

20/20 VISION

BUILDING STAFFORD'S FUTURE

WHERE WILL THE JOURNEY TAKE YOU?



HIGH SCHOOL

2021-2022 COURSE SELECTION GUIDE

Stafford Municipal School District

Stafford High School Course Selection Guide 2021-2022

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“The Best Little School District in Texas”

The mission of Stafford Municipal School District (SMSD), a diverse and visionary learning community, is to prepare each student to become a critical thinker and an ethical, productive citizen, in the pursuit of excellence through an unwavering commitment to provide multiple life and learning experiences led by dedicated professionals using innovative teaching techniques in an engaging learning environment.

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COURSE SELECTION GUIDE OVERVIEW

This guide is designed to help you select courses that you will take in high school towards the completion of your chosen diploma requirements. All programs have been developed with the philosophy that excellence in education is equally important for all students. The programs are designed to allow each student regardless of interest or ability, to pursue a course of study that is appropriate to meet present and future needs.

Your high school education, whether you are preparing for work or college, is influenced by your selection of courses and by the application of your abilities. A major part of your school work consists of fundamentals that you will need all of your life. Gaining admission to college or any post-secondary educational institution including business school, or a technical institute, is competitive. Although colleges vary greatly in their specific entrance requirements, admission is based on the applicant's rank in class, the types of courses taken, test scores, participation in activities and recommendations from your teachers and counselor.

Students who are planning to enter the work force immediately after graduation should realize that today's job market is very competitive. In order to gain employment and remain employed, all students need academic competencies in reading, writing, speaking and listening, mathematics, reasoning and study skills, as well as technical skills, mechanical skills, and interacting appropriately in the work force.

Please use this guide as a source of information and an aid in preparing your high school program. Your counselor will answer any questions that you may have about a particular area or help you gather information that is currently not available in the guide.

Grade Classification

Students are classified at the beginning of each school year according to the number of credits they have earned. Classification will remain the same throughout the school year except for graduating seniors, who may be reclassified at the end of the first semester. Minimum grade classification requirements are as follows:

Grade Classification	State/Local Credits Earned
Sophomore - 10th	6.0
Junior - 11th	12.0
Senior - 12th	18.0

Extracurricular Activity Participation

A student may participate in extracurricular activities at the beginning of the school year only if the student has earned the appropriate number of credits for the number of years that they have been in high school. A student must be enrolled for at least four hours per day to be considered in membership for one full day (19 TAC §129.21 [h]). The classes in which the student is enrolled for the four hours may be for either state approved or local credit. Students are eligible to participate in a League contest as representatives of a participant school if they meet the TEA requirements above. They must be full-time day students in a participant high school and be in compliance with written transfer and admission policies of the local school. Classes such as study hall, office aide and off-campus do not meet this

requirement. A student may not drop a class in which he/she has a grade below 70 after the end of the first four school weeks of the class without it being considered a failing grade for eligibility purposes. Each coach or director will explain these requirements to the students. Students interested in academic eligibility in athletics at an NCAA Division I or II College need to satisfy the requirements of NCAA by-law 14.3 (proposition 48). Interested parents and students need to contact the counselor and coach for more detailed information or visit the NCAA website at <http://www.ncaa.org>. To register for the NCAA Clearinghouse after completing the eleventh-grade visit www.ncaaclearinghouse.net.

Number of Years Completed in High School	Number State Credits at Beginning of the School Year
1	5
2	10
3	15

State Credit Courses/Course Credit

All courses which are to be counted toward grade level and graduation requirements must be state approved courses. Students must complete the correct graduation plan for their cohort upon entering high school to receive a diploma.

High school students are required to complete courses mandated under their graduation plan. Credit for a course may be earned only if the student receives a grade equivalent to a 70 or higher on a 100-point scale. State-approved courses are aligned to the Texas Essential Knowledge and Skills (TEKS). Credits are awarded in semester increments. A one-semester course is worth a .5 credit. A full-year course is worth 1.0 credit, with some identified courses are worth more than one credit. If a student fails a semester course, the student must retake the entire course to earn graduation credit. If a student fails one semester of a multi-semester course, the student only retakes the semester that was failed. In a two-semester course, a student can gain credit if both semesters average to a 70 or higher for the year. High school courses taken in middle school will be included on a student's transcript and count in the grade point average (GPA).

Non-Credit Courses

Some courses do not count toward graduation credits, will not post to a student's transcript, and will not be calculated for GPA and class rank. Such classes may include:

- Office Aide
- Study Hall

Grading System

Student performance is reported using numerical grades. The State Board of Education has set 70 as a minimum passing grade. This state-wide grading system is as follows:

A	90 - 100
B	80 - 89
C	75 - 79
D	70 - 74
F	69 and below (not achieving mastery)
I	Incomplete

Six weeks grading averages are determined by grades recorded in the grade book. Student will earn ½ (.5) credits for any semester course with a semester grade of 70 or above.

Determination of Semester Grade

A semester grade consists of (three) six weeks grades and the semester exam. The (three) six week's grades average together for 6/7 of the semester grade and the semester exam counts as 1/7 of the semester grade.

Academic Eligibility Rules

A student shall be suspended from participation in all extracurricular activities sponsored or sanctioned by the school district during the three-week period following a grade reporting period in which the student received a grade lower than 70 in any class. This suspension continues for at least three weeks and is not removed during the school year until the student's grade in each class, other than certain identified classes, is 70 or greater. A student may continue to practice or rehearse with other students for an extracurricular activity but may not participate in a competition or other public performance. A suspended student may regain eligibility seven days after the six-week grading period ends or seven days after a three-week evaluation period (progress reporting). For a student to be eligible to participate in UIL activities, the student must be classified as a full-time student (five classes). Classes such as study hall, office aide, and off-campus do not meet this requirement.

Certain designated advanced classes are eligible for a waiver of the UIL "No Pass, No Play" Policy. For a list of these courses, please refer to pages 16 and 18 of this manual.

Guidelines for Determining Class Rank

Graduating seniors beginning with the class of 2011 and ending with the class of 2023 shall be ranked within the graduating class as follows:

A weighted system shall be used for computing class rank. The actual grades on the report card and permanent record shall not be changed. A 4.0 scale shall be used to calculate grade point average (GPA) for all eligible courses except Honors, AP and dual credit/concurrent enrollment courses as outlined in the high school student handbook. A 5.0 scale shall be used when computing GPA for Honors, AP and dual credit/concurrently enrollment courses. [See policies at EIC Local].

Graduating seniors beginning with the class of 2024 shall be ranked within the graduating class as follows:

A weighted system shall be used for computing class rank. The actual grades on the report card and permanent record shall not be changed. The district shall assign weights to semester grades, including failing grades, earned in eligible courses and calculate a weighted numerical grade average. Eligible AP courses shall be categorized and weighted by a factor of 1.10 as Advanced courses. Eligible Honors and dual credit courses shall be categorized and weighted by a factor of 1.05 as Honors courses. All other eligible courses shall be categorized and weighted by a factor of 1.00 as Regular courses. [See policies at EIC Local].

Grades earned through correspondence courses, credit by examination (with or without prior instruction), summer school, distance learning courses, credit for courses not recognized by TEA, credit for which a pass/fail grade was given, and credit awarded in a non-accredited instructional setting shall not be included when determining class rank. In addition, high school courses taken in grade eight, as

well as any two- or three-credit career and technology work-based training courses; or local credit course, shall not be included in the computation. [See policies at EIC Local].

GPA-Exempt Courses

SMMSD encourages all students to pursue their areas of special talents and interests in order to enrich their academic achievement. To foster continued student participation in these classes, SMMSD allows juniors and seniors to participate in the third and fourth years of the following courses on a GPA-exempt basis:

Yearbook	Dance Team
Athletics (Does not include PE)	Advanced Agriculture Courses
Band	JROTC
Cheerleading	Theatre
Choir	

This option is available to junior and seniors who wish to take courses from the above list that are beyond the requirements for graduation. To qualify for the GPA exemption for the third or fourth year course, the student must have an overall B average in the prerequisite courses for the 3rd/4th year course for which he/she is seeking a waiver. He/she must also have already taken the first two years of this particular course at the high school campus. All students must meet the prerequisites of each course and have parent, teacher, and counselor approval.

- Junior students may receive a GPA exemption for only one course their junior year.
- Full year courses will be exempted for 1.0 credits only.
- Senior students who have not used any of the GPA exemptions during their junior year would qualify for two exemptions during their senior year as long as prerequisites are met.
- The option of securing exemptions for two classes in the same year is only available to seniors for whom no GPA exemptions have been used prior to their senior year
- Students may take only two (2) full-year courses or four (4) one semester courses total in their high school career on a GPA Exempt basis.

Attendance Requirements

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. [See policies at FEC.]

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

However, as with any other student, to receive credit a student who enrolls after instruction for the year or semester has begun is required to demonstrate academic achievement and proficiency of the subject matter as required under §28.021 and 19 T.A.C. §74.26.

Graduation Credit Requirements

House Bill 5 provides a new, more flexible graduation program that allows students to pursue their interests. The program contains four parts:

- A 22 credit Foundation Program which is the core of the new Texas High School Diploma
- Five endorsement options that allows students to focus on a related series of courses
- A higher performance category called Distinguished Level of Achievement
- Performance acknowledgments that note outstanding achievement

All courses which are to be counted toward graduation must be state approved courses. Students are required to enroll in courses necessary to complete the Foundation plus Endorsement Plan, the Distinguished Level of Achievement and/or a Performance Acknowledgement Plan or the Stafford Scholar Recognition Program to receive a SMSD diploma. Each of the plans offers students the opportunity to challenge themselves as they progress through high school. Under some circumstances the above requirement may be waived and students may graduate under the Foundation High School Plan without an Endorsement, (22 credits).

Foundation High School Program Endorsement Opt-Out

The Texas Education Code, Section 28.025(b), allows a student to graduate under the Foundation High School Program without earning an endorsement if, after the student's sophomore year, the student and the student's parent/guardian are notified of the benefits of graduating with an endorsement and the student's parent/guardian gives written permission for the student to opt out of an endorsement. The benefits of graduating with an endorsement are available in the Graduation Toolkit, produced in partnership by the Texas Education Agency, the Texas Higher Education Coordinating Board, and the Texas Workforce Commission.

Special Education Graduation Requirements

A Special Education student is eligible to graduate when the student satisfactorily completes the minimum academic credit requirements for graduation applicable to regular education students, including satisfactory performance on the State of Texas Assessment of Academic Readiness (STAAR) test.

