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View this guide on the World Wide Web at:
www.putnamcityschools.org

An Equal Opportunity Employer

It is the fundamental policy of the Putnam City School District 1 to provide equal opportunity in all of its operations and in all areas of employment practice and to assure that there shall be no discrimination against any employee or applicant on the basis of age, race, religion, gender, national origin or ancestry, marital or veteran status, or disability.
Course Planning Guide

10c
PUTNAM CITY SCHOOLS
EST. 1914

SCHEDULING PROCESS
This guidebook is a synopsis of the courses to be offered during the 2021-2022 school year and is designed to aid students and their parents in the selection of courses for pre-enrollment. It includes required and elective courses and activities for grades 9, 10, 11 and 12. To be offered, each course must have a specified number of pre-enrolled students. Courses listed in this booklet which do not attract enough students during registration will not be offered. In some cases, a class may be paired with another class as individual high schools may find it beneficial to schedule courses in combination to facilitate team teaching. Scheduling information will be available during pre-enrollment.

PLANNING PROCESS
Please review the high school graduation requirements. Meeting these requirements is the responsibility of the student and parent. The school’s staff can and will give advice about the courses that are offered, but ultimately success in high school rests upon the shoulders of each student.

High school counselors and teachers are your greatest source of information when making course selections for the coming year.

We recommend that students and parents work with the faculty and staff to plan the courses to be taken for the entire four years of high school, not simply those to be taken during the coming year. Things to consider when completing a four-year plan of study are high school graduation requirements, prior successes and failures, special interests and aptitudes, college entrance requirements, and other career plans.

VALEDICTORIAN
Cumulative GPA through the first semester of a student’s senior year will be used to determine valedictorians. The top 1 percent of graduating seniors with the highest weighted GPA will be recognized as valedictorian status. Eligible courses will be defined as those taken on campus, at Francis Tuttle Technology Center, Putnam City Virtual School and concurrently from the first semester of their freshman year through the first semester of their senior year.

GRADUATION EXERCISES
Students must complete 21.5 credits and meet testing requirements by the end of the first week of May in order to participate in graduation exercises. Students entering the 9th grade prior to or during the 2016-2017 school year must have participated in any of the following:
• The Oklahoma State Testing Program or
• If a student has not had the opportunity to participate in the Oklahoma State Testing Program, a state testing program from another state other than Oklahoma, or a nationally recognized assessment, such as ACT or SAT, will be accepted.

VIRTUAL CLASSES
Web-based courses may be taken through Putnam City Schools by enrolling in Putnam City Virtual School, www.putnamcityschools.org/virtual. Virtual courses may be taken for substitution and course acceleration. Students may be eligible to take additional, virtual course work in addition to the seven courses required for full-time enrollment.

Juniors and seniors have the opportunity to enroll in a total of two virtual courses per year at no additional cost. Students interested in this opportunity can obtain more information by contacting their counselor and the Putnam City District Enrollment Office at 491-7631.

Unless otherwise authorized, students must be in school the full day and maintain a full schedule to graduate.

ACCOMMODATIONS FOR ENGLISH LEARNERS (ELS)
English learners are students who speak a language other than English at home and whose English proficiency is limited. Oklahoma’s current English proficiency level is a composite score of 4.8 on the WIDA test. Students who have scored within the ELPA Band and who have met the criteria set by the OSDE may be approved by the ELPA Band Committee for exit. WIDA stands for World-class Instructional Design and Assessment. Putnam City teachers use multiple strategies in mainstream classrooms, including, but not limited to, sheltered instruction strategies, differentiated strategies, and culturally responsive classroom strategies. Furthermore, when grammar is not the focus of instruction, teachers may base the English learners’ grade on content in lieu of grammatical correctness. Additionally, teachers are encouraged to provide EL students with differentiated assignments and assessments. Instead of using a pass/fail grading system, they use grading modifications commonly used with students on IEP to determine a letter grade for EL students who are classified as newcomers.
Course Selection

Course selection should be a firm decision, thoughtfully made by the student after careful consultation with parents, teachers and counselors. Considerations should be:

1. Graduation requirements, both total credits and specific courses
2. Prior successes and failures
3. Special interests and aptitudes
4. College entrance requirements and other career plans

Institutional staffing, scheduling, building use, and budgetary decisions are based upon student pre-enrollment. Therefore, student requests for schedule changes sometimes cannot be granted. From the beginning of the scheduling process in January until the end of May, students are provided ample opportunities to take an active part in the development of their schedules. Any requests for schedule changes after the last day of school will be granted only in unusual situations and with administrative approval. No change will be possible after the last day of school. Schedule change requests may only be made through the first full week of school for the following reasons:

1. To make up failures
2. Computer error
3. Outside credit earned
4. Misplacement due to lack of recommended courses or inadequate background
5. To change an AP or Honors class to a corresponding course

All students are required to attend an entire school day. Exceptions are concurrent enrollment, mentorships and work study. No work permits will be issued for work during the school day.

