor Tech Center

Medical First Responder - Berrien Springs

#### **Science and Natural Resources**

Agriscience/Horticulture - Countryside Charter

Directed Natural Resources - Countryside Charter

## Business & Information Technology

### Accounting I

Prerequisite: Introduction to Business and Technology

Grades: 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Human Services (P,T)  
Natural Resources (P, T)

The course will deal with preparing financial records for a service business organized as a **PROPRIETORSHIP**. Students will prepare financial records manually. They will be introduced to automated accounting.

Accounting will help to prepare students for successful participation in a variety of office and business-related occupations. This course is intended to: 1) Develop in students the ability and desire to keep accurate records for personal use; 2) Develop in students the ability to interpret and analyze business papers in all areas of private life; 3) Develop in students the traits of neatness, accuracy, and orderliness.

### Accounting II

Prerequisite: Successful completion of Accounting I, with a C- or better.

Grades: 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Human Services (P,T)  
Natural Resources (T)

This course will deal with preparing financial records for a merchandising business organized as a **PARTNERSHIP**. Students will prepare financial records either manually or using automated accounting. Students will improve their skills in automated accounting.

Accounting will help to prepare students for successful participation in a variety of office and business-related occupations. This course is intended to: 1) Develop in students the ability and desire to keep accurate records for personal use; 2) Develop in students the ability to interpret and analyze business papers in all areas of private life; 3) Develop in students the traits of neatness, accuracy, and orderliness.

### Accounting III

Prerequisite: Successful completion of Accounting I and Accounting II with a B- or better.

Grades: 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)

Human Services (P,T)

Natural Resources (T)

This course will deal with preparing financial records for a business organized as a **CORPORATION**. Students will prepare financial records using automated accounting. Students will develop/improve their skills in automated accounting.

This course is specifically career-oriented. It is planned for the student who may be interested in: 1) Becoming an accounting clerk or an accountant's assistant upon graduation from High School; 2) Attending college and majoring in accounting, marketing, management, or some other phase of business administration; 3) Knowing more about business procedures so that the student can interpret business records correctly; 4) Becoming a secondary teacher in the area of business.

### Introduction to Business and Technology

Prerequisite: None

Grades: 10, 11, 12

Students will be learning the beginning application programs to prepare them to work in the business world. These units are: word processing, database, and spreadsheet presentation, desk-top publishing. Also included will be units on improving keyboarding skills, work habits, career planning, and other business related units.

### Business Management

Prerequisite: Introduction to Business and Technology

Grades: 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Health Services (P, T)  
Human Services (P,T)

In this course students will gain an understanding of the characteristics, the organization, and the operations of business. General goals include (1) acquire a working vocabulary of business terms; (2) obtain an awareness of the many activities, problems, and decisions involved in successfully operating a business; (3) gain an appreciation of the importance of business and management in our economic system; (4) understand facts, procedures, principles, and concepts needed to become effective members of profit-making and not-for-profit making organizations; and (5) appreciate the dynamics of business that are represented by such elements as organizational change, diversity in the workforce, ethics, world competition, and the link between business and society.

## Business & Information Technology

### **Business Software**

Prerequisite: Introduction to Business and Technology

Grades: 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)  
Health Services (P, T)  
Human Services (P,T)  
Natural Resources (P, T)

This application class is designed to teach Microsoft Windows and the desktop publishing program Adobe In Design, Print Shop version 15, and Front Page the Microsoft web design program. In Design is the same program used for yearbooks. The projects are based on the student's future occupational preferences and are related activities. These students also start learning office management by being classroom manager for a week.

### **Cisco IT Essentials I**

Prerequisite: Business Software, Algebra I

Grades: 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P, T)

This is the pre course to the CCNA (Certified Cisco Network Associate). This course starts with the hardware and software basics and quickly advances toward troubleshooting computer and network issues. Students will work independently and in teams for projects and lab work. This course is both hands-on and lecture based.

This course is an exploratory course introducing you to the Cisco Networking System. To earn your certificate you will need to take the Cisco shared time course offered at Lake Michigan College through Benton Harbor.

### **Cisco IT Essentials II**

Prerequisite: Business Software, Algebra I, Cisco IT Essentials I

Grades: 9, 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P, T)

This is the pre course to the CCNA (Certified Cisco Network Associate). This course starts where the students left off in Cisco IT 1. This course servers, peer-

to-peer networks, clustering, and IT practical design for both Windows and Linux. This class will include realistic experience for the servers that students will design and setup. This course is both hands-on and lecture based.

This course is an exploratory course introducing you to the Cisco Networking System. To earn your certificate you will need to take the Cisco shared time course offered at Lake Michigan College through Benton Harbor.

### **Computer Arts & Graphics I**

Prerequisite: Business Software

Grades: 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)  
Human Services (P,T)  
Natural Resources (P, T)

In this advanced course students work the Adobe programs, PhotoShop 7.0 and Live Motion 2.0. Students design and implement projects on computers, using special software and hardware needed to complete the job. Students do many school projects for teachers, as well as class projects and community projects.

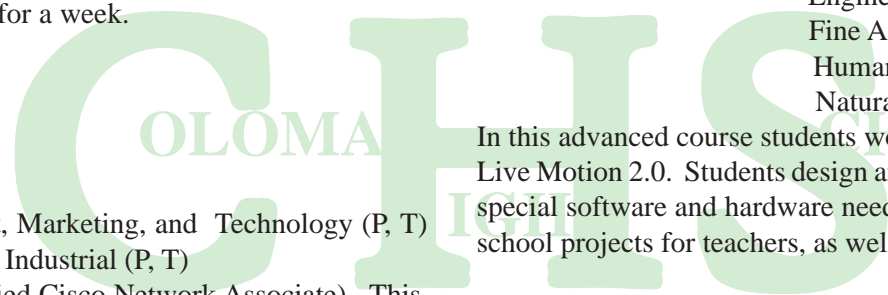
### **Computer Arts & Graphics II**

Prerequisite: Computer Arts & Graphics I

Grades: 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)  
Human Services (P,T)  
Natural Resources (P, T)

In this course the student will be using Adobe Illustrator 10 and After Effects to generate art and graphics with special effects. They will be completing a series of projects for class and other projects around the community and High School.



## Business & Information Technology

### Computer Engineering and Programming I

Prerequisite: Bus. Software; completed Algebra with a B or higher

Grades: 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P)

Learning the programming language Visual Basic. This course starts right at the beginning and goes all the way through file handling which would be the equivalent of a first year college course.

### Computer Engineering and Programming II

Prerequisite: Computer Engineering & Programming I

Grades: 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P)

This course will continue Visual Basic, plus C++ writing actual programming projects.

### Computer Digital Video Graphics I & II

Prerequisite: Business Software, Arts & Graphics I & II

Grades: 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)

A class to edit and use digital video, editing software, Adobe Premiere 6.5 and After Effects 5.0, and Impression to burn DVD's, all final projects will be incorporated into channel 28 on Coloma's TV station. Students will develop projects from the story board, to editing to burning the program on DVD.

### Office Technology I

Prerequisite: Introduction to Business and Technology

Grades: 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Health Services (T)  
Human Services (P)

Office Technology I is a course intended to help students enhance their entry-level employability skills for the business environment. Students will learn desktop publishing using MS Publisher; web design using Front Page; and Information Processing using Word, Excel, and Power Point. Additional instructional units include: communication skills, internet use, and keyboarding skills.

*Direct Credit is available from Lake Michigan College for this course.*

### Office Technology II

Prerequisite: Office Technology I or Business Software

Grades: 10, 11, 12

**Career core elective for:** Business & Information Technology (P,T)  
Health Services (T)  
Human Services (P)

This course is designed to help students further advance their skills needed for the business environment. Units of study include MS Access; Adobe InDesign; web page design using Word Excel, and Power Point; electronic calculator; and document processing projects.

Direct Credit for Lake Michigan College is available for MicroSoft Office 2003-- Word, Power Point, Excel, & Access.

## Business & Information Technology

### **Office Technology III**

Prerequisite: Office Technology II

Grades: 11 & 12

**Career core elective for:** Business & Information Technology (P, T)  
Health Services (T)  
Human Services (P)

Students will learn to use Voice Technology and the Handwriting Tablet using MS Office. Students will also complete additional projects relating to their career in the Business and Information Technology pathway.

Direct Credit for Lake Michigan College is available for MicroSoft Office 2003-- Word, Power Point, Excel, & Access.

### **Office Produres**

(Lake Michigan College OIS 211)

Concentrates on secretarial and clerical technologies studied and practiced in a typical office enviroment. Topics include: discussion and hands on use of the latest office technologies, personal presentation, practice in mailing procedures, proper use of communication mediums, employment strategies, office etiquette and development of appearance and personality.

Direct credit for Lake Michigan College is available upon successful completion of this course. (5 Lake Michigan College credits)

### **Medical Office Technology**

Prerequisite: Office Technology I

Grades: 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Health Services (T)

This course prepares students for medical office careers through instruction in medical document processing, medical office procedures, and medical records management. Software use and keyboarding skills are emphasized.

*Direct Credit is available from Lake Michigan College for this course.*

### **Legal Office Technology**

Prerequisite: Office Technology I

Grades: 11,12

Career core elective for: Business & Information Technology (P,T)  
Human Services (P,T)

This course prepares students for legal office careers through instructions in legal terminology, legal document processing, legal office procedures, and legal records management. Software use and keyboarding skills are emphasized.

# Engineering and Industrial

## **Fundamental Drafting**

Prerequisite: None

Grades: 9, 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)  
Natural Resources (P)

Fundamental drafting introduces the students to the terms, knowledge, and skills necessary to understand and create one of the first steps necessary to produce an object, whether it is a nail or the space shuttle. While this course should be of prime interest for students in the industrial trades area, those in almost all other curriculums would benefit significantly. The goals of the course are to achieve accuracy, neatness, quality, and speed in the creation of drawing. The topics students will acquire a degree of proficiency in include mechanical sketching, mechanical drawing, dimensioning, sectional views, and auxiliary views and CAD. Direct credit is available from L.M.C. for this course.