A Special Education student who does not meet the above requirements may graduate upon determination by the ARD Committee that the student has completed requirements specified in the IEP that have resulted in one of the following:

Full-time employment based on the student's abilities and local employment opportunities, in addition, sufficient self-help skills to enable the student to maintain the employment without direct and ongoing educational support of the local school district; or,

Demonstrate mastery of specific employability skills and self-help skills that do not require direct on-going educational support of the local school district;

Access to services that are not within the legal responsibility of public education.

*NOTE: All Special Education students' schedules are the result of an Admission, Review and Dismissal (ARD) Committee decision.

Summary of State Required Graduation Plans

Every student in a Texas public school who entered grade 9 in the 2014–15 school year and thereafter will graduate under the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. Earning the “distinguished level of achievement” designation allow one to compete for top ten percent automatic admissions eligibility at a Texas public university.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB examination, on certain national college preparatory and readiness or college entrance examinations, or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

Credits Required

The foundation graduation program requires completion of the following credits:

Course Area	Number of Credits: Foundation Graduation Program	Number of Credits: Foundation Graduation Program with an Endorsement
English/Language Arts	4	4
Mathematics	3	4
Science	3	4
Social Studies	3	3
Physical Education	1	1
Language other than English	2	2
Fine Arts	1	1

Professional Communications/Speech (SMSD)	.5	.5
Electives	4.5	6.5
Total	22 Credits	26 Credits

***This chart is a guide and is not a substitute for working with your counselor. Further information about graduation credit requirements can be found at <http://TEA.Texas.gov/graduation.aspx>

Endorsements	<p>A student may earn an endorsement by successfully completing</p> <ul style="list-style-type: none"> • curriculum requirements for the endorsement • a total of four credits in mathematics • a total of four credits in science • two additional elective credits
STEM	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> • CTE courses with a final course from the STEM career cluster • Computer science • Mathematics • Science • A combination of no more than two of the categories listed above
Business and Industry	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> • CTE courses with a final course from the Agriculture, Food, & Natural Resources; Architecture & Construction; Arts, Audio/Video, Technology & Communications; Business Management & Administration; Finance; Hospitality & Tourism; Information Technology; Manufacturing, Marketing; Transportation, or Distribution & Logistics CTE career cluster • The following English electives: public speaking, debate, advanced broadcast journalism including newspaper and yearbook • Technology applications • A combination of credits from the categories listed above
Public Services	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> • CTE courses with a final course from the Education & Training; Government & Public Administration; Health Science, Human Services; or Law, Public Safety, Corrections, and Security career cluster • JROTC
Arts and Humanities	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> • Social studies • The same language in Languages Other Than English • Two levels in each of two language in Languages Other Than English • American Sign Language (ASL) • Courses from one or two categories (art, dance, music, and theater) in fine arts • English electives that are not part of Business and Industry
Multidisciplinary Studies	<p>A coherent sequence or series of courses selected from one of the following:</p> <ul style="list-style-type: none"> • Four advanced courses that prepare a student to enter the workforce successfully or postsecondary education without remediation from within one endorsement area or among endorsement areas that are not in a coherent sequence • Four credits in each of the four foundation subject areas to include English IV and chemistry and/or physics • Four credits in AP, IB, or dual credit selected from English, mathematics, science, social studies, economics, languages other than English, or fine arts

State Testing Requirements for Graduation

Students first enrolled in ninth grade or below beginning with the 2011-2012 school year must take the STAAR- EOC (State of Texas Assessment of Academic Readiness – End of Course) assessments for courses in which they are enrolled as part of their graduation requirements. The STAAR–EOC Assessments consist of end-of-course assessments that will align to the courses that students must take in order to graduate from high school. Collectively these tests are designed to place greater emphasis on college and career readiness.

The STAAR – EOC’s Assessments include:

English Language Arts – English 1, English 2

Math - Algebra 1

Science - Biology

Social Studies - U.S. History

Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments in May, December, and June. If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

Only students who are classified in grade 11 or 12 during the 2014-15, 2015-16, or 2016-17 school years who have taken and have failed to achieve the end-of-course (EOC) assessment performance requirements for graduation for not more than two courses are eligible for Individual Graduation Committee (IGC) review [TEC, §28.0258(a) and (l); 19 Tex. Admin. Code § 101.3022]. Due to the expiration of SB149 for students classified as juniors or seniors after 2016-2017 school year, any student who does not successfully meet a passing score on any STAAR assessment may not participate in Stafford High School graduation exercises.

District Requirements for Early Graduation

Students wishing to graduate early should first have a conference with their counselor to complete a transcript credit evaluation. The student’s parents must write a letter addressed to the principal requesting permission for the student to graduate early including the expected date of graduation. To be eligible to graduate early, a student shall complete all coursework and end of course testing required of the ninth-grade class in which he or she begins high school. Required coursework must be taken in advance of the year of anticipated graduation by means of summer school, approved online coursework, or community college. It is the student’s responsibility to absorb any costs associated with coursework that would accelerate their graduation date. Effective for students entering grade nine in the 2007–08 school year and thereafter, a student who completes the high school requirements in fewer than four years shall be ranked in the class with which he or she actually graduates and shall be eligible for honors positions. Calculation of ranking for December graduates shall be in the month of December when all graduation requirements have been met.

Concurrent Enrollment Courses/Dual Credit Courses

The District may enter into an agreement with a public junior college that allows the junior college to offer a course in which a student attending a district high school may enroll and for which the student may receive both concurrent course credit toward high school graduation requirements and course credit as a junior college student. Such a student will receive junior college credit if the student has received prior approval from his Stafford High School (SHS) counselor or principal to enroll in the concurrent credit course and has been admitted to the junior college. (Concurrent credit is defined as credit received from a junior college or community college.)

A Houston Community College (HCC) program is available to all students enrolled in specified advanced courses. Students must meet HCC enrollment requirements. Students who take the concurrent credit courses will earn regular college credit and high school credit for the course. A student must be a full-time student to enroll in a concurrent credit program. Students enrolling in the concurrent credit program must take the Texas Success Initiative Assessment Test (TSI) and pass sections related to the course selected for concurrent credit enrollment to satisfy The Texas Success Initiative Assessment (TSI) standards. Specific information can be obtained from HCC or the SHS counselor's office.

The District may enter into an agreement with a public college to form a dual credit partnership. Dual Credit means the process by which a high school student enrolls in a college or university course and receives simultaneous dual academic credit for the course from both the college and the high school [GNC (legal)]. The student must have prior approval from his SHS Counselor or principal to enroll in the dual credit course. (Dual credit is defined as credit received from a four-year college or university).

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as The Texas Success Initiative Assessment (TSI). The purpose of the TSI is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

Alternative Methods for Earning Credit

Credit toward state graduation requirements may be granted for distance learning and correspondence courses only as follows:

- The institution offering the correspondence course is The University of Texas at Austin, Texas Tech University, or another public institution of higher education approved by the commissioner of education.
- Students may earn course credit through distance learning technologies such as satellite, internet, two-way videoconferencing, online courses, the Texas Virtual School Network (TxVSN), and instructional television.
- The distance learning and correspondence courses must include the state-required essential knowledge and skills for such a course.

The TxVSN is a state-led initiative for online learning authorized by Education Code Chapter 30A. The TxVSN is a partnership network administered by TEA in coordination with regional education service centers (ESCs), Texas public school districts and charter schools, institutions of higher education, and other eligible entities.

The TxVSN is comprised of two components-the online school (OLS) program and the statewide course catalog. See policy EHDE (LEGAL)

Transfer Credit

The District shall accept all credits earned toward state graduation requirements by students in accredited Texas school districts, including credits earned in accredited summer school programs. "Accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner. Credits earned in local credit courses may be transferred at the District's discretion. Transfer students shall not be prohibited from attending school pending receipt of transcripts or academic records from the district the student previously attended. 19 TAC 74.26(a) (1).

Records and transcripts of students from Texas nonpublic schools or from out of state or out of the country (including foreign exchange students) shall be evaluated, and students shall be placed promptly in appropriate classes. The District may use a wide variety of methods to verify the content of courses for which a transfer student has earned credit. 19 TAC 74.26(a) (2)

A student enrolling from a non-accredited public, private, or parochial school, including a home school, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

- Scores on achievement tests, which may be administered by appropriate District personnel.
- Recommendation of the sending school.
- Prior academic record.
- Chronological age and social and emotional development of the student.
- Other criteria deemed appropriate by the principal.

Grades earned through correspondence courses, credit by examination (with or without prior instruction), summer school credit, distance learning courses, credit for courses not recognized by TEA, credit for which a pass/fail grade was given, and credit awarded in a non-accredited instructional setting shall not be included when determining class rank. In addition, high school courses taken in grade eight, as well as any two- or three-credit career and technology work-based training courses; or local credit course, shall not be included in the computation [EIC (local)].

Planning Your Schedule

High school course selection is among the most important academic decision a student will make. Careful planning of the four years of high school and at least the first two years of college is very important. All students must have a 4-year graduation plan on file with their counselor. This form is a worksheet for students, parents, and counselors to use to determine which courses the student needs for the next four years. This graduation plan is not binding and may be changed at any time, but it does help a student and his/her parents to plan the years in high school and beyond. As each high school year concludes, every student is one step closer to the future and the goals they have set for themselves. Stafford High School staff is available to assist in the planning process and successful completion of student/parent goals.

Academic Options

Students in SMSD are provided with a comprehensive set of course offerings that cover the essential knowledge and skills mandated by the Texas Education Agency. Students have several academic options when selecting classes. Students are advised to take courses at a level where they will be challenged and yet perform successfully.

- **Advanced Academic:** (starting with the freshman class of 2010-2011 and thereafter) with this level, classes will come with increased expectations for student performance, instructional delivery and rigorous academic content. All courses will be taught with a focus on readiness for the upcoming end of course assessments.
- **Honors (formerly Pre-AP):** Honors courses are more complex and abstract. Each course emphasizes the academic study and performance skills to help prepare the student for the Advanced Placement classes in that subject area.
- **Advanced Placement (AP):** AP classes cover the breadth of information, skills and assignments found in corresponding college courses and meets peer-review standards set by top educators in conjunction with the College Board. An AP class prepares students to take College Board Advanced Placement tests that may make them eligible to receive college credit while still

attending High School. All students enrolled in Advanced Placement classes are expected to take the AP exams.