All students must complete eight (8) terms of high school. Exceptions may be approved by the superintendent of schools.

Correspondence or online course(s) must be taken through an accredited institution recognized by the Oklahoma State Department of Education and may not be counted toward daily attendance. Any course taken for credit must be pre-approved by the high school principal prior to enrollment.
Putnam City Schools
Graduation Credit Check

Student Name____________________
Graduation Year________

College Prep □       Core □

ENGLISH

English I □ □
English II □ □
English III □ □
English IV □ □

MATHEMATICS (3 credits in High School)

Algebra I □ □
Geometry □ □
Algebra II □ □
Math________________________ □ □

SCIENCE

Biology I □ □
Chemistry □ □
Physics □ □
Science______________________ □ □

HISTORY

Oklahoma History □
World History □ □
U.S. History □ □
Government □
Financial Literacy □

ART

_________________________ □ □

Francis Tuttle □       Military □

WORLD LANGUAGE (2 of the same language, if not will need 2 technology credits) (College Prep)

World Language_____________ □ □
World Language_____________ □ □

TECHNOLOGY (2 full credits if not completing 2 language courses) (College Prep)

_________________________ □ □
_________________________ □ □

Computer Technology (Core)

_________________________ □ □

PHYSICAL EDUCATION

_________________________ □

College Prep. Additional Course □ □

Oklahoma’s Promise YES             NO

Additional Oklahoma’s Promise Course:

(Except Fine Arts Course)

Electives (8 – College/9 – Core)

_________________________ ___________________
_________________________ ___________________
_________________________ ___________________
_________________________ ___________________

NCAA Clearinghouse? YES             NO

CPR Trained? YES             NO
Putnam City Schools                                                  Student Name____________________
Graduation Credit Check                            Graduation Year________

Total Graduation Credits - 25

9th Grade
Potential credits earned:  
Actual credits earned:  
Goal:

10th Grade
Potential credits earned:  
Actual credits earned:  
PSAT:  
Pre-ACT:  En_________ Math_________ Rdg_______ Sci_________
Goal:

11th Grade
Potential credits earned:  
Actual credits earned:  
PSAT:  
SAT:  
ACT:  En_________ Math_________ Rdg_______ Sci_________
ASVAB (Military):  
Goal:

12th Grade
Potential credits earned:  
Actual credits earned:  
SAT:  
ACT:  
Goal:
### Graduation Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>o o</td>
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<tr>
<td>English II</td>
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<tr>
<td>English III</td>
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<tr>
<td>English IV</td>
<td>o o</td>
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<tr>
<td>Math</td>
<td>o o</td>
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<tr>
<td>Biology I</td>
<td>o o</td>
</tr>
<tr>
<td>Science</td>
<td>o o</td>
</tr>
<tr>
<td>United States History</td>
<td>o o</td>
</tr>
<tr>
<td>Government</td>
<td>o o</td>
</tr>
<tr>
<td>Oklahoma History</td>
<td>o o</td>
</tr>
<tr>
<td>World History</td>
<td>o o</td>
</tr>
<tr>
<td>Fine Arts or Speech</td>
<td>o o</td>
</tr>
<tr>
<td>Physical Education</td>
<td>o o</td>
</tr>
<tr>
<td>World Language</td>
<td>o o</td>
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<tr>
<td>World Language</td>
<td>o o</td>
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<tr>
<td>Computer Technology</td>
<td>o o</td>
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<tr>
<td>Computer Technology</td>
<td>o o</td>
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<tr>
<td>Additonal Unit</td>
<td>o o</td>
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<tr>
<td>Financial Literarcy</td>
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</tbody>
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### College Prep Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Completed</th>
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<tbody>
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<td>English I</td>
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<tr>
<td>English II</td>
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<tr>
<td>English III</td>
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<tr>
<td>English IV</td>
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<tr>
<td>Math</td>
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<tr>
<td>Biology I</td>
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<td>Science</td>
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<td>United States History</td>
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<tr>
<td>World History</td>
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<tr>
<td>Fine Arts or Speech</td>
<td>o o</td>
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<tr>
<td>Physical Education</td>
<td>o o</td>
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<tr>
<td>World Language</td>
<td>o o</td>
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<tr>
<td>World Language</td>
<td>o o</td>
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<tr>
<td>Computer Technology</td>
<td>o o</td>
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<tr>
<td>Computer Technology</td>
<td>o o</td>
</tr>
<tr>
<td>Additional Unit</td>
<td>o o</td>
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<tr>
<td>Financial Literarcy</td>
<td>o o</td>
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</tbody>
</table>

### Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Completed</th>
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</thead>
<tbody>
<tr>
<td>Financial Literarcy</td>
<td>o o</td>
</tr>
<tr>
<td>CPR Training</td>
<td>o o</td>
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</tbody>
</table>

**25 Total Credits**
Elective Courses and Additional Core Information

Fine Arts
- Art I
- Art 2D (1/2)
- Art 2D Design (1/2)
- Art 3D (1/2)
- Art 3D Design (1/2)
- Ceramics I (1/2)
- Ceramics II (1/2)
- Film Studies**
- Dance I, II, III
- Humanities **
- Debate **

Instrumental Music I, II, III
Vocal Music Choir I, II, III, IV
Show Choir I, II
AP Music Theory
AP 2D, 3D
AP Art History
AP Drawing
Piano
Theater I, II, III
Stagecraft I, II

Broadcasting**
Fim Production**

Physical Education
- Aerobics
- Lifetime Recreation
- Functional Movement

Fitness Wellness Training (weights)
ROTC I

(Physical education requirement waived if student is in competitive athletics, dance, cheer, pom, show choir, step team, athletic manager/trainer, marching band or flag corp)

Technology
- Computer Applications/Fundamentals of Technology
- Fundamentals of Web Design
- Computer Tech Computer Courses at FT or a CT center
- ROTC II *
- Advanced Database Concepts
- Desktop Publishing
- Multimedia and Image Management Techniques

Internet of Things
Cybersecurity
Computer Programming
Robotics I
Robotics II *
Advanced Robotics Engineering

*will not count for Oklahoma’s Promise technology credit
**see counselor for credit eligibility

Additional Core Courses

Oklahoma State Department of Education requires one additional unit or set of competencies selected from the areas of English, Math, Science, History or Computer Technology or Foreign Language.

Putnam City offers these specific courses that count as an additional core:
- Native American Studies
- African American History
- African American Cultural Studies
- International Studies
- Cyber Security
- Economics
- AP Psychology
- AP Human Geography

*Some FT programs have built in courses that can be used (see counselor for eligibility)

The following honors courses will receive weighted credit based on a 4.5-point scale (4.5 points for a grade of A, 3.5 points for B, etc.).

Beginning with the class of 2022, AP Students passing the corresponding AP Exam (score of 3, 4, or 5) will receive an additional .5 weight to the AP course (5.0 scale).

Students enrolling in Advanced Placement courses are expected to complete all components of the course, including the AP Examination. Financial assistance is available to help cover the costs of the examination. See the AP Coordinator in your high school or your counselor for details.

Putnam City graduates who attempt and complete five or more Advanced Placement courses will earn the district AP Achievement Award. Awardees will be entitled to wear a special medal signifying this achievement during graduation exercises.
Course Descriptions

Indicates that the course meets specific College Preparatory/Work Ready Curriculum and the Core Curriculum Graduation Requirements for the Class of 2022

Indicates that the course meets specific NCAA Eligibility Requirements for the Class of 2022

Indicates that the course meets specific Oklahoma’s Promise Curriculum for the Class of 2022
COMPUTER APPLICATIONS I-- 1252551
Grade Level: 9, 10, 11, 12 / 1 Credit
Students will receive comprehensive training in basic business computing skills using integrated software programs. Students will learn business productivity skills and problem solve utilizing software productivity suites. word processing, data management with spreadsheets, preservation software, and internet tools. Ethical issues in the workplace will be studied.

COMPUTER APPLICATIONS II-- 1252552
Grade Level: 9, 10, 11, 12 / 1 Credit
Students will learn the basics of growing collaborative synchronous productivity work options. Topics including basics application use in a synchronous collaborative environment, shared file creation and organization, multi-person functionality, multi-platform functionality and workflow management.