## **Advanced Drafting**

Prerequisite: 2.0 in Fundamental Drafting

Grades: 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)  
Natural Resources (P)

In this course students will expand on the board and CAD skills learned in Fundamental Drafting. While occasionally returning to the board, students in this course will primarily employ CAD systems to create 2 and 3-Dimensional representations. Students will attain a degree of skill in working with CAD solids, revolutions, pictorial drawings, development and intersections, and cams and gears. They will also be introduced to structural drawings, mapping, electrical, and architectural drafting. Direct credit is available from L.M.C. for this course.

## **Advanced Mechanical Drafting**

Prerequisite: 2.0 in Advanced Drafting or 4.0 in Fundamental Drafting

Grades: 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

Students enrolled in this course will specialize in the development of board and CAD skills learned in any previous drafting course(s) within the context of the mechanical trades. The goals of this course are to attain a degree of skill in producing and understanding the development of sheet metal patterns, shop processes, assembly drawing, and detail drawings. Auto Desk AutoCAD Investigator will be used to create the drawings. Direct credit is available from L.M.C. for this course.

## **Architectural Design and Drafting**

Prerequisites: 2.0 in Advanced Drafting or 4.0 in Fundamental Drafting

Grades: 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)  
Natural Resources (P)

Further developing the board and CAD skills in any previous course(s), students will learn methods of construction from the perspective of conceptualizing, designing, and drafting the plans for a residential and/or commercial structure. The topics covered in this course include structural drawing, map drafting, building site considerations, floor plan considerations, electrical & lighting, and plumbing & HVAC. AutoDesk AutoCAD Architectural Desktop will be used to create a set of 2-dimensional and 3-dimensional drawings.

## **Electronics/Process Pipe Drafting**

Prerequisites: 2.0 in Advanced Drafting or 4.0 in Fundamental Drafting

Grades: 11, 12

**Career core elective for:** Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)  
Natural Resources (P)

Students will be introduced to the terms, knowledge, and skills used in both electronic drafting and Process Pipe ( Industrial) drafting. This course is divided into two parts: One part emphasizing the necessary skill to understand and draw large industrial pipe plans (i.e., waste treatment plants, power plants). the majority of the work will be done using CAD programs learned in previous courses (i.e., Auto CAD, Inventor).

## Engineering and Industrial

### Mechanical Design and Drafting—Independent Study

Prerequisite: 2.0 in Advanced Mechanical Drafting

Grades: 11, 12

Career Core elective for: Engineering & Industrial (P, T)

The student will work in conjunction with the instructor on independent projects that will further develop their skills and knowledge of parametric 3-D modeling. These will include the areas of assemblies, surface generation, surface application, and physical property calculations.

### Geographic Information Systems Design

Prerequisites: 2.0 in Advanced Drafting or 4.0 in Fundamental Drafting

Grades: 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)  
Natural Resources (P)

One of the most important spatial analysis tools available today is Geographic Information System (GIS) software. This tool is extensively used in such diverse fields as Urban & Rural Planning, Forestry Management, Archaeology, Structural Engineering, Geology, Geography, Criminology, Telecommunications, Mapping, etc. With a geographic information system, one can capture, store, retrieve, analyze, and display spatial data that emphasizes the spatial relationships among objects or conditions being mapped. Enrolled students will learn, using AutoCAD MAP, the basic concepts, terms, techniques of GIS analysis.

### Pre-Engineering - Infinity Project

Prerequisites: Algebra II

Grades: 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P, T)  
Fine Arts & Communication (P, T)

High School Meets High Tech. Behind every new piece of technology, there's an engineer. And behind every engineer, there's a creative mind. The Infinity Pre-Engineering Project is a national program that makes it easy for students to connect with the creativity underlying modern technology and engineering. The Infinity curriculum is a practical, hands-on approach to understanding the relevance of math, science, and engineering in the information era.

The Infinity Project teaches students how engineers use their ingenuity to imagine and build new technologies.

Students learn the practical application of math and science to technology and engineering by working in the classroom and lab to design systems such as:

- \* Digital musical synthesizers
- \* Optical money counters
- \* Wireless computer networks

### Automotive Service - Auto I

Prerequisite: None

Grades: 9, 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

This course is designed for first year automotive students. The following areas will be covered. 1) Career Opportunities 2) How to write a repair order 3) Basic automotive hand tools 4) Automotive fasteners 5) Automotive measuring tools 6) Routine Maintenance (lube-oil filter) 7) Replacing universal joints 8) Servicing exhaust systems 9) Vehicle safety inspections 10) Basic cooling systems 11) Basic tire service 12) Basic Brake system function and Inspection 13) Basic Suspension system function and Inspection.

This course will be taught through the use of lectures, demonstrations and actual repairs to customers' cars.

*Articulation agreement with Southwest Michigan College and Ferris State University for this course.*

### Automotive Brake Systems- Auto II **aligned with NATEF Standards**

Prerequisite: 2.0 in Automotive Service (Auto I) **FIRST SEMESTER ONLY**

Grades: 9, 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

During this course the students will be given the theory, operating principles and servicing techniques for the following: 1) Hydraulic system diagnosis and repair 2) Drum brake diagnosis and repair 3) Disk brake diagnosis and repair 4) Power assist units diagnosis and repair 5) Anti-lock brake systems 6) Servicing wheel bearings 7) Servicing parking brakes 8) Brake warning light systems.

## Engineering and Industrial

This course will be taught through the use of lectures, demonstrations and actual repairs of customers' cars.

*Articulation agreement with Southwest Michigan College and Ferris State University for this course.*

### **Automotive Suspension and Steering- Auto III**

**aligned with NATEF Standards**  
**SECOND SEMESTER ONLY**

Prerequisite: 2.0 GPA in Automotive Service and Automotive Brake systems, Auto I,II

Grades: 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

During this course the students will be given the theory, operating principles and techniques for the following: 1) Steering system diagnosis and repair 2) Servicing front suspensions 3) Servicing rear suspensions 4) Wheel alignment diagnosis and repair 5) Wheel and tire diagnosis and repair

The course will be taught through the use of lectures, demonstrations and actual repair of customers' cars.

*Articulation agreement with Southwest Michigan College and Ferris State University for this course.*

### **Advance Automotive - Auto IV**

**BOTH SEMESTERS**  
**aligned with NATEF Standards**

Prerequisite: 3.0 GPA in at least in two of the prior automotive courses. Auto I, II, III, highly Motivated/ self starter who can work independently.

Grades: 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

During this course the students will be given the theory, operating principles and servicing techniques for the following: 1) General engine diagnosis 2) Removal and installation 3) Engine block diagnosis and repair 4) Lubrication system diagnosis and repair 5) Reading wiring diagrams 6) Use of multimeters 7) Extensive use of Tech II scan tool 8) Fabrication 9) Strategy based Diagnostics Techniques.

The course will be taught through the use of lectures, demonstrations and actual repair of customers' cars.

*Articulation agreement with Southwest Michigan College and Ferris State University for this course.*

### **Graphics I and II- Shared Time**

Prerequisite: 2.0 G.P.A., Highly motivated/self-starter, very high desire to work with Macintosh computers , desire to work in a creative field

Length: Year - 4 hours daily (Andrews University)

Grades: 10, 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P, T)  
Engineering & Industrial (P, T)  
Fine Arts & Communication (P,T)

Designed for students with a strong desire to gain the skills needed to become employed in the Graphics industry. This class includes digital multimedia, electronic imaging, video editing and web page publishing.

*(Students need approval from Graphics Department to continue in Graphics II.)*

### **Fundamental Machine Tool**

Prerequisite: None

Grades: 9, 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)  
Natural Resources (T)

This is an introductory course to the machine-tool field. Students are introduced to and given an opportunity to operate the standard machine tools including drill press, milling machine, lathe, and grinders. Classroom lecture and discussion will cover shop safety, machine tool occupations, measurement and layout, hand tools and blueprint reading. Students will have required projects and time permitting, they are free to work on projects of their own choosing. A student's grade is based on lab work and one-third classroom work. The course is recommended for those students planning to enter the drafting and automotive fields as well as the metalworking industry.

### **Advanced Machine Tool**

Prerequisite: Fundamental Machine Tool

Grades: 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

This is an advanced course in which the student receives further lab experience in the operation of the standard machine tools. Projects, either required or self-chosen, involve more detailed operations and reflect a need for increased skills, both in machining and measurement. Classroom materials include a study of drilling, fasteners, lathe, threads, cutting speeds, and shop safety. Students enrolling in this pre-vocational course should be serious in their plans to enter the machine tool trade.

## Engineering and Industrial

### Technical Machine Tool/ Vocational Machine Tool

Prerequisite: Adv. Machine Tool

Grades: 11,12

**Career core elective for:** Engineering & Industrial (P, T)

This is a vocational course aimed at preparing the motivated student for entry in the machine tool field. Emphasis is placed on skill development in measurement and machining. Lab work includes cylindrical grinding, electrical discharge machining, cross slide rotary table work and more detailed work on all of the standard machine tools. Included in classroom sessions are studies on grinding machines and wheels, metallurgy, modern machining methods, milling machines, milling cutters, precision measuring, and career information. Field trips to local industries will supply added insight to the trade. Students completing this course can expect to find good jobs available in well paid fields. Many previous graduates are now in or have completed apprenticeship programs. Students who complete these classes will have the opportunity for even further training in CNC (computer numerically controlled) at MTEC of Lake Michigan College  
*Direct credit from Lake Michigan College can be received upon completion.*

### Welding I

Prerequisite: None

Grades: 11,12

**Career core elective for:** Engineering & Industrial (P, T)

This course covers the basic fundamentals of welding. The student will receive instruction and actual experience with various types of welding processes. Some of the types taught are: Oxy-acetylene gas, TIG, Arc (AC-DC), MIG and plasma ARC cutting. Safety in the operation of the equipment will be emphasized. This course can provide the motivated student with the skills necessary for employment in the welding industry.

### Welding II

Prerequisite: Welding I

**Career core elective for:** Engineering & Industrial (P, T)

In welding II the student will learn many of the basics in more facets of the welding field. Emphasis will be placed on the skill developed in the operation of the Arc (AC-DC), TIG, MIG, and Plasma cutting. Advanced welds will be assigned as the student progresses in the course of study. As in Welding I, this course can provide the motivated student with skills necessary for employment in the welding field. If student advances beyond task sheet they will be trained in

pipe welding techniques. Projects are also a part of this course selection. Students will plan, design and develop projects using the various methods of fabrication.