- Special Education Placement: Special Education services are provided to students who are found to be eligible for such services by the Admission, Review, and Dismissal (ARD) Committee. Eligibility is based on identified physical, mental and/or emotional difficulties that cause significant educational issues. Specialized instruction and related services to meet individual student needs are provided through both regular and special education courses. Specialized instruction is provided along the following continuum and reviewed for placement in the least restrictive environment annually:
 - Classes with accommodations
 - Classes with inclusion support
 - Classes with modified course objectives
 - Classes with different course objectives

Specific special education course titles are available through the special education department.

Stafford College and Career Center

To compete successfully in a high-tech, global economy, Texas must have a skilled and educated workforce that provides a foundation for continued economic productivity. Lifelong learning is the key to career and life success. The chart below illustrates the job opportunities and level of education necessary for our students to be competitive in the future job market. Starting with the freshmen class of 2012-2013 each student will be required to complete 1 credit from the CTE Academy Clusters which will fulfill 1 state required elective towards graduation.

- Agriculture, Food and Natural Resources:
 - The production, processing, marketing, distribution financing and development of agricultural commodities and resources including food, fiber, wood products, natural resources, horticulture, and other plant and animal products/resources.
- Business Management & Administration:
 - Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.
- Education & Training:
 - Planning, managing and providing education and training services and related learning support services.
- Health Science:
 - Planning, managing and providing therapeutic services, diagnostic services, health information, support services and biotechnology research and development.
- Hospitality and Tourism:
 - Planning, managing and providing services that include lodging, travel and tourism, recreation, amusements, attractions, and restaurant and food/beverage. This industry maintains the largest national employment base in the private sector.
- Information Technology:

- Building linkages in IT occupations framework for entry level, technical, and professional careers related to design, development, support and management of hardware, software, multimedia, and systems integration services.
- Law, Public Safety, Corrections and Security:
 - Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.
- Marketing, Sales & Services:
 - Planning, managing and performing marketing activities to reach organizational objectives
- Manufacturing:
 - Planning, managing and performing the processing of materials into intermediate or final products and related professional and technical support activities; such as production planning and control, maintenance and manufacturing/process engineering.
- Leadership:
 - The JROTC Program provides leadership training and development that is essential for career success. Individual characteristics are identified through the Personal Skills Map and Winning Colors assessments. Leadership values, principles, strategies and skills are taught and reinforced through case studies, team-building and other actual leadership activities.
- SEAL (Spartan Engineering Academy Lab):
 - Exploring technology systems, manufacturing processes and product design; develop, create and analyze product models and learn how math, science and technology help people.
- Transportation, Distribution and Logistics:
 - Planning, management and movement of people, materials and goods by road, pipeline, air rail and water and related professional and technical support services such as transportation infrastructure planning and management, logistics services, mobile equipment and facility maintenance.

Schedule Change Request

Every spring students register for classes that they will need the following school year. Because class size and staffing decisions are determined by their choices, it is important for students to plan carefully. After school begins, course schedule changes will be made only if:

- The student is a senior that is not scheduled in a course needed for graduation.
- The student already earned credit for a course currently in their schedule.
- The student does not meet prerequisites for the course they are enrolled in.
- The student has previously failed the course with the same teacher.
- The student has been dismissed from a program where approval must be granted.
- The student does not have a full schedule (eight periods).

IF GRANTED, THE SCHEDULE CHANGE IS BINDING FOR THE SEMESTER AND WILL BE GRANTED ONLY IF THERE IS SPACE AVAILABLE. OTHER CLASS PERIODS, TEACHERS AND LUNCH PERIOD MAY ALSO CHANGE IN ORDER TO FULFILL THE SCHEDULE CHANGE REQUEST.

Advanced Placement Program

The Advanced Placement (AP) Program is a cooperative educational endeavor between secondary schools, colleges and universities. It exposes high school students to college-level material and gives them the opportunity to show that they have mastered course curriculum by taking an AP Exam. Colleges and universities can then grant credit, placement, or both to students who have done so. AP exams are a significant part of the AP Program, but they are not the only part. AP courses lay the groundwork for students to succeed on the exams and later in a college or university.

There are many benefits for students who take AP courses.

They can study subjects of interest and challenge themselves with students who are similarly motivated. AP often helps steer students who are unsure about future plans toward college or advanced studies, and most colleges view any AP experience as a plus. This gives students a head start and increases their future options.

AP prepares students for the future by giving them those tools that will serve them well throughout their college careers.

AP Examinations are developed each year by committees of five to eight college and AP high school faculty appointed by the College Board and aided by consultants. The exams are based on the courses outlined in the College Board's Advanced Placement Course Descriptions.

*The availability of the courses for the following exams will be reviewed on a yearly basis depending on student interest and faculty availability.

Advanced Placement Courses:

AP Biology	AP Psychology
AP Chemistry	AP Calculus AB
AP Physics	AP Statistics
AP Human Geography	AP English 3
AP World History	AP English 4
AP US History	AP Spanish 4
AP Government	AP Spanish 5
AP Economics	

Honors Courses:

Honors Biology	Honors Algebra 2
Honors Chemistry	Honors Pre-Calculus
Honors Physics	Honors English 1
Honors World Geography	Honors English 2
Honors World History	Honors Spanish 2
Honors Geometry	Honors Spanish 3

In order to ensure students' success in AP or Honors courses, certain criteria must be met prior to enrollment. Approval will be granted if a student qualifies according to the criteria below:

- Recommendation from current teacher, and a grade of 85 or above average for the year in the current academic area (if a student wants to take AP U.S. History, he/she should have at least an 85 in World History. If he/she passed a prerequisite course with less than an 85 average, that student may take the AP class with parent and teacher approval only).
- Passed the State Required Testing for the specific area of interest on the first attempt.

Due to the more rigorous requirements of AP/ Honors classes at the high school level, it is recommended that students take no more than three (3) AP and/or Honors classes at a time. An adequate number of students must register for the course for an AP class to be offered. Enrolling in an AP class means the student intends to sit for the AP exam.

To Drop an Honors or AP Class:

The high school master schedule has been designed to offer classes that best meet the interests and needs of the students based on enrollment in those classes. Therefore, a student will be allowed to drop an Honors or AP course only if one of the following conditions exists:

- Students are expected to seek support when needed in order to be successful in an Honors/AP course such as tutorials and conferencing with the teacher.
- The student may request to change from an Honors/AP to the Advanced Academic level only after the first six weeks grades are posted and their grade is below a 75.
- The student requests the change at the end of the semester and the student's average is below 75.
- A parent/teacher conference must be held prior to a change using a Drop Class Request form.
- All requests must be made using the Drop Class Request form.

The student's numerical average at the time of the schedule change is the grade that will be recorded in the new class. Weighted points are not given unless a full semester credit has been earned. Withdrawal from an AP class could affect a student's class rank since AP classes are weighted greater than an academic class.

Special Education/ 504 Accommodations on Honors and Advanced Placement Courses

The following guidelines are intended to apply to eligible special education and Section 504 students who enroll in Honors or AP courses. While Honors/AP courses are open to any student wishing to enroll, ARD or Section 504 Committees should be aware that these are high level academic classes and accommodations will not be implemented if they alter the content or standards of the course. The following guidelines shall be applicable to all special education and section 504 students who enroll in Pre/AP courses:

- Accommodations for special education and 504 students may not alter the content or academic standards of the Honors/AP course. Thus, certain allowable accommodations may include, but are not necessarily limited to the following:
- Extended time for testing
- Opportunity to repeat and explain instructions
- Assignment notebook
- Minimal auditory distractions
- Encouragement for classroom participation

- Large print, Braille/ peer to read aloud
- Behavior intervention plan
- Assistive technology as defined by the committee
- Altered format of exams, such as highlighted instructions or alternative spacing of questions
- Altered assignments as needed for persons with motor or visual impairment

The following are examples of accommodations which would alter the content or standards of the course and are not allowable.

- Reduced assignments
- Special projects in lieu of assignments
- Exams of reduced length
- Open book exams
- Peer tutoring/ paired work arrangement
- Any reduction of content or standards of the course
- Reduced mastery

If the ARD committee or Section 504 Committee does not believe that a student will be successful in an Honors/AP course, it should notify the parents or the student as appropriate. While the decision to enroll in a Pre/AP class is ultimately made by the parent or student, the ARD or 504 Committee may meet and recommend removal of the students from the student if the student is not meeting the standards applicable to students in that program and, as a result, is failing or at risk of failure.

HCC Dual Credit Guidelines: College Now Program – Associate’s Degree in Multidisciplinary Studies

The Associate in Arts Degree is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: Communication, Business, Social Sciences, Humanities, and Fine Arts.

Commencing the fall of 1999, all Associate in Arts academic core curriculum courses taken at HCC are guaranteed to transfer and count toward the core curriculum at all Texas public higher educational institutions.

SAMPLE DEGREE PLAN FOR CORE CURRICULUM

COMPONENT PARTS FOR DEGREE	REQUIRED HOURS	COURSE(S)	LOCATION	YEAR TAKEN
Communications	6 hours	ENG 1301/ENG 1302	SHS	Junior
Mathematics	3 hours	Math 1314/*Math 1315	SHS	Senior
Life & Physical Sciences	6 hours	BIO 1306/1106/BIO 1407	SHS	Junior/Senior
Language, Philosophy & Culture	3 hours	BRIT LIT 2322/ *BRIT LIT 2323	SHS	Senior
Creative Arts	3 hours	ARTS 1303/*ARTS 1304	SHS	Junior
American History	6 hours	HIST 1301/HIST 1302	SHS	Junior
Government/Political Science	6 hours	GOVT 2305 GOVT 2306	SHS HCC	Senior Summer before Senior Year
Social & Behavioral Science	3 hours	ECON 2301	SHS	Senior Year
Component Area Option	9 hours	SPAN 1411/SPAN 1412 (Testing Required)	SHS	Freshman
		EDUC 1300	SHS	Freshman
		SPH 1311	HCC	
*Electives	18 hours	***See sample list below - HCC has final approval		
	60 hours	for elective courses for the Degree Plan		

*Elective courses may be required to be taken online during the school year or during the summer prior to graduation

*Academic Elective applied towards 18-hour elective requirement

*****Culinary Arts** (18 hours credit) starts with sophomore year, **must meet prerequisite**

*****Welding** (18 hours credit) starts with sophomore year, **must meet prerequisite**

*****Film/Video** (24 hours credit) starts with sophomore year, **must meet prerequisite**

*** **Business** (18 hours credit) starts with sophomore year, **must meet prerequisite**

Prior to Enrolling in a Dual Credit Class:

1. Create your ApplyTexas account or log in using an existing account at www.applytexas.org
(Instructions for completion below)
2. Complete an on-line admission application to Houston Community College System using your ApplyTexas account (Instructions for completion below.
3. Meet the State of Texas Success Initiative Assessment requirements.