FUNDAMENTALS OF TECHNOLOGY - 1258169
Grade Level: 9, 10, 11, 12 / 1 Credit
Students work to develop an understanding of professional communication, ethics and leadership skills. Students will be able to demonstrate digital literacy through basic study of computer hardware, troubleshooting, productivity software, networking, the Internet, file management, web publishing, and database software.

DESKTOP PUBLISHING - 1268149
Recommended: Computer Applications I. Grade Level: 10, 11, 12 / 1 Credit
Students will acquire skills related to communicating through visual design with the primary emphasis of this course being desktop publishing and working with graphics. This course offers students the opportunity to explore layout and design strategies.

COMPUTER SCIENCE PRINCIPLES - 1262531
Grade Level: 9, 10, 11, 12 / 1 Credit
Designed for 10 - 12 grade students, Computer Science Principles introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact the world. 9th grade students by teacher approval only.

FUNDAMENTALS OF WEB DESIGN - 1278153
Grade Level: 10, 11, 12 / 1 Credit
Students will acquire fundamental web authoring skills and applicable design strategies through the application of various web languages.

MULTIMEDIA AND IMAGE MANAGEMENT TECHNIQUES - 1278150
Recommended: Computer Applications I. Grade Level: 10, 11, 12 / 1 Credit
Students will acquire fundamental skills in image creation and management procedures and techniques as they create, revise, optimize and export graphics for video, print and web publishing.

BUSINESS INFORMATION TECHNOLOGY INTERNSHIP - 1288102
Computer Applications and one additional Business and Computer course or enrollment in Francis Tuttle's Business, Management & Administration or Computer Science Academy. Grade Level: 12 / 1 Credit
This course provides students with actual work site learning in a business environment. Students will spend time in the classroom refining and improving skills necessary for work success. They will spend 10 hours a week either on the job or in training-site activities.
COMPUTER SCIENCE A - 1272532
Recommended: Computer Applications I and II, Alg. I Grade Level: 11, 12 / 1 Credit
Computer Science A introduces students to computer science through programming. Fundamental topics in this course include the design of solutions to problems, the use of data structures to organize large sets of data, the development and implementation and discovering of new information. Students will also learn the analysis of potential solutions, and the ethical and social implications of computing systems.

BUSINESS COMMUNICATIONS - 1268177
Grade Level: 10, 11, 12 / 1 Credit
This business communications course delivers knowledge about communicating in the workplace. The student learns the skills necessary to communicate effectively with coworkers at all levels and with external business contacts.

BUSINESS LAW/EDUCATION - 1262406
Grade Level: 10, 11, 12 / 1/2 Credit
Business Law is a study of the rules that apply to business situations and transactions. The student will develop an understanding of legal terminology, government regulations and protection of businesses organized as sole proprietorships, partnerships, along with corporations, contracts, legal agreements and laws affecting employment.

CAREER ORIENTATION - 1252410 (8414 Career Tech)
Grade Level: 9, 10, 11, 12 / 1 Credit
This course is designed to provide students with job seeking and retention skills through research and job shadowing activities, to gain essential employability skills, to explore career options, and to understand the importance of balancing a career and family. Emphasis is placed on acquiring conceptual skills such as strategic planning, communication, and problem solving. The importance of basic academic skills is stressed with job-related, practical application activities throughout the curriculum. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.

INTERNET OF THINGS (IoT) FUNDAMENTALS - 1268255
(Putnam City High)
Recommended: Computer Applications I
Grade Level: 10, 11, 12 / 1 Credit
Cisco Networking Academy’s IoT Fundamentals curriculum provides students with a comprehensive understanding of the Internet of Things (IoT). It develops foundational skills using hands-on lab activities that stimulate the students in applying creative problem-solving and rapid prototyping in the interdisciplinary domain of electronics, networking, security, data analytics, and business. The student-centric approach translates into the student being able to ideate, design, prototype and present an IoT solution for an identified business or society need.

ADVANCED DATABASE CONCEPTS - 1268259
Recommended: Computer Applications
Grade Level: 10,11,12 / 1 Credit
This course builds on basic skills of relational database management systems utilizing Microsoft Access to create and maintain databases. Students will create a database; add, change and delete data in the database; sort data in the database; retrieve data from the database; create forms and reports using the data in the database; and integrate data from other applications. These skills will help prepare students for a wide range of high demand career fields that involve analyzing data to drive business decisions.
FUNDAMENTALS OF 3D MOTIONS GRAPHICS - 1268207  
(Putnam City West)  
Recommended: Computer Applications, Art I or Art 2D Design.  
Grade Level: 10, 11, 12 / 1 Credit  
Students will become familiar with 3D motion graphics as they create, animate, revise, optimize and export 3D graphics and animations. Using commercial and open-source digital source software, students will create illusions of motion that extends beyond traditional frame-by-frame footage.