### Woods I

Prerequisite: None

Grades: 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

The purpose of this course is to give the student an opportunity to: 1. Acquire a knowledge of basic fundamentals and a degree of skill and understanding in the safe operation of the woodworking machines. (This will include portable power tools.) 2. Familiarize students with many of the procedures and problems in fabricating materials in the woodworking industry. 3. Develop planning and problem solving and work habits and attitudes for life.

### Woods II

Prerequisite: Woods I

Grades: 10, 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

The second year of Woods is a class which continues the studies in the Woods I course. Each student will be given more responsibility with operation of the machines, wood projects, mass production systems and problem solving that arise in working with complicated projects. Students selecting this course of study should be self-motivated in order to achieve what they couldn't in Woods I.

### Woods III

Prerequisite: Woods II

Grades: 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

The third year of woods is a class strictly for the motivated student who wants to obtain more of the craftsman skills in woodworking. Emphasis will be placed on advanced project selection, joinery, wood processes mass production, and cabinetry used in industry.

### Electronics I & II - Shared Time

Prerequisites: None

Length : Year, 2 hours, 2 credits

**Career core elective for:** Engineering & Industrial (P, T)

This classroom covers basic electronics; both AC and DC theories. While the program is self paced, the students are expected to complete at least the following skills:

## Engineering and Industrial

1.) Breadboarding circuits 2.) Using multimeters 3.) Handwriting circuits 4.) Circuit board construction 5.) Designing simple circuits 6.) Designing power supplies 7.) Assemble and test oscillators 8.) Assemble and test amplifiers 9.) Repair Electrical Equipment

In addition, the student will build at least two projects.

### **Electronics III & IV - Shared Time**

Prerequisites: Students must have successfully completed Electronics I & II

Length : Year, 2 hours, 2 credits

**Career core elective for:** Engineering & Industrial (P, T)

This class covers advanced electronics, particularly semiconductor and digital theory practice. The class is self paced (but students are expected to complete the following skills).

1.) Implement giving logic gate 2.) Use Boolean Algebra 7 Karnaugh Maps 3.) Use Multivibrators (555-556) 4.) Use sequential logic 5.) Implement combination logic 6.) Explain computers organization and operation 7.) Repair Electronic Equipment

In addition the students will build at least two projects.

### **Construction/Building Technology-Shared Time- Berrien Springs**

Prerequisite: None

Grade: 11, 12

**Career core elective for:** Engineering & Industrial (P, T)

This is a hands-on course that offers basic knowledge and practical experience in various aspects of construction/ building trades. Students will gain hands-on experience in areas such as brick laying, framing, hanging drywall, window and floor trim, hanging interior and exterior doors, and installing siding. Basic home repair and new construction will be emphasized.

### **Home Technology Integration - Shared Time**

Prerequisites: None (Algebra advised)

Grades: 11, 12

**Career core elective for :** Engineering & Industrial (P,T)

This course is designed to provide the student with the skills and knowledge necessary to install and maintain home technology systems including; computer networking, telecommunications, lighting controls, security systems, water management, home entertainment systems including video, data, and voice, and

heating, ventilation and air conditioning control systems. The course prepares the student to take the industry recognized CompTIA HTI + certification test. This a 4 college credit course available through the direct credit program with Lake Michigan College's Electrical/Electronics Engineering Technology Program.

### **Cabinet/Furniture Making - Shared Time at St. Joseph High School**

Prerequisite: None

Grades: 10-12

May be taken more than one year for credit.

**Career core elective for:** Engineering & Industrial (P,T)

This course is designed for those students who have a serious desire to increase their skills in woodworking. Students will design their project using a computer-aided drafting program and organize project information on a computer-generated spreadsheet. Much attention will be given to good design, the use of fine woods, and the development and appreciation of excellent craftsmanship in construction and finishing.

### **Aviation - Shared Time at Andrews University (E -wing)**

Prerequisite: None

Grade: 12

**Career core elective for:** Engineering & Industrial (P, T)

This college level course acquaints students with opportunities available in aviation. Topics include mission flying, flight instruction, aircraft maintenance, avionics, sales, safety, and aerodynamics of flight. Some dual flight instruction is included.

## Fine Arts & Communications

### Art I

Prerequisite: none

Grades: 10, 11, 12

**Career core elective for:** Fine Arts & Communication (P,T)

Art I is open to anyone who shows an interest in doing art, exploring art history, and learning to analyze and appreciate art. A heavy emphasis will be on learning drawing skills and basic art principles. The student will learn how to draw realistically as well as from imagination. We will then explore color theory, painting, print making and three dimensional media. The principles learned and practiced in all the art courses are extremely beneficial to the careers in the commercial art field: graphic design, animation /film, advertising and interior/environmental design. In learning good design, the student will be able to communicate visually with success.

### Art II

Prerequisite: Art I

Grades: 10, 11, 12

**Career core elective for:** Fine Arts & Communication (P,T)

This course is designed for the student with a good understanding of the basic principles learned in Art I, and the ability to apply them. The student is expected to know shading, perspective, contour line drawing, composition, and color theory. The first half of the course is devoted to drawing, with challenging assignments in charcoal pencil, ink and colored pencil. In the second half of the course, we will explore oil painting, color theory, design and portrait and human figure.

### Art III

Prerequisite: Art I and Art II

Grades: 11,12

**Career core elective for:** Fine Arts & Communication (P,T)

Art III is a course intended for the student who is seriously interested in the study of art and has previously shown potential art talent. Advanced techniques in many media will be introduced such as: figure & portrait drawing, batik, drawing, watercolor, and independent study. The student must be able to progress on an independent basis. The teacher is there to assist the students in such a manner that only persons who are serious-minded and self-disciplined enough to work on their own should consider taking this course.

### Art IV and V

Prerequisite: Art III

Grades: 11,12

**Career core elective for:** Fine Arts & Communication (P,T)

Art IV & V continue to explore different media and advanced techniques. Emphasis is again on drawing, learning to “see” accurately, and communicate ideas effectively, working with models and objects from life, students create original and personal interpretations.

### Pottery I

Prerequisite: none

Grades: 11, 12

**Career core elective for:** Fine Arts & Communication (P,T)

Pottery is a course in which the students must display ambition, patience, fortitude and be able to work independently. Learning to throw on the potter’s wheel can only be learned through practice. Good attendance is also very necessary. Wheel throwing, hand building techniques, and sculpture will be taught, as well as glazing and decorating methods. No previous art experience is necessary, but students must desire to work with clay, which is messy. With this in mind, students will be able to display creative talent in an exciting medium.

### Advanced Pottery

Prerequisite: Pottery I

Grades: 11, 12

**Career core elective for:** Fine Arts & Communication (P,T)

Advanced pottery is a course designed for the student who is seriously interested in working with clay and exploring new techniques in three dimensional form. Students will work independently with an emphasis on personal style.

### Music - Band

Prerequisite: Audition, 5th - 9th Grade Band

Grades: 10, 11, 12

**Career core elective for:** Fine Arts & Communication (P,T)

To become a member of the high school band a student must have displayed satisfactory performance in the middle school and junior high school bands. A personal record of good class behavior and good attendance habits is essential. Each band member is expected to participate in: **Marching Band**- This group performs at all home football games and various parades during the year.

## Fine Arts & Communications

Several styles of marching are utilized along with contemporary marching music. Extra evening rehearsals are held during the marching season and are required for each band member. The band participates annually in the Marching Festival sponsored by the Michigan School Band and Orchestra Association and other marching competitions. **Concert Band**- This organization devotes itself to the study of the finest in band literature. Concepts of ensemble performance, ear training, basic musicianship and technical achievement are stressed. Concert performances are scheduled throughout the year. The band participates annually in festivals sponsored by the Michigan School Band and Orchestra Association. Individual members are also encouraged to participate in the annual District All Star Band and Solo and Ensemble Festival. **Pep Band** - This group furnishes the music at home basketball games and pep assemblies.

\*\*Transportation will be provided for interdistrict Benton Harbor students for all after school and evening practices and events. \*\*

### Music Theory

Prerequisite: Currently in a Performing Ensemble  
Grades: 10, 11, 12

**Career core elective for:** Fine Arts & Communication (P,T)  
This course will introduce the musician to the fundamentals of music theory. The basic principles for harmony, melody and rhythm will be related to the student's own voice or instrument. This would be an excellent course for the student who is a serious musician or is considering attending college.

### Concert Choir

**Career core elective for:** Fine Arts & Communication (P,T)  
Concert Choir is for the student who likes to sing and wants to learn better singing techniques. Concert Choir participates in the Michigan School Vocal Music Association sponsored events such as Honors Choir, Choral Festival and Solo and Ensemble. Concert Choir also participates in the Southwestern Michigan Vocal Festival at Western Michigan University as well as seasonal concerts. Choir members must have good citizenship and complete a short, simple audition.

\*Transportation will be provided for interdistrict Benton Harbor students for all after school and evening practices and events.

### Broadcast Journalism - Shared Time at Lake Michigan College through Benton Harbor Schools

Prerequisite: none

Grades: 11,12

Length: full year, 2 blocks, PM

**Career core elective for:** Fine Arts & Communication (P,T)  
How will many Americans get their news today? On the web! This course teaches students the skills necessary to produce a radio news program on the air and on the web. Students will learn the use of convergent technologies (video, audio, web technology).

### Radio and Television I - Magnet at Benton Harbor HS

Prerequisite: none

Grades: 10,11,12

**Career core elective for:** Fine Arts & Communication (P,T)  
This course explores the history of radio and television in the United States and the dynamics of producing television and radio programs. It will focus on script writing and development of news and feature type programs.

### Radio and Television II - Magnet at Benton Harbor HS

Prerequisite: Radio and Television I

Grades:11,12

**Career core elective for:** Fine Arts & Communication (P,T)  
This course will enable students to produce and direct programs for radio and television. After school time may be required.

### Dance I - Shared Time at Lakeshore High School

Prerequisite: None

Grades: 10,11,12

**Career core elective for:** Fine Arts & Communication (P,T)  
This year long course will be offered to Berrien County high school students in grades 9-12. The beginning level course will introduce students to the many facets of dance, including Modern, Jazz, Ballet, and World Dance. Study in Health and Nutrition, and beginning Choreography will also be included. The instructors have both professional teaching and performing experiences. As part of this course, students will have the opportunity to attend several live dance performances in the surrounding area.