The Texas Success Initiative Assessment (TSI) is a state-mandated test designed to ensure that students have the academic skills necessary to perform effectively at the college level. If a student takes the TSI Assessment, he or she must complete the entire TSI Assessment and earn a passing score on the appropriate sections.

To qualify for a WAIVER/EXEMPTION from the TSI Assessment, a student must meet or exceed the scores on one of the following tests: ACT, SAT, STAAR EOC. A student must meet or exceed all portions of the test and the composite score to request a TSI Waiver/ Exemption. See your Counselor for test score requirements.

ApplyTexas Application

What You Will Need Before Getting Started

Email address:

- You will need a valid email address to receive responses and updates about your application.

Social Security Number:

- Although it is not required to apply for admission, it is recommended.
- A social security number is required for Financial Aid and some Military and Veteran benefits.
- Providing a social security number helps us in processing applications faster.

Full Legal Name:

- To avoid delays in processing your application and other documents, please use your full legal name.
- Do not use nicknames or abbreviations because this information will be used for your official record if you enroll.
- Use your full, legal name on all documents sent to the institution.

Step 1:

- Create your ApplyTexas account or log in using an existing account at www.applytexas.org

Step 2:

- Build your “Profile” (needed to start your application)
- Save Profile and verify your email; enter the required information

Step 3:

Under My Applications tab, click on “Start a New Blank Application”

- Select “Create a new 2-year college admissions application”
- Select target college under “Search for a college from an alphabetical list” Scroll down the list until you find Houston Community College
- Select “Houston Community College (Houston)” and click continue If you are applying to take Dual Credit or Concurrent High School Enrollment, select Yes.

Step 4:

- Select semester in which you plan to first enroll

Step 5:

- The major you choose is defined as an Area of Study at HCC. An Area of Study is intended to help students choose a career path by broadly grouping similar programs and majors. Within each Area of Study HCC has many specific programs and majors. For a full list of Degrees and Certificates, please visit <http://www.hccs.edu/programs/>

Step 6:

- Enter your Social Security Number. Your social security number is not required for the application, but is recommended, and is REQUIRED if applying for Financial Aid.
- Many fields will already be completed based on the information you entered when you built your profile.
- Academic advisors at HCC are committed to your success. Whether your goal is to transfer to a university or obtain the skills to enter the workforce, academic advisors are trained and ready to help you build a plan for your future. For more information visit <http://www.hccs.edu/supportservices/advising/>.

Step 7:

- Confirm Information: Be sure to check the boxes and click save page

Step 8:**Educational Background Section:**

- Use the “Find Your High School” button to select your high school
- Don’t forget your graduation date. Expected graduation date is required

Step 9:**What kind of student am I?**

Dual Credit: You are seeking to earn college credit for certain high school courses while completing high school requirements. High School Early Admission: You are seeking to earn college credit while still in high school.

Step 10:

Residency: The information you provide in this section determines how your tuition is calculated. Read each question carefully. If you have questions about your residency status after being admitted, please contact your counselor.

Step 11:

Certification of Information:

- Your application will not be submitted if you do not check the box next to EACH statement

Step 12:**Submit Application****Dual Credit Student Responsibilities**

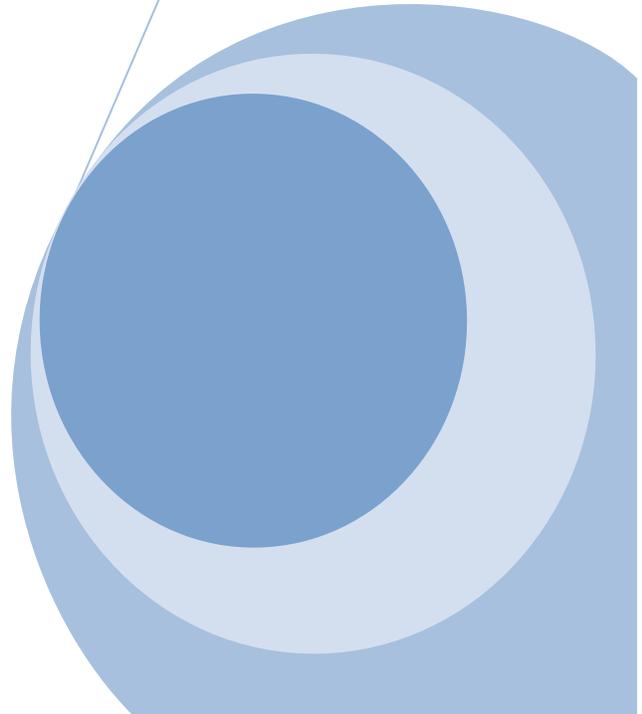
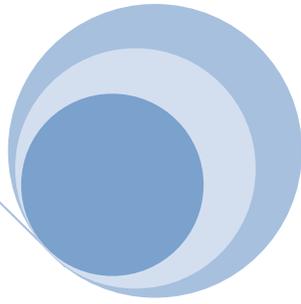
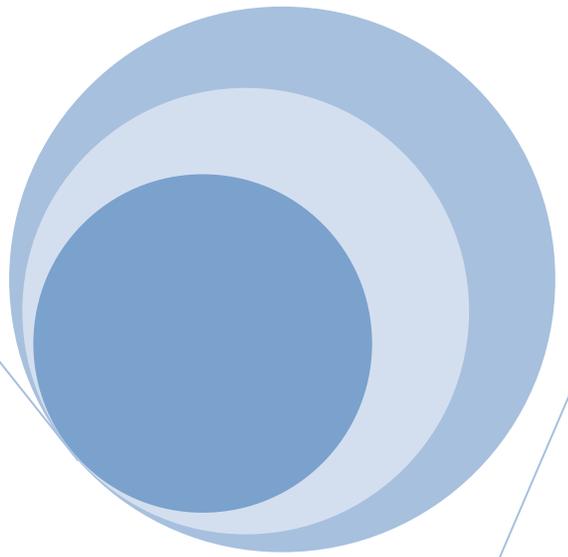
Communicating with the professor: It is the responsibility of the college student to communicate directly with their college professor about all matters related to the class. It is not the responsibility of the parents, high school counselors or administrators to communicate with the professor. If an impasse is reached, the professor should contact his or her HCC-Southwest Department Chair and the Dual Credit Faculty Liaison. The student should contact the high school counselor or other appointed Dual Credit Liaison for the high school.

Textbooks: Students are responsible for purchasing the appropriate textbook(s) for their classes. Bookstores are located at the Stafford, West Loop, and Alief Centers. Books are arranged on the shelves by course. If uncertain as to which book(s) to purchase, wait until the first day of classes. The professor will tell you exactly what is needed for the course.

Withdrawing from Class(es): If a student chooses to discontinue class as a Dual Credit student, he or she is responsible for contacting their High School Counselor and submitting the proper form to the Admission Office at HCC - Stafford. Since a student's timely high school graduation may be in question as a result of withdrawing, the student should also bring documentation that his or her high school counselor has knowledge of the student's intent. **Important: Failure to submit the withdrawal form may result in the student receiving an F for the course.**

College Grades: HCCS reports only final grades, which are recorded on the Official HCCS Transcript. Grades are posted approximately one week after the semester ends and may be accessed online at www.hccs.edu or by phone at 1-877-341-4300 (available 24 hours). Students enrolled in a Dual Credit class meeting on the college calendar and taught by an HCC-Southwest professor as an off-campus class, will not receive official progress reports, only final grades. Students who take a Dual Credit class meeting on the high school calendar and taught by an HCC-Southwest adjunct faculty member, will not receive official progress reports, only final grades.

Transcripts: Students may request copies of their Official HCCS Transcript by completing the appropriate form, available at the Admissions Office at the Stafford. Requests may also be made to have copies of Official Transcripts sent to other colleges and universities. Students may also request unofficial copies of their transcript for their personal use.



COURSE DESCRIPTIONS:

Stafford High School makes a concerted effort to offer courses and programs to all students; however, some courses may not be available due to staffing and class size. All prerequisites must be met prior to registering for the class unless they are waived in writing by the building principal.

ENGL 1301 – Composition 1 - English 4: 9017 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: English 1, 2
HCC application and TSI Assessment score

A course devoted to improving the student’s writing and critical reading. Writing essays for a variety of purposes from personal to academic, including the introduction to argumentation, critical analysis, and the use of sources. (Core Texas college curriculum course)

ENGL 1302 – Composition 2 - English 4: 9018 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: ENGL 1301

A more extensive study of the skills introduced in ENGL 1301 with an emphasis on critical thinking, research, and documentation techniques, and literary and rhetorical analysis. (Core Texas college curriculum course)

ENGL 2322 – British Literature 1: 9009 Semesters: 1 Credits: .5 College Credits: 3 Grade 12
Prerequisite: ENGL 1302

A survey of the development of British literature from the Anglo-Saxon period to the Eighteenth Century. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

ENGL 2323 – British Literature 2: 9010 Semesters: 1 Credits: .5 College Credits: 3 Grade 12
Prerequisite: ENGL 2322

A survey of the development of British literature from the Romantic period to the present. Students will study work of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

ESOL English 1: 1982 Semesters: 2 Credits: 1 Grade: 9
Prerequisite: Committee approval

This course is designed to help limited-English-speaking students with their language concepts. It is designed as a transition course to provide additional assistance in English. It can also be used as one English credit.

ESOL Reading 1: 1983 Semesters: 2 Credits: 1 Grade: 9
Prerequisite: Committee approval

This course is designed to help limited-English speaking students with their reading concepts. It is designed as a transition course to provide additional assistance in English

ESOL English 2: 2903 Semesters: 2 Credits: 1 Grade: 10
Prerequisite: ESOL English I and committee approval

This course is designed to help intermediate to advanced English learners with their language concepts. It is designed as a transition course to provide additional assistance in English. It can also be used as one English credit.

Advanced Placement Spanish 5 – Literature: 9506 Semesters: 2 Credits: 1 Grade: 11-12
Prerequisite: AP Spanish 4
85 average in AP Spanish 4
Must meet AP criteria
All students must take the AP exam in the spring.

This course is a comprehensive study of several genres of Hispanic literature. The specific goal of this course is to prepare students for the AP Spanish Literature Exam of the College Board. Students will read, analyze and discuss short stories, poetry and novels in the Spanish language. Students will also be responsible for keeping a journal in which essays on assigned topics will be written. This course will prepare the students for the College Board Advanced Placement Spanish Literature examination.

Acceleration Policy for Speakers of Foreign Languages and Verification of Credit

Speakers of Languages Other Than English (LOTE) taught at Stafford can take credit by exam tests to receive credit for courses.

1. The Foreign Language department chair administers the credit by exam for each level of the language for which the student desires to earn credit. The student will receive the individual grade earned for each exam.
2. The Foreign Language department chair will then forward the grade(s) earned from each credit by exam to both the registrar and the student's counselor.
3. If the student receives an average of at least 85, he/she may receive 1 credit.
4. If the student receives credit for level 2 or 3, he/she can receive 1 credit for the level below.
5. Students cannot receive more than 2 credits by exam test.

MATH

4 CREDITS REQUIRED FOR GRADUATION

"Finishing a mathematics course beyond Algebra 2 more than doubles the odds that a student who enters post-secondary education will successfully complete it." – US Department of Education

NOTE: Students may be required to take specialized mathematics courses based on individual performance on state required assessments.

Algebra I: 1904 Semesters: 2 Credits: 1 Grade: 9
Prerequisite: None

Students will build upon the mathematical foundation as presented in K-8. This course deals with concepts and skills used in solving problems involving real-world and mathematical situations, linear equations and inequalities in one- and two-variables, polynomials, quadratic functions, linear and non-linear functions, and data analysis.

end of the year Stage Musical Theatre production is expected and encouraged, but not mandatory. Students will be required to pay a nominal rental fee for choir uniforms and students will be required to provide the “character” dance shoe to wear with the formal uniform. Additionally, students are to purchase the choir tee-shirt and polo shirt that are worn for more “casual” performances.

Men’s Choir: Semesters: 2 Credits: 1 Grade: 9-12

Prerequisite: By Audition

This year-long class is designed for the male singers desiring to build and enhance their vocal ability. Emphasis is placed on the development of vocal skills through the study of three and four-part ensemble/harmony. Music theory, music appreciation vocal production and technique will be studied. As “mandated” in the Fine Arts/Vocal Music TEKS, participation in class recitals, UIL contests, concerts and other community performances is a must. Participation, however, in the UIL Solo & Ensemble contest, All-State choir auditions, the Choir Spring Pop & Broadway Show and the end of the year Stage Musical Theatre production is expected and encouraged, but not mandatory. Students will be required to pay a nominal rental fee for choir uniforms and students will be required to provide the “character” dance shoe to wear with the formal uniform. Additionally, students are to purchase the choir tee-shirt and polo shirt that are worn for more “casual” performances.

Varsity Choir: Semesters: 2 Credits: 1 Grade: 9-12

Prerequisite: Two years (2) of Stafford High School Choir and audition process

This year-long choir class is only for the advanced and serious vocal student who has had at least two (2) years of vocal music and has advanced and progressed steadily in the choir program. Student has participated in all UIL contests in previous years, including UIL solo and ALL-State Process. Student must be in good academic standing, with at least a 2.5 + grade average and must show qualities of self-motivation, time management. Student must be able to sight-read with accuracy, and his/her voice must be mature, developed. Mandatory participation in all UIL competitions, including UIL Solo/Ensemble All-State Choir, UIL Concert & Sight Reading, the Choir’s musical stage production, the Broadway/Pop show. Other required performances, events include: singing anthem at sports events, open house, and other “invited” opportunities throughout the year. The four basic strands of music study perception, creative expression and performance, historical and cultural heritage, and response/evaluation, participation in vocal music provides students with the necessary skills to develop intellectually, emotionally, while they demonstrate musical artistry, building a varied repertoire of music, learning to read and write music notation, etc.

Readiness for this advanced class will be measured in the following areas:

- Tone quality (control, clarity, projection, blend)
- Intonation (breath support, intervals, control)
- Diction (vowel purity, consonants, enunciation)
- Note accuracy (correct pitch, rhythmic, attacks/releases)
- Musicality (phrasing, balance, expression, nuance)
- Sight-read, sight singing ability

Students of UIL eligibility and good standing academically receive their letter jacket at the conclusion of their fourth year in choir, provided they have participated and remained eligible all four years. Students are required to pay a rental fee

for formal choir uniform consisting of a tuxedo ensemble for the men and floor-length formal gowns for the ladies. The casual choir uniform is a “purchased” choir polo style shirt and khaki slacks.

DANCE

Dance 1: 1948	Dance 3: 9055			
Dance 2: 2917	Dance 4: 9056	Semesters: 2	Credits: 1	Grade: 9-12
Prerequisite: None				

To provide the beginning/intermediate/advanced dancer with study, further training, knowledge, and application in various dance styles with strong emphasis in terminology, proper alignment, anatomy, musicality, expression, aesthetic, dance history, and technical proficiency. The dance course is designed to provide students with opportunities to develop skills that can be used to create visual impressions. The learning of values and attitudes of oneself is also a very important part of the dance course. The nature of the course offers the cultivation of such behavior as self-discipline, creativity, working with others, leadership, fellowship, responsibility, self-pride, and appearance. During the course of the year, students of all levels of dance will also be required to be a part of public performances.

Dance Prod. 1: 1949	Dance Prod. 3: 9875			
Dance Prod. 2: 2918	Dance Prod. 4: 9876	Semesters: 2	Credits: 1	Grade: 9-12
Prerequisite: Tryout and Coach Approval				

The Stafford Sensations Dance Team is open to all male and female students. Tryouts are held in the spring. Students must attend a SMSD school prior to tryouts. Summer camp is required.

THEATRE ARTS

Theatre Arts 1: 1950/9820	Semesters: 2	Credits: 1	Grade: 9-12
Prerequisite: None			

Students will learn the basics of acting, directing, and technical issues in the theatre. No previous experience is required. The students will increase their understanding of self and others and develop clear ideas about the world.

Theatre Arts 2: 2919/9821	Semesters: 2	Credits: 1	Grade: 10-12
Prerequisite: Theatre Arts 1			

Students will practice advanced acting techniques, as well as learning to design and implement technical aspects of theatre. No previous experience is required. The students will increase their understanding of self and others and develop clear ideas about the world.

Theatre Arts 3: 9822	Semesters: 2	Credits: 1	Grade: 11-12
Prerequisite: Theatre Arts 1 & 2			

Cheerleading 1-4: 1927, 2921, 9060, 9061 Semesters: 2 Credits: 1 Grade: 9-12
Prerequisite: Tryout and Coach Approval

Note: Students must have a current physical on file prior to tryouts.

Cheerleading at SHS is open to all male and female students. Tryouts are held the spring prior to the elected year. Students must attend a SMSD school in the spring prior to tryouts. Gymnastics, cheers chants, jumps, dancing, and stunting are among the skills perfected in this class. The fall semester of this course can count for up to 3 state elective credits. Summer camp is required.

Health: 1919/9050 Semesters: 1 Credits: .5 Grade: 9-12
Prerequisite: None

The course focuses on positive health practices emphasizing wellness for optimal health. Topics requires by the Comprehensive Health Education Act will be covered. Other topics will focus on areas of concern for this age group.

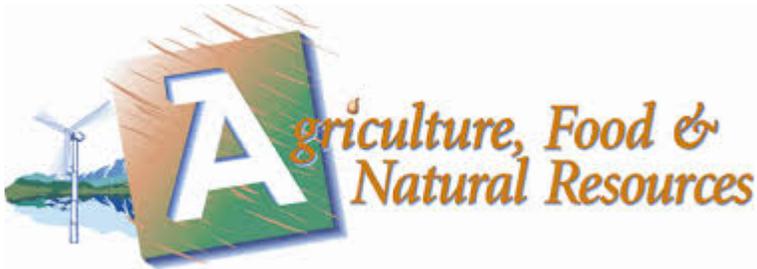
MILITARY SCIENCE/JROTC

JROTC 1: 1938 JROTC 3: 9803
JROTC 2: 2938 JROTC 4: 9804 Semesters: 2 Credits: 1 Grade: 9-12
Prerequisite: None

These courses may substitute for PE credit. The program provides leadership training and development that is essential for success in any career field. Each student's characteristics are identified through various assessment tools. Leadership values, principles, strategies and skills are taught and reinforced through case studies, team-building and other actual leadership activities. JROTC is not a recruitment program for the military and participation in the program does not incur any military obligation.

COLLEGE AND CAREER CENTER APPROVED STATEWIDE PROGRAMS OF STUDY

The statewide programs of study contain course sequences that lead to endorsements as part of the graduation requirements set forth by the Texas Education Agency. The Statewide Program of Study initiative does not replace endorsements but adds additional support to ensure students have access to CTE programs that lead to obtaining industry recognized Level I and/or II Certifications, to in-demand, high-skills, high-wage occupations and to postsecondary education and training opportunities.



PROGRAM OF STUDY:

The Animal Science program of study focuses on the science, research and business of animals and living organisms. It teaches students how to apply biology and life science to real-world life processes of animals and wildlife, either in laboratories or in the field, which could include a veterinary office, a farm or ranch, or any outdoor area harboring animal life. Students may also research and analyze the growth and destruction of species and research or diagnose diseases and injuries of animals.

Required Course Sequence:

Level 1: Principles of Agriculture

Level 2: Livestock Production OR Equine Science and Small Animal Management OR Floral Design OR Agricultural Mechanics and Metal Technologies

Level 3: Wildlife, Fisheries and Ecology Management OR Agribusiness Management and Marketing OR Agricultural Structures Design and Fabrications

Level 4: Advanced Animal Science OR Veterinary Medicine

Principles of Agriculture, Food, & Natural Resources: 1963 Semesters: 2 Credits: 1 Grade: 9-12

Prerequisite: None

This course allows students to develop knowledge and skills regarding career opportunities, personal development, globalization, industry standards, details, practices, and expectations. Students must attain academic skills and knowledge in agriculture. This course also allows students to develop knowledge and skills through hands-on activities in career opportunities, personal development, globalization, industry standards, details, practices, and expectations.

Agricultural Structures, Design and Fabrications: 2957 Semesters: 2 Credits: 1 Grade: 10-12
Prerequisite: Principles of Agriculture, Food, & Natural Resources or Principles of Manufacturing
Agricultural Mechanics and Metal Technologies
Must continue with Agricultural Mechanics Pathway

In Agricultural Structures Design and Fabrication, students will explore career opportunities, entry requirements, and industry expectations. To prepare for careers in mechanized agriculture and technical systems, students must attain knowledge and skills related to agricultural structures design and fabrication.