## Fine Arts & Communications

### Theatre Technology - Shared Time at Lakeshore High School

Prerequisite: None

Length: Full Year

Grades: 11,12

**Career core elective for:** Fine Arts & Communication (P,T)

This course will meet at Lakeshore High School for the full year and will count as four credits. Theatre Tech will feature instruction in set design, makeup, props, acting, directing, stage electronics, stage management, box office manager, wardrobe and costumes. Students will not only receive classroom instruction but will also be involved in workplace activities. Lake Michigan College credit will be earned for this program.

### Intermediate/Advanced Dance - Shared Time at Lakeshore High School

Prerequisite: Two years of Dance Instruction

Grades: 11,12

Length: Full Year

**Career core elective for:** Fine Arts & Communication (P,T)

This year-long course involves the many facets of dance, including Modern, Jazz, Ballet, and World Dance. Study of Anatomy, Dance Kinesiology, Health and Nutrition, and beginning Choreography is also included. Guest Artists are used throughout the year to expose students to professionals working in the field. As part of this course, students have the opportunity to attend several live dance performances in the surrounding area and perform for various events.

## Human Services

### **Parenting and Balancing Work and Family**

Prerequisite: none

Grades: 10,11, 12

**Career core elective for:** Health Services (T)  
Human Services (P,T)

This class is designed for any student who plans to eventually be a parent or work in the child care field. Students will be studying child development from birth to adolescence. Hands on laboratories are used with day care. Baby Think It Over, and Empathy Belly are used as well as play, reading and TV labs for children.

Balancing Work and Family using basic behavior psychology and human development to understand the challenges of family, adolescents, mate selections, marriage and parenting and how to balance these with work and career.

### **Child Development I**

Prerequisite: Parenting Preferred (Not Required)

Grades: 10, 11, 12

**Career core elective for:** Health Services (P)  
Human Services (P,T)

This class will help you develop career competencies to work with children in the fields of: day care, teacher aide, and preschool aides, preschool teacher and lower elementary teacher. The student will learn child development and child management techniques in both the classroom and in a preschool setting. Child Development Associates resource file will be completed and many state licensing requirements met.

*Direct credit for Lake Michigan College can be received upon completion.*

### **Child Development II**

Prerequisite: Child Care Development I (with a grade of “C” or better)

Grades: 11,12

**Career core elective for:** Health Services (P)  
Human Services (P,T)

Student will continue to develop career competencies to work with children in a preschool/lower elementary school setting. Classroom management techniques are studied such as learning centers, thematic, play techniques, and guidance. You will be completing the written competencies for state licensing in Child Care.

*Direct credit for Lake Michigan College can be received upon completion.*

### **Child Development III- Administration**

Prerequisite: Child Development I, II (with a grade of “C” or better)

Grades: 11, 12

**Career core elective for:** Human Services (P,T)

This course addresses the administrative responsibilities of operating an early childhood program. Topics that are addressed include developing a business plan, licensing laws and requirements and budget, choosing a site and designing the environment, hiring and supervising staff, planning curriculum and involving parents. Students will explore the role of the Center Director. Students will be in class for 2 days and at a student teaching site 3 days a week. Students will be creating their resource file for School Age licensing.

*Direct credit for Lake Michigan College can be received upon completion.*

### **Cadet Teaching I**

Prerequisite: Parenting and/or Child Development I Preferred

Grade: 11,12

**Career core elective for:** Human Services (P,T)

You will be participating in a student teaching experience, which will enable you to make an informed decision regarding careers in education. You will be examining the multiple responsibilities and roles of a teacher, while exploring the diverse career options in education. You will be observing, exploring and utilizing effective teaching practices, while recognizing how human growth and development relates to learning. This course will give you an understanding of courses and skills needed to become a certified educator. You will be creating a teaching experience portfolio to take to college. You may earn college credit from this course.

*Direct credit for Lake Michigan College can be received upon completion.*

## Human Services

### Cadet Teaching II

Prerequisite: Cadet Teaching I

Grade: 12

**Career core elective for:** Human Services (P,T)

You will be continuing your student teaching experience three days a week. In class you will be developing an understanding of school structures, operations and policies, teaching methodology and critical issues in education. You will be completing your educational portfolio and acquiring hours for your pre-teaching in college.

### Leadership & Service Learning

Prerequisite: none

Grades: 11,12

**Career core elective for:** Human Services (P,T)

Students will gain knowledge and practical application of Service Learning, Volunteerism, and Community service while researching, selecting, planning and conducting a project. Leadership and mentoring strategies and concepts will be taught and applied. Research strategies for college and scholarship will be taught as well as completion of portfolios.

### Criminology/Juvenile Delinquency - Shared Time

Prerequisite: Successful completion of Public Safety Academy class and approval of instructor. Academic skills enabling successful completion of college level classes

Grade: 12

Site: M-Tech

Credit: 3/4

**Career core elective for:** Human Services (P,T)

This class will expose the student to college level criminal justice classes which may include fields of study incorporating both Criminology and Delinquency Prevention and Control. In addition to the academic setting, students will participate in field trips and will experience guest lecturers in each field of study. This class will give excellent exposure to students that are interested in further knowledge of, or a career in, the criminal justice field.

### Fire Fighter I & II - Shared Time

Prerequisite: 10th grade or better reading level, understanding that certification is not complete until student is 18 and an official member of a fire department, commitment to working in a human services field, working as a team member and having a good attitude, have good attendance record and commitment to class.

Grade: 12

Site: Berrien Springs/Oronoko Twp Public Safety Building

**Career core elective for:** Human Services (P,T)

This program provides an opportunity to earn Pre-service certification at Fire Fighter I & II levels. Course is college level and the student must earn a grade of 75% or better in the class to be able to sit for the State of Michigan Fire Fighters' Training Council certification test. Students will have hands-on experience with fire fighter's personal protective equipment, exposure to rescue and extrication, fire streams, water supply, fire control, fire prevention and public fire education, and Fire fighter Safety. Students will have the opportunity to work with fire apparatus and experience the reality of fighting a fire.

### Cosmetology - Shared Time

Location: Twin City Beauty College

Length: 2 years

Grades: 11,12

**Career core elective for:** Health Services (P, T)

See your counselor for more information.

## Human Services

### **Hospitality and Food Service - Shared Time**

Location:

Prerequisite: None

Grades 11, 12

**Career core elective for:** Human Services (P,T)

The Hospitality Food Service program (Pro Start) offers careers in food service and hotel lodging. Students are involved in activities that include tours, business and industry speakers, job shadowing, internships, and a career exploration and awareness.

Content Areas: Safety/Sanitation Issues, Culinary Arts, Customer Service, Restaurant Management, Wait Staff

### **Forensic Science - Shared Time**

Location:

Prerequisite: None

Grades: 11,12

**Career core elective for:** Human Services (P,T)

This course has been adapted from a national science curriculum model to provide students with an exciting application of scientific principles and concepts beyond the traditional textbook. Students will learn about the nature of forensic science, including the collecting, analyzing, and reporting of crime scene evidence. Students will gain insight into areas of crime investigations and realize how science has changed the approach and methods of solving crimes.

### **Pre-Veterinary - Shared Time**

Location: Andrews University

Prerequisite: 2.5 GPA and successful completion of Biology and Chemistry courses.

Grades: 11,12

**Career core elective for:** Health Services (P,T)

This college level course covers animal science, physical properties of soils, and animal nutrition. Student lab experience includes working at the dairy farm on Andrews University campus.

Content Areas: Introduction to Animal Science, Small Animal Health and Disease, Animal Reproduction, Fundamentals of Veterinary Clinical Techniques

### **Athletic Trainer - Shared Time**

Location:

Prerequisite:

Grades 11,12

**Career core elective for:** Health Services (P,T)

The Athletic Trainer program assists students in career exploration and mastery of basic injury care skills. The course provides students with a combination of classroom instruction and clinical experience that leads to career exploration in various sports medicine fields. Students learn the skills needed to provide basic injury care skills in their area of interest.

Content Areas: Injury Prevention, Management of Athletic Injuries, Sports Medicine Careers, Rehabilitation of Athletic Injuries, Anatomical Structure and Related Injuries, Biomechanics of Sports

## Health Sciences

### Allied Health I - Shared Time Class (2 credits)

Location: Benton Harbor High School

Prerequisite: None

Grades: 10,11,12

**Career core elective for:** Health Services (P, T)

This course will prepare students for entering the health care field for long-term care. It focuses on a variety of areas, such as: first-aid and safety procedures, how to transport and transfer patients, adjust hospital beds, proper hand washing procedures, and how to operate basic equipment. Upon successful completion, students may be eligible to test for the State of Michigan Nurse's Aide Certification (CAN).

### Allied Health II - Shared Time Class (2 credits)

Location: Benton Harbor High School

Prerequisite: Allied Health I

Grades: 11,12

**Career core elective for:** Health Services (P, T)

This course includes a study of entry-level health careers, job specific internships, cooperative learning, medical terminology, anatomy and physiology, and emergency medical response procedures. Students completing this program and meeting all requirements will receive high school credit and become eligible to register for two and one-half Lake Michigan College credits and eligible to test for emergency medical response certification. Successful students will be eligible for entry-level employment as a patient care assistant with Lakeland Health Care Systems.

### Dental Assistant - Shared Time

Prerequisite: None

Length: Year

Grades: 11, 12

**Career core elective for:** Health Services (T)

Training for prospective dental assistance in diagnostic, operative, and preventive procedure. Students work with instruments and mannequins, computers and records. Classes are at Lake Michigan College.

### EMT

Prerequisite: Successful completion of Public Safety Academy class and approval of instructor. 10th grade or better reading and writing level, able to provide transportation to and from clinic sites, able to provide appropriate dress for clinic work, understanding that license is not attainable until student is 18 and

course work is successfully completed. Required immunizations provided, commitment to working in human service field; able to work as a team member; having a record of good attendance

Grade: 12

Site: To be announced

Direct Credit from LMC can be received upon completion

**Career core elective for:** Human Services (P,T)

This program provides an opportunity to prepare EMT technician & specialist certificates. Courses are college level and the student must earn a grade of a C or better on all tests/homework, dress as required by clinics and complete 32 hours of clinic work with local ambulance service and hospital (earned concurrently with class).