PROGRAM OF STUDY

The Graphic Design and Multimedia Arts program of study explores the occupations and educational opportunities associated with designing or creating graphics to meet specific commercial or promotional needs, such as packaging displays or logos. This program of study may also include exploration into designing and creating special effects, animation or other visual images using film, video, computers and other electronic tools and media, for use in computer games, movies, music videos and commercials.

Level I Certificate – Film/Video Production Specialization awarded through Houston Community College

Required Course Sequence:

Level 1: Principles of Arts, A/V Technology

Level 2: Graphic Design I OR Animation I OR Commercial Photography I OR Dual Credit TV Field Production (RTVB 1321) and Survey of the Motion Picture (FLMC 1311)

Level 3: Graphic Design II OR Animation II OR Commercial Photography II OR Dual Credit: Scriptwriting (RTVB 1329) AND Audio Production I (RTVB 1309) AND Film and Video Editing (RTVB 2330) AND TV Production Workshop (RTVB 2337)

Level 4: Practicum Graphic Design and Illustration OR Practicum Animation OR Practicum Commercial Photography OR Dual Credit Production Management (FLMC 1300) AND Advanced Film AND Video Editing (FLMC 2344)

Principles of Arts, A/V Technology: 1956/9655 Semesters: 2 Credits: 1 Grade: 9-12
Prerequisite: None

Careers in the Arts, Audio/Video Technology, and Communications career cluster require, in addition to creative aptitude, a strong background in computer and technology applications, a strong academic foundation, and a proficiency in oral and written communication. Within this context, students will be expected to develop an understanding of the

various and multifaceted career opportunities in this cluster and the knowledge, skills, and educational requirements for those opportunities.

Graphic Design and Illustration I: 2942/9656 Semesters: 2 Credits: 1 Grade: 10-12
Prerequisite: Principles of AAVT

Careers in graphic design and illustration span all aspects of the advertising and visual communications industries. Within this context, in addition to developing knowledge and skills needed for success in the Arts, Audio/Video Technology, and Communications career cluster, students will be expected to develop an understanding of the industry with a focus on fundamental elements and principles of visual art and design.

Graphic Design and Illustration II: 9654 Semesters: 2 Credits: 1 Grade: 11-12
Prerequisite: Principles of AAVT
 Graphic Design and Illustration I

Careers in graphic design and illustration span all aspects of the advertising and visual communications industry. Within this context, in addition to developing technical knowledge and skills needed for success in the Arts, Audio/Video Technology, and Communications career cluster, students will be expected to develop a technical understanding of the industry with a focus on skill proficiency. Instruction may be delivered through lab-based classroom experiences or career preparation opportunities.

Graphic Design and Illustration Practicum: 9570 Semesters: 2 Credits: 2 Grade: 12
Prerequisite: Principles of AAVT
 Graphic Design and Illustration I
 Graphic Design and Illustration II

Practicum instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions. Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations. **This course requires two class periods.**

Animation I: 2943/9699 Semesters: 2 Credits: 1 Grade: 10-12
Prerequisite: Principles of AAVT

Careers in animation span all aspects of motion graphics. Within this context, in addition to developing technical knowledge and skills needed for success in the Arts, Audio/Video Technology, and Communications career cluster, students will be expected to develop an understanding of the history and techniques of the animation industry.

Animation II: 9592 Semesters: 2 Credits: 1 Grade: 11-12
Prerequisite: Principles of AAVT
 Animation I

Careers in animation span all aspects of motion graphics. Within this context, in addition to developing advanced knowledge and skills needed for success in the Arts, Audio/Video Technology, and Communications career cluster,

TV Field Production – RTVB 1321: 2960/9595 Semesters: 1 Credits: .5 College Credits: 3 Grade: 10-12
Prerequisite: Principles of AAVT

Pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology

Motion Pictures – FLMC 1311: 2961/9596 Semesters: 1 Credits: .5 College Credits: 3 Grade: 10-12
Prerequisite: Principles of AAVT
RTVB 1321

Overview of film History, Civilization, and techniques including introduction to cinematic elements and approaches to analysis and criticism.

Scriptwriting – RTVB 1329: 9601 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: Principles of AAVT
RTVB 1321
FLMC 1311

Writing scripts for film and electronic media. Emphasizes format and style for commercials, public service announcements, promos, news, and documentaries. **MUST BE TAKEN CONCURRENTLY WITH RTVB 1309 AUDIO PRODUCTION I**

Audio Production I – RTVB 1309: 9701 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: Principles of AAVT
RTVB 1321
FLMC 1311

Concepts and techniques of sound production including basic recording, mixing, and editing techniques. **MUST BE TAKEN CONCURRENTLY WITH RTVB 1329 SCRIPTWRITING**

Film and Video Editing – RTVB 2330: 9678 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: Principles of AAVT
RTVB 1321
FLMC 1311

Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features. **MUST BE TAKEN CONCURRENTLY WITH RTVB 2337 TV PRODUCTION WORKSHOP.**

TV Production Workshop – RTVB 2337: 9718 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: Principles of AAVT
RTVB 1321
FLMC 1311

A study of advanced application and design of video productions in location or studio shoots. This course provides information necessary to understand the production of professional video recordings. Basic camera, lighting, and recording skills will be introduced and reinforced with hands---on training. Students are required to attend additional lab hours outside of class. **MUST BE TAKEN CONCURRENTLY WITH RTVB 2330 FILM AND VIDEO EDITING.**

Production Management – FLMC 1300: 9719 Semesters: 1 Credits: 1 College Credits: 3 Grade: 12
Prerequisite: Principles of AAVT
RTVB 1321
FLMC 1311
RTVB 1329/1309
RTVB 2330/2337

Managing above- and below-the-line film or video production costs. Emphasizes analysis of scripts and treatments to determine production costs, crewing requirements, location needs, equipment rentals, and associated production costs. **This course requires two class periods.**

Adv. Film/Video Editing – FLMC 2344: 9720 Semesters: 1 Credits: 1 College Credit: 3 Grade: 12
Prerequisite: Principles of AAVT
RTVB 1321
FLMC 1311
RTVB 1329/1309
RTVB 2330/2337

Exploration of the creative possibilities of non-linear film and video editing. Includes editing aesthetics, titles, graphic design, compositing, and special effects. **This course requires two class periods.**



PROGRAM OF STUDY

The Business Management/Administration program of study teaches how to plan, direct and coordinate the administrative services and operations of an organization. Through this program of study, students will learn the skills necessary to formulate policies, manage daily operations and allocate the use of materials and human

resources. This program of study will also introduce students to mathematical modeling tools and organizational evaluation methods.

Level I Certificate – Microsoft Office Technology Specialization awarded through Houston Community College

Required Course Sequence:

Level 1: Principles of Business Marketing and Finance

Level 2: Banking and Financial Services and Virtual Business OR Business Law OR Dual Credit Computer Application I POFI 1301 and Dual Credit Basic Keyboarding POFI 1329

Level 3: Global Business and Human Resources Management OR Business Management OR Dual Credit Computer Applications II POFI 1341, Dual Credit Business Math POFI 1325 Dual Credit Spreadsheets POFI 1349 and Dual Credit Desktop Publishing POFI 2331

Level 4: Statistics and Business Decision Making OR Practicum in Business OR Dual Credit Computer Applications II POFI 1341, Dual Credit Business Math POFI 1325 Dual Credit Spreadsheets POFI 1349 and Dual Credit Desktop Publishing POFI 2331

Principles of Business, Marketing and Finance: 1958 Semesters: 2 Credits: 1 Grade: 9-12
Prerequisite: None

This course allows students to gain knowledge and skills in economics, private enterprise systems, the impact of global business, marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles. This course allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems and settings in business, marketing, and finance.

Banking and Financial Services: 2958 Semesters: 1 Credits: .5 Grade: 10-11
Prerequisite: Principles of Business, Marketing and Finance

Banking services are primarily concerned with accepting deposits, lending funds, and extending credit. Banking services include cash management, short-term investments, mortgages and other loans, credit cards, and bill payment. Banking services are delivered via a number of different institutions, from commercial banks (the largest group) and other traditional means (savings and loans associations, credit unions, and local banks) to newer ventures through insurance companies, brokerage houses, and the Internet.

Virtual Business: 2967/9602 Semesters: 1 Credits: .5 Grade: 10-11
Prerequisite: Principles of Business, Marketing and Finance

Virtual Business is designed for students to start a virtual business by creating a web presence, conducting online and off-line marketing, examining contracts appropriate for an online business, and demonstrating project-management skills. Students will also demonstrate bookkeeping skills for a virtual business, maintain business records, and understand legal issues associated with a virtual business.

Practicum in Business Management I: 9619 Semesters: 2 Credits: 3 Grade: 12
Prerequisite: Principles of Business, Marketing and Finance
Human Resources Management and Touch Systems Data Entry
Money Matters or Virtual Business/Global Business

Students will learn advanced technology skills required in the business environment. Topics addressed include workplace technology standards in application of word processing, spreadsheets, databases, telecommunications, desktop publishing, presentation management, networking, operating systems, and emerging technologies. The teacher may add the workplace competencies to the course content. **This course requires three class periods and student must have off-campus employment.**

Student must follow HCC enrollment guidelines and procedures to enroll in Dual Credit Business Classes.

Computer Applications I – POFI 1301: 2962/9603 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: Principles of Business, Marketing and Finance
Human Resources Management and Touch Systems Data Entry

Students implement personal and interpersonal skills to strengthen individual performance in the workplace and in society and make a successful transition to the workforce and postsecondary education. Students apply technical skills to address business applications of emerging technologies, create word-processing documents, develop a spreadsheet, formulate a database, and make an electronic presentation using appropriate software.

Basic Keyboarding – POFIT 1329: 2963/9712 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: Principles of Business, Marketing and Finance
Human Resources Management and Touch Systems Data Entry

Skill development in the operation of the keyboard by touch and applying proper keyboarding techniques. Emphasis is on the development of acceptable speed, accuracy levels, and formatting basic documents.