### Medical First Responder (MFR)- Shared Time

Location: Berrien Springs High School

Grades: 11,12

Carecore elective for: Health Services (P,T)

This course is a great introductory course to either Emergency Medical Technician (EMT) of Fire Fighting I & II. The curriculum for this course will offer students a semester of emergency medical skills to be able to save lives and maintain life until further help arrives. Some of the topics the student will cover during this class are: bleeding and wound care; splinting fractures; airway maintenance; extrication of patient; and patient assessment.

### Professional Health Careers Academy - Shared Time

Location: Lakeland Hospital

Prerequisite: 3.0/ Application Process

Grades: 11,12

**Career core elective for:** Health Services (P,T)

The Professional Health Careers Academy program introduces high school juniors and seniors to professional health careers through both course work and rotating internships in area healthcare facilities. It is a partnership between the Lakeland Regional Health System, Lake Michigan College, Western Michigan University, the PA56 Consortium, and the Berrien County Intermediate School District.

\* This course may be available for college credit through Lake Michigan College. Content Areas: Medical Ethics, Safety (CPR, Infection Control), Medical Terminology, Body Structure and Function, Assessment Procedures, Legal Responsibilities, Human Anatomy Emergency Procedures, Policies and Procedures.

## Language Arts

### **Applied Communication**

**Prerequisite:** None

Grades: 10, 11

Applied Communication extends the range of analytic, reading, writing, oral communication, and thinking skills that students need for success in secondary school programs. The difference between the Applied and Academic courses is one of emphasis. The Applied program emphasizes practical and concrete thinking; the Academic program emphasizes analytical and abstract thinking. In the Applied courses, students will study novels, poems, magazines and reports; describe, design, and produce effective media works; and use spoken and written language in a clear and coherent way.

### **Literature and Composition 10**

Prerequisite: None

Grade: 10

Literature and Composition 10 course builds on the Grade 9 English course; it extends the range of analytic, reading, writing, oral communication, and thinking skills that students need for success in secondary school programs. In Literature and Composition 10 students study and interpret challenging texts from contemporary and historical periods, including novels, poems, plays, and opinion pieces, and analyze and create effective media works. An important focus is the thoughtful use of spoken and written language.

### **Literature and Composition 11**

Prerequisite: Literature and Composition 10

Grade: 11

This course emphasizes the development of literacy, critical thinking, and communication skills. Students study the content, form, and style of informational texts and American literary works; write reports, correspondence, and persuasive essays; and analyze media forms, audiences, and media industry practices.

### **Advanced Literature and Composition 11**

Prerequisite: 3.0 in Literature and Composition 10

Grade: 11

This course is designed as a prerequisite for the grade 12 college prep courses such as College Composition and the Classics, Humanities and Contemporary Themes with the intent of preparing Juniors for the challenge of Senior level academics. This course emphasizes the development of literacy, critical thinking, and communication skills. Students analyze challenging texts from various periods; conduct research and analyze the information gathered; write persuasive and literary essays; and analyze the relationship among forms, audiences, and media industry practices.

### **Literature and Composition 12**

Prerequisite: Literature and Composition 10 and 11

Grade: 12

For students who wish to fine-tune their reading and writing skills prior to graduation. The primary focus of the class will be placed on developing a life long reading habit and appreciation of literature. A combination of classic and contemporary authors will be read and discussed. Special emphasis will also be placed on written and oral communication.

### **College Composition and the Classics**

Prerequisite: 3.0 in Literature and Composition 11

Grade: 12

A definitive must for students planning on attending college and who received a 3.0 or higher in Literature and Composition 11. College Composition and the Classics is designed to prepare students for the challenge of college writing, while exposing them to the literary classics which shape the world today. Special emphasis will be placed on writing proficiency, particularly research writing, documentation and grammar, high level critical analysis of classic texts, reading comprehension and communication, both written and oral.

## Language Arts

### Contemporary Themes

Prerequisite: Literature and Composition 11

Grade: 12

A thematic approach to Literature. Students will read novels and selections from Contemporary Authors based on relative themes pertaining to 21st century high school students. Themes may include, but are not limited to racism, gender, substance abuse and capital punishment. Special emphasis will be placed on reading comprehension, critical thinking, written proficiency and communication.

### Humanities

Prerequisite: Literature and Composition 11

Grade: 12

Humanities is a course designed to provide students with the opportunity to explore arts and ideas through a survey of cultural history and literature. Students will be exposed to a wide range of literature, art, music, drama and dance that has shaped the world from Ancient Greece to contemporary society. Survey will include, but is not limited to, Anglo, African, Native American, French, Latino and American cultures. Personal reading skills are developed through an independent reading program comprising of core literature and Literature Circle selections. Personal writing skills are developed through regular practice in a variety of forms, including journals, poetry, narrative and exposition.

### Media Arts

Prerequisite: None

Grade: 11, 12

**Career core elective for:** Fine Arts & Communication (P,T)

Welcome to the wonderful world of movies! This course is meant to give the student a deeper appreciation of how and why the medium of film influences modern man through a study of the technical elements of the craft of film making and its history. Topics for this class include basic theories of mass media, history of American film making, understanding the visual language of film, the craft of film making, and study of film genres. In addition to being introduced to media literacy and film appreciation, students will receive training in elementary film production and the use of audiovisual equipment by creating their own short films.

### Public Speaking

Prerequisite: none

Grades: 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P)  
Engineering & Industrial (P)  
Fine Arts & Communication (P,T)  
Health Services (P)  
Human Services (P)  
Natural Resources (P)

In this course students will learn the elements of public speaking. These elements include research, outlining, delivery, and listening techniques.

Students will learn these elements by preparing and presenting numerous types of speeches including the following: drama, how-to, persuasive, informative, and impromptu. Students will also participate in preparing appropriate speeches for the following scenarios: introductions, award acceptance, best man/maid of honor, interviews, and eulogies. The ultimate goal of the course is to produce students capable of communicating effectively in front of audiences in various situations.

### Creative Writing

Prerequisite: Literature and Composition 11

Grade: 11, 12

**Career core elective for:** Fine Arts & Communication (P)  
Human Services (P)

This course emphasizes knowledge and skills related to the craft of writing. Students investigate models of effective writing; use a workshop approach to write a variety of works; and make considered decisions for improving the quality of their writing. Students will explore such genres as personal narrative, fiction short forms, poetry and children's literature.

## Foreign Language

**\*\* Only 1 Credit of Career Core can be used for a Foreign Language\*\***

### **Spanish I**

Prerequisite: A "C" average or better in English

Grades: 10-12

This course is an introduction to the language, culture and history of the Hispanic world. The students will learn basic survival vocabulary and grammatical structures of the Spanish language with an emphasis on the development of listening-comprehension and speaking skills. In order to better understand the cultural aspects, students will have the opportunity to participate in many significant activities related to Hispanic culture such as songs, games and food including one field trip. Any student will benefit from this course, but it is especially recommended for college-bound students.

### **Spanish II**

Prerequisite: A "C" average or better in English

Grades: 10-12

This course is intended to enhance the communication skills that students have begun to acquire in Spanish I. The emphasis in this course is on learning Spanish for practical use; therefore, grammatical structures of the Spanish language through development of speaking writing, listening and reading comprehension skills will be essential. This level stresses more complex grammatical structures. Latino American culture history and geography will be incorporated through different projects that students will present in class. More music, videos, dialogs, foods, customs and a field trip will be part of the class. Active participation will be essential for students to be successful.

### **Spanish III & IV**

Prerequisite: Spanish II - B or better in Spanish I and II

Grades: 10, 11, 12

This course is designed for students who are interested in literature and writing composition. With an emphasis on short stories, poems and articles, students also will explore and learn general information about culture, history and geography of Spain. They will also present short speeches in Spanish. Reading and listening-comprehension skills will be essential skills to develop in order to acquire the fluency in this language.

### **Spanish V**

Prerequisite: Spanish III & IV

Grade: 12

This course is an independent study class, structured to the interest and ability level of each individual student. Students will increase and enrich their vocabulary through reading and listening through various media, novels and literature. Songs, poems and drama will be a large part of the learning process in order to help understand and practice the language. By the end of the course students will be able to speak in complete sentences using various tenses in natural conversations; students also will be able to write compositions utilizing more complex sentences (using different media sources). Students at this level will be able to appreciate and distinguish all kinds of Hispanic culture and identify different aspects of Spanish literature.

### **German I**

Prerequisite: A "C" average in English is recommended

Grades: 9-12

This course is designed for the student who is interested in exploring the language, culture, and heritage of Germany, Austria, and Switzerland. By the end of the first year the student will be able to converse in simple sentences learned from the dialogs and pattern drills. The oral method with much repetition is emphasized. A few basic grammar structures are introduced and used in translation. Songs, dialogs, cassettes, videos, games and foods will bring a variety to the classroom instruction. A field trip will also be part of the instruction. Any student will benefit from this course but it is especially recommended for college-bound students.

### **German II**

Prerequisite: German I

Grades: 9-12

This course is a continuation of German I. The students will concentrate on increasing their vocabulary and will learn new grammatical concepts. Students will be encouraged to speak German as much as possible using the basic material from short reading selections. Many oral repetition drills, videos, songs, games, cassettes, and competitions will be used. German breakfast foods, frequent snack foods and a dinner will be incorporated into the classroom instruction - as well as a field trip. By the end of the class, students should be able to speak in complete sentences using various tenses. Supplementary materials pertaining to Germany's recent history and customs and current events will be used.

## Foreign Language

### **German III-IV**

Prerequisite: German II

Grades: 10-12

This course includes a complete grammar review with concentration on the more difficult grammatical constructions. Increasing vocabulary, by means of reading selections dealing with current German social issues and other cultural topics is another major objective. Essay writing and oral reports will enhance the active use of the language. Students will use the language authentically with partners and in groups. Speaking primarily in German in the classroom will be stressed. Supplementary newspapers, materials from magazines and oral tapes and videos will be implemented. Native German foreign exchange students, other local Germans will visit the classroom, if possible. German snacks and a field trip will also be used as a point of departure for discussion.

### **German V**

Prerequisite: German IV

Grade: 12

This course is an independent study class, structured to the interest and ability level of the individual student. Students will increase their vocabulary through reading and improving their writing skills through journal entries and grammar review.

## Mathematics

### **Algebra A - 1st Semester Only**

Prerequisite: None

Grades: 9, 10, 11, 12

This course focuses on data, patterns, change, expressions, solving equations and an introduction to linear functions. Ideas will be examined through various teaching and learning strategies to provide students with a solid foundation for future math courses. This course is equivalent to the first half of Algebra I.

### **Algebra B**

Prerequisite: Algebra A

Grades: 9, 10, 11, 12

This course takes an in-depth look at linear functions and an introduction to other polynomial functions.. Functions will be studied using graphs, tables, and equations. Graphing technology will be used. This course is equivalent to the second half of Algebra I.

### **Geometry**

Prerequisite: Algebra

Grades: 10, 11, 12

Geometry students will develop an understanding of deductive and inductive proofs and their applications to two-and three-dimensional figures. This class will improve the quality of logical reasoning in non-mathematical, as well as arithmetic and algebraic areas. It is usually required by colleges because it is traditionally considered basic to the education of a “well-rounded” person, but it is especially useful to those interested in design, technology, or “pure” mathematics itself.

## Mathematics

### Technical Math

Prerequisite: Algebra

Grades: 10, 11, 12

This is a vocationally-oriented course designed for students interested in a career in one of the technical areas. There will be emphasis on measurement skills, scale drawings, applied algebra and geometry, basic trigonometry, and statistical analysis. Practical problems from the specific career chosen as the student's career path, with the opportunity to meet with people from area businesses, will be an important part of the course. The development of problem-solving skills and projects will also be a major component.

### Advanced Algebra

Prerequisite: Geometry and "C" or better in Algebra

Grades: 10, 11, 12

Advanced Algebra is a study of mathematical models based on functions. Through applications, and with the aid of calculators for graphing and visualization purposes, students will learn to recognize and use linear functions and matrices, absolute value functions, quadratic functions and power functions. Solving systems of linear equations/inequalities using a variety of methods, factoring, laws of exponents, and radicals will also be taught within the study of functions.

### Pre-Calculus

Prerequisite: Advanced Algebra

Grades: 11, 12

**Career core elective for:** Business and Information Technology (P)  
Engineering & Industrial (P)  
Health Services (P)  
Natural Resources (P)

Precalculus applies topics from algebra, trigonometry, and analytic geometry to more advanced functions and multi-step applications necessary for the study of Calculus. Graphing calculators are used to provide geometric representations of functions and verify students' work. Although not required, students are urged to provide their own graphing calculators for this course. Precalculus is designed to prepare students for more advanced math, science, business and computer courses, and to illustrate problem solving and mathematical modeling a real-life applications.

### Calculus

Prerequisite: Pre-Calculus

Grades: 12

**Career core elective for:** Engineering & Industrial (P)  
Health Services (P)  
Natural Resources (P)

This course is designed as a continuation of Pre-Calculus math. The students will be introduced to limits, derivatives and integral functions, using them extensively with applications in graphing, velocity and acceleration, maximum and minimum problems, and finding areas and volumes bounded by curves. Calculus is still the core of the college mathematics curriculum required for engineering.

*Direct Credit is available at Lake Michigan College for this course.*

### Statistics

Prerequisite: Completion of Advanced Algebra, "C" or better recommended

Grades: 11,12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P)  
Engineering & Industrial (P, T)  
Fine Arts & Communication (P)  
Health Services (P)  
Human Services (P,T)  
Natural Resources (P)

This college-level course offers students an opportunity to develop an understanding of many different statistical concepts and how they relate to the real world. Topics include descriptive statistics, discrete and normal probability, confidence intervals, hypothesis testing, correlation, regression, and statistical testing. Most lessons require the use of graphing technology.

## Science and Natural Resources

### **Applied Biology**

Prerequisite: None

Grades: 10, 11

This class is designed to reach those students who have had little success with science in the past. The class covers all the fundamental high school biology concepts in a format that is easy to understand. The class continuously applies the study of biology to our students' everyday lives, making it relevant and achievable. Difficult concepts are taught using analogies and examples with which students are familiar.

### **Biology**

Prerequisite: None

Grades: 10, 11, 12

Biology isn't just a "subject" in school. Biology is the science of life itself. In fact, biology is more important to the daily lives of all humans today than it has ever been. This course strives to make connections between the classroom and everyday life. Classes are structured for frequent lab activities and technology is an integral part of the learning experience. Topics studied include: ecology, cells, heredity, evolution, classification, and dissection. Successful completion of biology class is a graduation requirement, and students should aim to complete this course before standardized testing in their junior year. In addition, biology is a prerequisite upon entering upper level science classes.

### **Physical Science**

Prerequisite: None

Grades: 10,11,12

Beginning in the fall of 2006, students will be taking Physical Science at Coloma High School for a graduation requirement. As with biology, this course should be successfully completed before standardized testing in the junior year. This course is designed to be interactive with frequent lab investigations and technology is an integral part of the learning experience. Topics studied include: matter and energy, changes in matter, motion of objects, waves and vibrations. Students should have a firm grasp of algebra for success in this class, as there is a close correlation between math and this branch of science.

### **Earth Science**

Prerequisite: None

Grade: 9

Earth Science is the study of the Earth and the Universe. In this course students explore specific topics that fall under the broad categories of Geology, meteorology, Oceanography, and Astronomy. Through classroom and laboratory activities, students will study Earth's systems and subsystems, which are useful in explaining natural phenomena. Students will not only learn the basics of Earth Science, but also the impact humans have on the Earth. This class is offered in the freshman year at Coloma High School for a graduation requirement.

### **Advanced Biology**

Prerequisite: Have a B or higher in Biology

Grades: 11, 12

**Career core elective for:** Health Services (P)  
Natural Resources (P)

Adv. Biology is an activity-oriented class that offers a more specialized range of biological concepts than what is presented in beginning biology classes. Topics may include, but are not limited to:

**Botany** -- the study of plants,

**Microtechnique**--the skill of making permanent microscopic slides from selected tissue samples,

**Microbiology** -- the scientific study of microorganisms (especially bacteria),

**Embryology**-- growth of embryos, and bioethical tissues. Emphasis is placed on laboratory technique, creative and critical thinking, problem solving and demonstrating high quality work.

## Science and Natural Resources

### Chemistry

Prerequisite: (or current) Advanced Algebra and geometry with a grade of B or better.

Grades: 11, 12

**Career core elective for:** Natural Resources (P)

The subject matter is organized in a logical, workable sequence. Descriptive and theoretical topics are alternated with an extensive laboratory program. Students spend at least one day a week in lab. Areas to be examined include the science and organization of chemistry, formulas and equations, phases of matter, solutions, oxidation-reduction, equilibrium and kinetics, and organic chemistry. A strong mathematics background is essential. The students should have already completed Geometry. Ideally, the student will be pursuing Chemistry and Advanced Algebra concurrently. An understanding of Chemistry is necessary for those considering careers in science, engineering, mathematics, law, business, electronics, technology or any of the numerous health fields.

### Comparative Vertebrate Anatomy

Prerequisite: Have a B or better in Biology

**Career core elective for:** Health Services (P)  
Human Services (P)

Comparative Vertebrate Anatomy is designed for students interested in careers in the biological or medical fields. The class is lab oriented in that nine animals are dissected including: bullfrog, lancelet, nectarous, perch, pigeon, rat, sea lamprey, shark, and turtle. The body systems of each organism are dissected, sketched, labeled and learned. The tests are either pin tests where morphological features are named and the physiological functions given, or are oral exams between the teacher and student. Emphasis will be placed on the comparisons between each organism as we progress from the simple structures to the more complex.

### Physics

Prerequisite: Pre-Calculus

Grades: 11, 12

**Career core elective for:** Health Services (P)  
Natural Resources (P)

Physics is the science of matter and energy. It is fundamental to all other sciences. Topics to be examined include, heat, force and motion, work and energy, wave motion, and electricity and magnetism. There is a great deal of mathematics in the course; therefore, it is necessary that students have completed Advanced Biology with a grade of B or better. An understanding of physics is recommended for those considering careers in science, engineering, business, law, electronics, technology, or any of the health fields.

### Invertebrate Zoology/Human Anatomy & Physiology

Prerequisite: "B" or better in Biology

Grades: 11, 12

**Career core elective for:** Health Services (P)  
Natural Resources (P)

This course is designed for the student who has taken biology and is interested in: 1) Biology or the medical field as career. 2) Further study of animals and how the animal fits into its environment. 3) Preparing themselves for biological science that may be required at the college level.

This class is laboratory oriented with detailed study of sponges, flat worms, round worms, insects, jelly fish, clams, and other invertebrates. Time is spent on dissection of the various invertebrate animal groups mentioned. The student will be expected, through either written or verbal evaluation, to be able to demonstrate mastery of the subject area.

The purpose of the Class is to aid those students whose Career Pathway maybe Health Services (Professional or Technical) and/or Human Services (Professional or Technical).

The content focus will be on the following human systems (muscles, digestive, endocrine, nervous, respiratory, circulatory, urinary, and reproductive). To aid the student in understanding the above systems a detailed dissection of a cat over the 10 week period will occur.

## Science and Natural Resources

### Agriscience/Horticulture-Shared Time at Countryside Charter

Prerequisite: Biology, Earth Science recommended

Grades: 11, 12

**Career core elective for:** Natural Resources (P, T)

An introductory course into the broad field of agriscience and horticulture. Topics will include horticulture, greenhouse production, fruit and vegetable production, equipment operation, landscaping, hydroponics, agribusiness management, soil and water conservation, aquaculture, animal sciences, etc.

### Directed Natural Resources-Shared Time at Countryside Charter

Prerequisite: Biology, Earth Science recommended

Grades: 11, 12

**Career core elective for:** Natural Resources (P)

A course to apply knowledge gained in the sciences towards practical outdoor experiences and careers in natural resources management. Areas of study will include wildlife and fisheries, aquaculture, land measurement and surveying, soil and water conservation, forestry and nursery crops, etc.