Computer Applications II – POFI 1341: 9713 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: POFI 1301
POFIT 1329

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. The student will demonstrate proficiency in commonly used software applications and identify and explain the concepts involved in producing documents using advanced features of software applications. Emphasis is on developing end-user proficiency skills for office environments. **MUST BE TAKEN CONCURRENTLY WITH BUSINESS MATH POFT 1325.**

Business Math – POFIT 1325: 9714 Semesters: 1 Credits: .5 College Credits: 3 Grade: 11-12
Prerequisite: POFI 1301
 POFIT 1329

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculator/keyboard. **MUST BE TAKEN CONCURRENTLY WITH COMPUTER APPLICATIONS II POFI 1341.**

Spreadsheets – POFI 1349: 9715 Semesters: 1 Credits: .5 College Credits: 3 Grade: 12
Prerequisite: POFI 1301
 POFIT 1329
 POFI 1341
 POFIT 1325

Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming data-base functions, data-table features, and graphics. The student will identify spreadsheet terminology and concepts; perform shortcut functions; modify worksheets; and insert graphics in worksheets. Study of computer applications from business productivity software suites. Emphasis is on developing end-user proficiency skills for office environments. **MUST BE TAKEN CONCURRENTLY WITH DESKTOP PUBLISHING POFI 2331.**

Desktop Publishing – POFI 2331: 9716 Semesters: 1 Credits: .5 College Credits: 3 Grade: 12
Prerequisite: POFI 1301
 POFIT 1329
 POFI 1341
 POFIT 1325

In-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis on layout techniques graphics, multiple page displays, and business applications. **MUST BE TAKEN CONCURRENTLY WITH SPREADSHEETS POFI 1349.**



PROGRAM OF STUDY

The Teaching and Training program of study prepares students for careers related to teaching, instruction, and creation of instructional and enrichment materials. The program of study introduces students to a wide variety of

student groups and their corresponding needs. It familiarizes them with the processes for developing curriculum, coordinating educational content, and coaching groups and individuals.

Required Course Sequence:

- Level 1:** Principles of Education and Training
- Level 2:** Human Growth and Development
- Level 3:** Instructional Practices in Education
- Level 4:** Practicum in Education and Training

Principles of Education and Training: 1964 Semesters: 2 Credits: 1 Grade: 9-12
Prerequisite: None

This course is designed to introduce students to the various careers available within the education and training career cluster. Students will also gain an understanding of the basic knowledge and skills essential to careers within the cluster.

Human Growth and Development: 1998/9635 Semesters: 2 Credits: 1 Grade: 10-12
Prerequisite: Principles of Education and Training

This course addresses knowledge and skills related to child growth and development from prenatal through school-age, equipping students with child development skills. Students use these skills to promote the well-being and healthy development of children and investigate careers related to the care and education of children.

Instructional Practices in Education: 9636 Semesters: 2 Credits: 2 Grade: 11-12
Prerequisite: Principles of Education and Training
Human Growth and Development

Instructional Practices in Education and Training is a field-based internship that provides students with background knowledge of child and adolescent development as well as principles of effective teaching and training practices. Students work under the joint direction and supervision of both a teacher with knowledge of early childhood education and exemplary educators or trainers in direct instructional roles with elementary school, middle school, and high school aged students. Students learn to plan and direct individualized instruction and group activities, prepare instructional materials, develop materials for educational environments, assist with record keeping, and complete other responsibilities of teachers, trainers, paraprofessionals, or other educational personnel. **This course requires two class periods.**

Practicum in Education and Training: 9637 Semesters: 2 Credits: 2 Grade: 12
Prerequisite: Principles of Education and Training
Human Growth and Development
Instructional Practices in Education

The Practicum in Education is a field-based internship that provides students with background knowledge of child and adolescent development principles of effective teaching and training practices. **This course requires two class periods.**

Practicum in Health Science II: 9857

Semesters: 2

Credits: 1

Grade:12

Prerequisites: Principles of Health Science
Health Science Theory
Medical Terminology
Practicum in Health Science I
Instructor Approval

This course is designed to equip students with knowledge, technical skills, and work habits required for an entry-level position in a Health Science related area. This course encourages active student participation and may include group discussions and projects, laboratory work, simulations, demonstrations, field trips, guest speakers, and lectures. A strong emphasis is placed on ethics, accountability, professionalism, and the individual's commitment to pursue lifelong personal and professional development.



CULINARY ARTS

PROGRAM OF STUDY

The Culinary Arts program of study introduces student to occupations and educational opportunities related to the planning, directing, or coordinating activities of a food and beverage organization or department. This program of study also explores opportunities involved in directing and participating in the preparation and cooking of food.

Level I Certification – Prep Cook/Cook I awarded through Houston Community College

Required Course Sequence:

Level 1: Principles of Hospitality and Tourism

Level 2: Dual Credit Purchasing of Hospitality Operations RSTO 1325 and Dual Credit Basic Food Preparation CHEF 1301

Level 3: Dual Credit Intermediate Food Preparation CHEF 2201 and Dual Credit Advanced Food Preparation CHEF 2231 Hospitality Services can be taken in addition with Instructor Approval

Level 4: Dual Credit Introduction to Hospitality HAMG 1321 and Dual Credit Fundamentals of Baking PSTR 1301, Hospitality Services can be taken in addition with Instructor Approval

Principles of Hospitality and Tourism: 1960 Semesters: 2 Credits: 1 Grade: 9-12
Prerequisite: None

Students will learn about local and regional tourism issues, develop a career portfolio, and introduce the basics of cooking.

Purchasing for Hospitality Operations RSTO 1325: 2946 Semesters: 1 Credits: 1 College Credits: 3 Grade: 10-12
Prerequisite: Principles of Hospitality and Tourism

Study of purchasing and inventory management of foods and other supplies to include development of purchase specifications, determination of order quantities, formal and informal price comparison, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yield, pricing formulas, controls, and record keeping at each stage of the purchasing cycle. **This course requires two class periods.**

Basic Food Prep – CHEF 1301: 2964/9582 Semesters: 1 Credits:1 College Credit: 3 Grade: 10-12
Prerequisite: Principles of Hospitality and Tourism

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. **This course requires two class periods.**

Intermediate Food Prep – CHEF 2201: 9581 Semesters: 1 Credits: 1 College Credits: 3 Grade: 11-12
Prerequisite: Principles of Hospitality and Tourism
RSTO 1325
CHEF 1301

Continuation of previous food preparation course. Topics include the concept of precooked food items, as well as scratch preparation. Covers full range of food preparation techniques. **This course requires two class periods.**

Advanced Food Prep – CHEF 2231: 9511 Semesters: 1 Credits: 1 College Credits: 3 Grade: 11-12
Prerequisite: Principles of Hospitality and Tourism
RSTO 1325
CHEF 1301

Topics include the concept of pre-cooked food items and the preparation of canapés, hors d'oeuvres, and breakfast items. **This course requires two class periods.**

Introduction to Hospitality – HAMG 1321: 9863 Semesters: 1 Credits: 1 College Credits: 3 Grade: 12
Prerequisite: Principles of Hospitality and Tourism
 RSTO 1325
 CHEF 1301
 CHEF 2201
 CHEF 2231

An overview of the hospitality industry including the organizational structure within the lodging and food service establishments in which various career opportunities are outlined. **This course requires two class periods.**

Fundamentals of Baking – PSTR 1301: 9864 Semesters: 1 Credits: 1 College Credits: 3 Grade: 12
Prerequisite: Principles of Hospitality and Tourism
 RSTO 1325
 CHEF 1301
 CHEF 2201
 CHEF 2231

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the evaluation of baked products. **This course requires two class periods.**

Hospitality Services: 9521 Semesters: 2 Credits: 1 Grade: 11-12
Prerequisite: **Instructor Approval Required and must be active in SkillsUSA**
 Principles of Hospitality and Tourism
 RSTO 1325
 CHEF 1301
 CHEF 2201
 CHEF 2231

Hospitality Services provides students with the academic and technical preparation to pursue high-demand and high-skill careers in hospitality related industries. The knowledge and skills are acquired within a sequential, standards-based program that integrates hands-on and project-based instruction. Standards included in the Hospitality Services course are designed to prepare students for nationally recognized industry certifications, postsecondary education, and entry-level careers. In addition, Hospitality Services is designed so that performance standards meet employer expectations, enhancing the employability of students.



WEB DEVELOPMENT

PROGRAM OF STUDY

The Information Technology/Web Development program of study explores occupations and educational opportunities associated with designing, creating, and modifying websites. This program of study may also explore integrating websites with other computer applications and converting written, graphic, audio and video components to compatible web formats by using software designated to facilitate the creation of web and multimedia content.

Required Course Sequence:

- Level 1: Principles of Information Technology
- Level 2: Web Technologies OR Digital Media
- Level 3: Dual Credit Introduction to Computers ITSC 1301 and Dual Credit Personal Computer Hardware ITSC 1425
- Level 4: Computer Programming II OR Computer Science II OR Practicum in Information Technology

Principles of Information Technology: 1965 Semesters: 2 Credits: 1 Grade: 9-12
 Prerequisite: None

This course allows students to develop computer literacy skills to adapt to emerging technologies used in the global marketplace. Students will enhance reading, writing, computing, communication, and reasoning skills and apply them to the information technology environment. Students will identify various employment opportunities available in the information technology field, demonstrate knowledge of the hardware components associated with information systems, demonstrate knowledge of the different software associated with information systems, and analyze network systems.

Web Technologies: 2947/9652 Semesters: 2 Credits: 1 Grade: 10-12
 Prerequisite: Principles of Information Technology

Web Technologies provides the student the opportunity to develop and maintain SMSD’s website. Students will study copyright and ethical issues, the hardware and software of networks, the Internet and the intranet, website design, web commerce, HTML, and JavaScript. Also, students will develop and design web presentations for various school departments and organizations.



PROGRAM OF STUDY

The Legal Studies program of study introduces student to the occupations and educational opportunities related to representing clients in criminal and civil litigation and other legal proceedings, as well as assisting lawyers and preparing legal documents. This program of study explores possible specializations in a single area of law.

Required Course Sequence:

- Level 1:** Principles of Law, Public Safety, Corrections and Security
- Level 2:** Court Systems And/Or Business Law Both Recommended
- Level 3:** Legal Research And Forensic Science Both Recommended
- Level 4:** Criminal Investigations And Forensic Both Science Recommended

Prin. of Law, Pub. Safety, Corrections and Sec.: 1961 Semesters: 2 Credits: 1 Grade: 9-12
 Prerequisite: None

This course provides students with an overview of the skills necessary for careers in law enforcement, fire services, security, and corrections. Students will examine the roles and responsibilities of police, courts, corrections, private security, and protective agencies of fire and emergency services.

Business Law: 2951/9613 Semesters: 2 Credits: 1 Grade: 10-12
 Prerequisite: Principles of Law, Public Safety, Corrections and Security

Business Law is designed for students to analyze various aspects of the legal environment, including ethics, the judicial system, contracts, personal property, sales, negotiable instruments, agency and employment, business organization, risk management, and real property.

Court Systems and Practices: 1952/9697 Semesters: 2 Credits: 1 Grade: 10-12
 Prerequisite: Principles of Law, Public Safety, Corrections and Security

Court Systems and Practices is an overview of the federal and state court systems. The course identifies the roles of judicial officers and the trial processes from pretrial to sentencing and examines the types and rules of evidence. Emphasis is placed on constitutional laws for criminal procedures such as search and seizure, stop and frisk, and interrogation



WELDING

PROGRAM OF STUDY

The Welding program of study focuses on the development and use of automatic and computer-controlled machines, tools, and robots that perform work on metal and plastic. Student will learn how to modify parts to make or repair machine tools or maintain individual machines and how to use hand welding or flame cutting equipment.

Level I Certificate – Structural Welding Specialization awarded through Houston Community College

Required Course Sequence:

Level 1: Principles of Manufacturing

Level 2: Dual Credit WLDG 1407 Introduction to Welding Using Multiple Processes and Dual Credit WLDG 1428 Introduction to Shield Metal Arc Welding

Level 3: Dual Credit WLDG 1430 Introduction to Gas Metal Arc Welding and WLDG 1413 Introduction to Blueprints

Level 4: Dual Credit WLDG 1457 Intermediate Shielded Metal Arc Welding and Dual Credit WLDG 2447 Advanced Gas Metal Arc Welding

Principles of Manufacturing: 1962

Semesters: 2

Credits: 1

Grade: 9-12

Prerequisite: None

This course allows students to gain knowledge and skills in the application design, production, and assessment of products, services, and systems and how those knowledge and skills are applied to manufacturing. Knowledge and skills in the proper application of principles of manufacturing, the design of technology, the efficient production of technology, and the assessment of the effects of manufacturing production technology prepare students for success in the modern world. Students will explore career opportunities, describe how a systems model can be used to describe manufacturing and technological activities, apply manufacturing concepts to specific problems and investigate emerging and innovative applications of technology in engineering.

Students must follow HCC enrollment guidelines and procedures to enroll in Dual Credit Welding classes.

Introduction to Welding – WLDG 1407: 2965/9721

Semesters: 1

Credits: 1

College Credits: 3 Grade: 10-12

Prerequisite: Principles of Manufacturing

Basic welding processes. Includes oxy-fuel welding (OFW) and cutting, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and gas tungsten arc welding (GTAW). **This course requires two class periods.**

Shield Metal Arc Welding – WLDG 1428: 2966/9730 Semesters: 1 Credits: 1 College Credits: 3 Grade: 10-12
Prerequisite: Principles of Manufacturing

An introduction to the shielded metal arc welding process. Emphasis placed on power sources, electrode selection, and various joint designs. **This course requires two class periods.**

Gas Metal Arc Welding – WLDG 1430: 9790 Semesters: 1 Credits: 1 College Credits: 3 Grade: 11-12
Prerequisite: Principles of Manufacturing
WLDG 1407
WLDG 1428

A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs. **This course requires two class periods.**

Intro to Blueprints – WLDG 1413: 9798 Semesters: 1 Credits: 1 College Credits: 3 Grade: 11-12
Prerequisite: Principles of Manufacturing
WLDG 1407
WLDG 1428

A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes. Includes systems of measurement and industry standards. Also includes interpretation of plans and drawings used by industry to facilitate field application and production. **This course requires two class periods.**

Inter. Shielded Welding – WLDG 1457: 9799 Semesters: 1 Credits: 1 College Credits: 3 Grade: 12
Prerequisite: Principles of Manufacturing
WLDG 1407
WLDG 1428
WLDG 1430
WLDG 1413

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Identify principles of arc welding; describe arc welding operations of fillet and groove joints; explain heat treatments of low alloy steels; and explain weld size and profiles. Prepare test plates; perform fillet welds in the overhead position; perform air carbon arc weld removal; perform bevel groove welds with backing plates in various positions; and demonstrate use of tools and equipment. **This course requires two class periods.**

Adv. Gas Welding – WLDG 2447: 9854 Semesters: 1 Credits: 1 College Credits: 3 Grade: 12
Prerequisite: Principles of Manufacturing
 WLDG 1407
 WLDG 1428
 WLDG 1430
 WLDG 1413

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions and directions. **This course requires two class periods.**



PROGRAM OF STUDY

The Marketing and Sales program of study teaches students how to collect information to determine potential sale of a product or service and/or create a marketing campaign to market or distribute goods and services. Through this program of study, students will learn the skills necessary to understand and apply data on customer demographics, preferences, needs and buying habits.

Required Course Sequence:

- Level 1:** Principles of Business Marketing and Finance
- Level 2:** Sports and Entertainment Marketing AND Social Media Marketing OR Advertising
- Level 3:** Entrepreneurship
- Level 4:** Advanced Marketing OR Practicum in Marketing

Principles of Business, Marketing and Finance: 1958 Semesters: 2 Credits: 1 Grade: 9-12
Prerequisite: None

This course allows students to gain knowledge and skills in economics, private enterprise systems, the impact of global business, marketing of goods and services, advertising, and product pricing. Students analyze the sales process and financial management principles. This course allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems and settings in business, marketing, and finance.

Sports and Entertainment Marketing: 2952/9645 Semesters: 1 Credits: .5 Grade: 10-12
Prerequisite: Principles of Business, Marketing, and Finance

This course provides students with a thorough understanding of the marketing concepts and theories that apply to sports and sporting events and entertainment. Students will learn about basic marketing, target marketing and segmentation, sponsorship, event marketing, promotions, sponsorship proposals, and implementation of sports and entertainment marketing plans. This course will also provide students an opportunity to develop promotional plans, sponsorship proposals, endorsement contracts, sports and entertainment marketing plans, and evaluation and management techniques.

Social Media Marketing: 2953/9623 Semesters: 1 Credits: .5 Grade: 10-12
Prerequisite: Principles of Business, Marketing, and Finance

Social Media Marketing is designed to look at the rise of social media and how marketers are integrating social media tools in their overall marketing strategy. The course will investigate how the marketing community measures success in the new world of social media. Students will manage a successful social media presence for an organization, understand techniques for gaining customer and consumer buy-in to achieve marketing goals, and properly select social media platforms to engage consumers and monitor and measure the results of these efforts.

Advertising: 2954/9621 Semesters: 1 Credits: .5 Grade: 10-12
Prerequisite: Principles of Business, Marketing, and Finance

This course introduces students to the principles and practices of advertising. This course explores the social, ethical, and legal issues of advertising, historical influences, strategies, and media decision processes as well as integrated marketing communications. Students will also gain knowledge of techniques used in current advertising, including print, broadcast, and digital media.

Entrepreneurship: 9622 Semesters: 2 Credits: 1 Grade: 11-12
Prerequisite: Principles of Business, Marketing, and Finance
Sports & Entertainment Marketing or Social Media Marketing or Advertising

This course allows students to learn the principles necessary to begin and operate a business. The primary focus of this course is to help students understand the process of analyzing a business opportunity, preparing a business plan, determining feasibility of an idea using research, and developing a plan to organize and promote the business and its products and services. Students will also learn about capital required, return on investment desired, and the potential for profit.

Advanced Marketing: 9563 Semesters: 2 Credits: 2 Grade: 12
Prerequisite: Principles of Business, Marketing, and Finance
Sports & Entertainment Marketing or Social Media Marketing or Advertising
Entrepreneurship

This course provides students with the opportunity to gain knowledge and skills to help them be proficient in one or more of the marketing functional areas associated with distribution, financing, marketing information management,

disciplines address a broad spectrum of design problems using specific concepts from the sciences and mathematics to derive a solution. The design process and problem solving are inherent to all engineering disciplines.



PROGRAM OF STUDY

The Automotive program of study teaches students how to repair and refinish automobiles and service various types of vehicles. Students may learn to collect payment for services or supplies and perform typical vehicle maintenance procedures such as lubrication, oil changes, installation of antifreeze or replacement of accessories like wiper blades or tires.

Required Course Sequence:

- Level 1:** Principles of Transportation Systems
- Level 2:** Automotive Basic
- Level 3:** Automotive Technology I: Maintenance and Light Repair
- Level 4:** Automotive Technology II: Automotive Service

Principles of Transportation Systems: 1966 Semesters: 2 Credits: 1 Grade: 9-12
 Prerequisite: None

In Principles of Transportation Systems, students will gain knowledge and skills in the safe application, design, production, and assessment of products, services, and systems. This knowledge includes the history, laws and regulations, and common practices used in the transportation industry. Students should apply knowledge and skills in the application, design, and production of technology as it relates to the transportation industries. This course allows students to reinforce, apply, and transfer their academic knowledge and skills to a variety of interesting and relevant activities, problems, and settings.

Automotive Basics: 2956/9684 Semesters: 2 Credits: 1 Grade: 10-12
 Prerequisite: Principles of Transportation Systems

Automotive Basics includes knowledge of the basic major automotive systems and the theory and principles of the components that make up each system and how-to service [diagnosing and serving] these systems. Automotive Basics includes applicable safety and environmental rules and regulations. In Automotive Basics students, will gain knowledge and skills in the repair, maintenance, and servicing/diagnosis of vehicle systems. This study allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems, and settings. The focus of this course is to teach safety, tool identification, proper tool use, and employability

Auto Tech I – Maintenance and Light Repair: 9682 Semesters: 2 Credits: 2 Grade: 11-12
Prerequisite: Principles of Transportation and Automotive Basics
Automotive Basics

This course allows students to learn about automotive services including knowledge about the function of the major automotive systems and the principles of diagnosing and servicing these systems. Students gain knowledge and skills in the repair, maintenance, and diagnosis of vehicle systems. This study allows students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems, and settings. The focus of this course is to teach the theory of operation of automotive vehicle systems and associated repair practices. **This course requires two class periods.**

Auto Tech II – Automotive Service: 9683 Semesters: 2 Credits: 2 Grade: 12
Prerequisite: Principles of Transportation and Automotive Basics
Automotive Basics
Automotive Technology I Maintenance and Light Repair

Automotive Service includes knowledge of the major automotive systems and the principles of diagnosing and servicing these systems. Automotive Technology II: Automotive Service includes applicable safety and environmental rules and regulations. In this course, students will gain knowledge and skills in the repair, maintenance, and diagnosis of vehicle systems. This study will allow students to reinforce, apply, and transfer academic knowledge and skills to a variety of interesting and relevant activities, problems, and settings. The focus of this course is to teach safety, tool identification, proper tool use, and employability. **This course requires two class periods.**