### Introduction to Landscape Drafting - Shared Time

Prerequisite: 2.0 GPA

Grades: 11, 12

Length: Year, 4 hours daily (Andrews University)

**Career core elective for:** Natural Resources (P, T)

This is the first in a series of three courses taken over a full school year. Course one is Introduction to Landscape Drafting. This course teaches technical drafting skills needed for landscape drawing and design including the use of tools and materials, lettering techniques, hard and softscape symbols, title blocks, plan organization, and perspective and elevational drawings are expected. Three lectures and three hour laboratory each week.

### Landscape Design and Development - Shared Time

Prerequisite: 2.0 GPA and successful completion of Intro to Landscape Drafting

Grades: 11, 12

Length: Year, 4 hours daily (Andrews University)

**Career core elective for:** Natural Resources (P, T)

This is the second in a series of three classes during the school year. Principles and practices of the landscape design process, including design analysis (mass, color, texture, harmony, etc.), plant and site relationships, creation of spatial planes, and circulation, aesthetics of good design, and plant selection and use. Laboratory emphasizes putting principles to work in drawing plans for residential landscape design. Three hour lectures and three hour laboratory per week.

## Social Studies

### American Government

Prerequisite: None

Grade: 11,12

American Government concentrates on the federal government system, the US Constitution, the American political system, and current issues which involve these areas of study. This course is designed to give students the knowledge and desire to be active participants in the American system of democracy upon leaving high school.

### Economics

Prerequisite: None

Grades: 11, 12

Economics is designed to give the student a basic understanding of the field of Macroeconomics. This course would be useful for those students who are considering business related careers, or who simply want to make better personal money management decisions.

### Global Studies/ Human Relations

Prerequisite: None

Grade: 10, 11, 12

**Career core elective for:** Health Services (P, T)  
Human Services (P)

During Global Education/ Human Relations, students will gain knowledge about specific sections of the world. This knowledge will be contemporary in nature although some history of an area will be included as background information. Areas of study will include Modern Day Africa, Subcontinent Asia, The Middle East--the Moslem world, The Far East and South America.

The historical and sociological experiences of ethnic and racial minority groups will be explored. A focus on students learning how to accept others who are different from themselves through understanding of their differences and communality. A focus on students learning how conditioning develops stereotyping, overgeneralization, and prejudicial attitudes.

### Psychology

Prerequisite: None

Grade: 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P)  
Engineering & Industrial (P)  
Fine Arts & Communication (P)  
Health Services (P, T)  
Human Services (P,T)  
Natural Resources (P)

Psychology is the study of human behavior. Students will examine subjects such as learning, social development, memory, motivation, personality, and stress and adjustment in an effort to understand behavior and people.

### Sociology

Prerequisite: None

Grade: 11, 12

**Career core elective for:** Business, Mgmt, Marketing, and Technology (P)  
Engineering & Industrial (P)  
Fine Arts & Communication (P)  
Health Services (P, T)  
Human Services (P,T)  
Natural Resources (P)

Sociology focuses on the study of human social behavior and associations. Students will examine the basics of culture, as well as various social issues and group relationships in an effort to increase their understanding of the social world.

## Social Studies

### United States History

Prerequisite: None

Grade: 10

This course will emphasize the historical development of our nation from 1898 to the present.

Main area's of exploration will be: political reforms; growth of American industry; changing ways of life in the industrial age; American expansion overseas; America's growth as a world influence; involvement in World War I; Roaring twenties to the Depression; involvement in World War II; Post-war world leadership and the Cold War, Socioeconomic change since the 50's; Civil Rights, the expansion of government, and cultural change in the second half of the century; emerging and on-going challenges of leadership in a global community.

### World History I - Ancient Civilizations to 1500

Prerequisite: None

Grades: 10, 11, 12

Understanding the antecedents of today's modern world gives the student an historic framework to draw upon when evaluating current events. World History I emphasizes the political, economic, social, and religious development of the world's civilizations from the early fertile crescent through the medieval period.

### World History II - Renaissance to 1914

Prerequisite: None

Grades: 10, 11, 12

The purpose of World History II is to provide students with an historical perspective from which they may better evaluate and understand the modern world. Students will learn the origins of modern nation-states, identifying the effect on these of such movements as the Enlightenment, Reformation, and Renaissance. The effects of industrialization will be studied from national and international viewpoint, showing the relationship between a country's economic and foreign relations policies. An understanding of the interrelationship between cultures will be developed.

### U.S. History (Reconstruction to the Present)

Prerequisite: None

This course will emphasize the historical aspects of our nation's development. The student will study the forces that led this nation from the reconstruction period following the Civil War to the present. Main areas of exploration will be: political reforms; growth of American Industry; changing ways of life in the Industrial Age; American expansion overseas; entry into World War I; the Golden Twenties to Depression; entry into World War II; challenges of World Leadership; reexamining America's role in world affairs; and the American era of rapid growth and changes. The instructor will integrate events in Michigan to each time period.

## Physical Education

### Physical Education II

Prerequisite: None

Grades: 10, 11, 12

This course is designed to promote fitness through lifetime sports. Some activities will include tennis, badminton, volleyball, basketball, pickle ball, weight training and table tennis.

## School-To-Career Coordinator

Students desiring to earn credit for work experience (see course description on page ) should contact the School-To-Career Coordinator:

Ms. Cathlin Haley  
Coloma High School  
P.O. Box 550  
Coloma, MI 49038

Phone: (269) 468-2400

Fax: (269) 468-2423

### *For further information contact:*

Ms. Cathlin Haley - Career & Technical Education Director  
Mrs. Fran Megyese - High School Counselor  
Mrs. Pat Goodman - Jr. High Counselor

## Adjusted Studies

The courses described below broadly define areas of competence expected for students following a special education course of study. While it is believed that most special education students will be able to demonstrate a degree of skill in each area, it is also recognized that individual differences must be accounted for and that course descriptions and requirements may be altered to meet student needs.

### **MATHEMATICS (2 years)**

Life Skills Math -- 1st Year: Emphasis (These pre skills are required to enter Consumer Math): Instruction will focus on every day life skills including counting calories & adjusting recipes, home improvement, fractions in the home, loan planning and maintenance, spending & earning money, traveling, insurance, energy costs, sports statistics and using percentages and working with interest.

Life Skills Math -- 2nd Year: Prerequisite: Live Skills Math Instruction will focus on: earning money, buying household items and consumable, renting, buying & managing a household, researching, buying & insuring a car, health issues of nutrition, budgeting your money, banking & investment, tax calculation & filing, career exploration (EDP, revisit four year plan & career pathway)

Algebra A -- Prerequisite - none This course teaches the basic concepts of algebra in a step-by-step approach. Short lessons with many different types of examples/reinforcement activities are included. This course focuses on data, properties, expressions, equations, formulas, roots/powers, factoring and polynomial functions.

Algebra B -- Prerequisite: Algebra A This course continues teaching basic concepts of algebra. This includes linear functions and using graphs, tables and equations, matrices, rational/irrational numbers, quadratic equations and geometry.

### **SCIENCE**

Applied Biology -- Grades: 10, 11 -- Prerequisite: none

This class is designed to reach those students who have had little success with science in the past. The class covers the fundamental high school biology concepts in a format that is easy to understand. The class continuously applies the study of biology to our students' everyday lives, making it relevant and achievable. Difficult concepts are taught using analogies and examples with which students are familiar.

### **ENGLISH**

One Semester - This course provides the opportunity for students to improve their skills in basic reading, writing, spelling, vocabulary and literature. There is heavy emphasis on increasing student's basic grammar and writing skills. The purpose of this class is to prepare the Special Education students for mainstreaming into the regular high school English classes to complete their graduation requirements.

### **School to Career (BCISD)**

Prerequisite: IEPC Placement; 11th - 12th Grade. Credits based on the number of work hours per semester. School to Career in 12th grade when determined appropriate through the IEPC process.

### **GEOGRAPHY**

Geography: This course develops students' understanding of physical geography, climate, culture, economics, and government of countries and the world. Also emphasizes skills utilizing graphs, charts, maps, and the globe.

### **SOCIAL STUDIES:**

U.S. History: This course is designed to cover the major chronological events beginning with the Declaration of Independence (1776) to the present. Instruction will focus on the events and the ways those events affected and changed the United States.

Government: Entails a basic study of the levels and branches of the American governmental system and how it relates to our present society. Social and political issues are also covered.

Economics: Entails basic study of the traditional, market and common economies in the world. The stock market is covered. Each student creates his/her own small business or entrepreneurship.

Career (1/2 semester) and Entrepreneurship (1/2 semester): This course covers the topics of exploring career options, determining job trends and outlook, completing application forms and resumes, conducting job interviews, locating career opportunities, identifying desirable work skills and ways to keep a job, getting along with co-workers and employers, and coping with job stress and conflict. In the second half of the course students will study characteristics of an entrepreneur, economics and the nature of small business, feasibility

## **JROTC - Shared Time**

Prerequisite: None

Length: Year

Grades: 9, 10, 11, 12

The JROTC Program is designed to develop an appreciation for the ethical values that underlie good citizenship, develop the leadership potential which underlies the ability to think logically; and to provide knowledge of the US Army and service opportunities.

The JROTC Program is a 4 year program which includes a three year core curriculum and a one year advanced curriculum which provides students intensified instruction in both military and non-military subjects. The program design requires the student to successfully progress through each year of the core to reach the advanced curriculum.

The JROTC Program is open to all high school students, 14 years of age or older who are US citizens. Students enrolled in JROTC accrue benefits which are not otherwise provided to other students. These benefits include: 1.) A student successfully completing three or four years of JROTC may be enrolled in the senior JROTC program in college 2.) A student successfully completing three or four years of JROTC may be enrolled in the third year of the Senior ROTC program in college upon recommendation of the Army instructor 3.) A student successfully completing two or more years of JROTC and enrolling in senior JROTC Program in college is eligible to receive a three year scholarship which provides tuition, books, and laboratory fees. 4.) A student successfully completing three or four years of JROTC may be enrolled in the armed forces in the grade of E-3 or at pay roughly \$180 per month more than his/her contemporary who didn't take JROTC.

## **Miscellaneous Course Offerings**

**JROTC I:** An Introduction to Junior ROTC and the Army, hygiene and first aid, map reading, weapons safety, marksmanship, leadership theory and development, drill and methods in instruction. Emphasis is on individual cadet knowledge, citizenship, self-reliance, communication ability and physical fitness.

**JROTC II:** Students study intermediate map reading, marksmanship, methods of instruction, leadership development, drill battalion organization, military history, and selected optional subjects and physical fitness. Emphasis is on developing leadership knowledge and citizenship.

**JROTC III:** Students study the history of the Army and its organization, weapons safety and marksmanship, land navigation, applied leadership, small unit leadership problems, drill physical fitness, and selected optional subjects. Emphasis is on leadership experience and citizenship.

**JROTC IV:** Students learn practical experience in command and leadership experience; assistant instructor experience, advanced map reading, marksmanship, first aid, inspections, planning ceremonies, reviews and parades, and selected optional subjects.

### **Hospitality Services**

Prerequisite: None

Grades: 9, 10, 11, 12

This course utilizes materials developed by the National Restaurant Association. The Hospitality Services program emphasizes entry-level hospitality tasks to meet the needs of students' IEP's and employability skills training. Content Areas: Safety/Sanitation Procedures, Food Preparation, Customer Service, Cashiering, Waiter/Busing Skills, Use of Food Service Industry Equipment, Career Exploration in Hospitality Services.

### **Library Services**

Prerequisite: Media Specialist recommendation based on program needs and student skill level. Satisfactory attendance is essential.

Grades: 11, 12

Students who are interested in helping people do research may be interested in becoming a library assistant. This will give the student opportunity to share in all aspects of library work through written assignments, and a systematic rotation of duties. These duties will include shelving, circulation, materials processing, computer assistance and related clerical tasks. In addition to having an interest in library resources and services, the student must enjoy working with people and some computer skills are preferred. Students must be cooperative, courteous, and reliable. This work experience will provide for the development of personal skills in the use of library resources.

### **School-to-Work**

Prerequisite: Completion of selected Career Pathway

Updated EDP and Portfolio

Grades: 12

Work-related experience in students selected Career Pathway. Written agreements between the school and the employer enable the student to gain actual experience on the job. Students are required to complete time cards, attend class sessions two times a week during seminar and complete assignments.

### **Work Experience**

Prerequisite: None

Grades: 12

Work experience is a planned program of general job experience. Students are required to complete time cards, attend meetings, and complete some assignments.

## GENERAL INFORMATION

### STUDENT CLASSIFICATION

#### Class of 2003 and Beyond

* Freshman	Less than 6 credits
* Sophomore	6 or more credits
* Junior	12 or more credits
* Senior	19 or more credits

### HONOR ROLL

Student must have a 3.0 G.P.A. with no more than one grade in the "C" range. Citizenship must be satisfactory in all cases. The Principal's list includes those honor students who have a straight "A" average, with no grades below "A-".

### ACADEMIC LETTER

#### COLOMA HIGH SCHOOL ACADEMIC LETTER

Student academic achievement at Coloma High School has always been stressed and expected. To recognize those students who consistently achieve high classroom grades, an academic letter is available. Upon meeting the following standards, a student will receive a letter "C" of the same size and shape as those awarded to varsity athletic winners:

1. Incoming sophomores for their freshman year had to be enrolled in four academic courses and maintain a 3.5 grade point average.
2. Sophomores, Juniors, and Seniors must maintain a 3.5 grade point average for the academic year and be enrolled in a minimum of six academic classes each year.
3. If a student had received an academic letter they can qualify for a chevron by maintaining a 3.5 grade point average and be enrolled in six academic courses.
4. Seniors who have previously received an Academic Letter may receive a chevron with five academic courses with a 3.6 grade point average.
5. Academic courses are: English, Math, Science, Social Studies and Foreign Language.

Academic Courses: L&C 10, L&R11, Cont Theme, College Comp, , Speech, World Lit, Creative Writing, Humanities, Algebra, Geometry, Adv. Algebra, Statistics, Pre-Calc, Calculus, Biology, Adv. Biology, Zoology/Physiology, Chemistry, Comparative Anatomy, Physics, U.S. History, World History, Psychology/Sociology, Govt./Econ, Global Studies/Human Relations, Spanish, I, II, III, IV, V, German, I, II, III, IV, V

### NATIONAL HONOR SOCIETY

Membership into the National Honor Society is limited to those students who have a 3.5 overall grade point average. Leadership, service and character are important requisites for becoming a member of the National Honor Society.

#### CRITERIA FOR MEMBERSHIP ENTRY TO W.L. ALWOOD CHAPTER OF THE NATIONAL HONOR SOCIETY

1. Scholarship: Must have a 3.5 overall grade point average. (Sophomores must have a 3.5 in 9th grade in order to qualify as a sophomore)
2. Leadership and Service: Must be actively participating in two or more extra-curricular activities for which no report card credit is received. Example: Football, Pom Pom, FTA, etc.
3. School Citizenship, Attitude, Deportment: Are evaluated by the high school faculty. If two teachers indicate need for improvement, consideration for membership will be delayed until the next initiation is held at which time another screening will be done.
4. Candidate shall have spent at least one year in Coloma High School.
5. Transfer students who were members of the National Honor Society at previous school, may transfer their membership to Coloma High School National Honor Society Chapter.

#### MEMO:

A. Where students meet the scholarship (1) requirement but not the above item (2) and/or (3) they will be so notified indicating reason and given an opportunity to meet the necessary requirements prior to the next initiation.

B. Selection of members will be held during second semester of each year. An induction ceremony will be held in the Spring.

C. To remain a member in good standing a minimum 3.3 overall grade point average must be maintained along with exemplary leadership, service, and character.

(Approved by the Board of Education 2/18/85)

# NCAA INITIAL - ELIGIBILITY CLEARINGHOUSE

## YOUR RESPONSIBILITY AS A PROSPECTIVE STUDENT ATHLETE

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. It is your responsibility to make sure the Clearinghouse has the documents it needs to certify you.

These documents are: Your completed and signed Student Release Form and fee.

Your official transcript mailed directly from every high school you have attended. Your ACT or SAT scores.

When to start the process? Usually the end of your junior year in high school.

<b>CORE UNITS REQUIRED FOR NCAA CERTIFICATION</b>	Division I	Division II	Division I	Division II
English Core	4 yrs	3 yrs	4 yrs	3 yrs
Algebra and Geometry (minimum)*	2 yrs*	2 yrs	3 yrs	2 yrs
Science Core (including at least one year of lab science, if offered.)	2 yrs	2 yrs	2 yrs	2 yrs
Social Studies Core	2 yrs	2 yrs	2 yrs	2 yrs
From English, Math, or Science	1 yr	2 yrs	1 yrs	2 yrs
Additional Core (English, Math, Science, Social Studies, Foreign Language, Computer Science, Philosophy, Nondoctrinal Religion)	2 yrs	2 yrs	4 yrs	3 yrs
<b>TOTAL CORE UNITS REQUIRED</b>	13	13	16	14

Earn a sum of scores of at least 68 on the ACT or a combined score of at least 820 on the recentered SAT on a national test date. For Division I: the minimum grade-point average in the 13 or 16 core courses and required ACT and SAT score vary according to the Initial-Eligibility Index below. This index applies to students enrolling as college freshman during the 1996-97 and thereafter who wish to participate in Division I athletics.

Core GPA	ACT Sum	RC SAT	Core GPA	ACT Sum	RC SAT
above 2.500	68	820	2.250	78	920
2.500	68	820	2.225	79	930
2.475	69	830	2.200	80	940
2.450	70	840	2.175	81	950
2.425	71	850	2.150	82	960
2.400	72	860	2.125	83	970
2.375	73	870	2.100	84	980
2.350	74	880	2.075	85	990
2.325	75	890	2.050	86	1000
2.300	76	900	2.025	87	1010
2.275	77	910	2.000	88	1020

# Michigan Colleges & Universities

*It is the understanding of the students and staff at **Coloma High School** that continuing education is necessary for both college and university pathway students so they can better compete in the future job market.*

## Upper Peninsula

Suomi College--Hancock  
Michigan Tech. University--Houghton  
Northern Michigan University  
Gogebic Community College  
Bay De Noc Community College  
Lake Superior St. University

## Northern Michigan

North Central Michigan College  
Alpena Community College  
Kirtland Community College  
Northwestern Michigan College  
Baker College of Cadillac  
Ferris State University  
West Shore Community College

## Mid Michigan

Mid Michigan Community College  
Northwood University  
Central Michigan University  
Alma College  
Great Lakes Junior College  
Montcalm Community College  
Delta College  
Saginaw Valley State University  
Baker College of Port Huron  
St. Clair Community College  
Baker College of Muskegon  
Muskegon Community College

## Lansing Area

Michigan State University  
Lansing Community College  
Davenport College of Business  
Great Lakes Christian College  
Baker College of Owosso

## Grand Rapids Area

Grand Valley State University--Allendale  
Grand Rapids Community College  
Aquinas College  
Calvin College  
Davenport College of Business  
Grace Bible College  
Cornerstone College  
Kendall College of Art and Design  
Reformed Bible College

## Kalamazoo Area

Western Michigan University  
Kalamazoo Valley Community College  
Davenport College of Business  
Kalamazoo College

## Lower Michigan

Lake Michigan College  
Southwestern Michigan College  
Andrews University  
Glen Oaks Community College  
Olivet College  
Baker College--Jackson  
Albion College  
Kellogg Community College  
Hillsdale College  
Jackson Community College  
Spring Arbor College  
St. Mary's College  
Adrian College  
Siena Heights College  
Eastern Michigan University  
Monroe County Community College

## Flint Area

University of Michigan--Flint  
Charles S. Mott Community College  
Baker College of Flint  
Kettering (formerly GMI)

## Detroit Area

U. Michigan--Dearborn  
Wayne State University  
Henry Ford Community College  
Macomb Community College  
Oakland C.C.--Bloomfield Hills  
Schoolcraft College--Livonia  
Wayne County Community College  
Center for Creative Studies  
Detroit College of Business  
Lawrence Technological University  
Lewis College of Business  
Madonna University--Livonia  
Marygrove College  
Sacred Heart Seminary College  
University of Detroit Mercy  
Walsh College of Acct. & B.A.--Troy  
William Tyndale College--Farming Hills  
Baker College of Mt. Clemons

## Rochester Area

Michigan Christian College  
Oakland University  
Baker College of Auburn Hills

## Ann Arbor Area

University of Michigan  
Washtenaw Community College  
Cleary College  
Concordia College