3D ANIMATION - 1278208  
(Putnam City West)  
Recommended: Fundamentals of 3D Motion Graphics.  
Grade Level: 11, 12 / 1 Credit  
Students will continue their work from Fundamentals of 3D Motion Graphics. Students will utilize advanced 3D animation tools and techniques to produce professional motion graphics, including application into interactive media presentation.

3D MODELING AND RIGGING TECHNIQUES - 1288209  
(Putnam City West)  
Recommended: Fundamentals of 3D Motion Graphics and 3D Animation  
Grade Level: 11, 12 / 1 Credit  
Students will acquire and/or enhance modeling and character rigging skills, texturing, and lighting techniques to advance 3D animation skills. Students will work with the 3D motion capture lab, rigging characters to work specifically in and with its resident software package.

C# PROGRAMMING - 1278166  
(Putnam City West)  
Grade Level: 11, 12 / 1 Credit  
Students will use C# to create event-driven programs, and expand their knowledge of C# as used in business applications both for Windows and for the Web.

CYBER SECURITY 1252512 or Career Tech 1258256  
(Putnam City West)  
Grade Level 9, 10, 11, 12 / 1 Credit  
The national cyber defense program, cyberpatriot, sponsored by the air force association, provides instructional materials and access to industry leading organizations like cisco and their training materials. This course would parallel the cyberpatriot program and involve multiple online competitions against other schools/jrotc's across the country. Students will learn skills that can lead to industry certification to qualify them for post-secondary employment.

ACCOUNTING I - 1262401 (8107 Career Tech)  
Grade Level: 10, 11, 12 / 1 Credit  
This course will provide students with a strong foundation in generally accepted accounting principles and techniques needed for success in careers in accounting or other business-related fields.

ACCOUNTING II - 1272402 (8108 Career Tech)  
Recommended: Accounting I.  
Grade Level: 10, 11, 12 / 1 Credit  
This course will provide students with a strong foundation in advanced accounting principles and techniques needed for success in careers in accounting or other business-related fields.
Competitive athletics is open to both male and female students to compete for a position on 9th-grade, 10th-grade, 11th-grade, junior varsity or varsity teams where applicable.

Putnam City schools are members of the Oklahoma Secondary Schools Activities Association and the Big 10 Athletic Conference. Any student who wants to participate in one or more of the sports listed below must have a sports card completed by all appropriate persons at the time of pre-enrollment.

All prospective student athletes must have passed five credit subjects the previous semester and be enrolled and passing in all credit subjects weekly.

<table>
<thead>
<tr>
<th>Fall</th>
<th>All Year</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country (Boys and Girls)</td>
<td>Basketball (Boys and Girls)</td>
<td>Baseball</td>
</tr>
<tr>
<td>Football</td>
<td>Wrestling</td>
<td>Golf (Boys and Girls)</td>
</tr>
<tr>
<td>Softball (Girls)</td>
<td>Swimming (Boys and Girls)</td>
<td>Soccer (Boys and Girls)</td>
</tr>
<tr>
<td>Volleyball (Girls)</td>
<td>Step Team</td>
<td>Softball (Girls)</td>
</tr>
<tr>
<td></td>
<td>Pom Pon</td>
<td>Tennis (Boys and Girls)</td>
</tr>
<tr>
<td></td>
<td>Cheerleading</td>
<td>Track (Boys and Girls)</td>
</tr>
</tbody>
</table>

High school students who transfer schools will be ineligible for varsity athletics/cheerleading for a period of one school year, but can participate in sub-varsity athletics/cheerleading during that time period.
Personal expense may be involved in the purchase of supplies and Family, Career and Community Leaders of America student membership dues in Family and Consumer Science courses.

FACS BASIC - 1258415
Grade Level: 9, 10, 11, 12 / 1 Credit
FACS BASIC is designed to provide students with basic information and skills needed to function effectively within the family and within a changing, complex society. Attention is also focused toward assisting students in career study and participation in the family and consumer sciences youth organization FCCLA.

HOSPITALITY & TOURISM PATHWAY

CULINARY BASIC SKILLS- 1258426
Recommended FACS Basics. Grade Levels 10, 11, 12 / 1 Credit
Students will learn preparation and quantity food production skills. Students will learn proper terminology and use of equipment applicable to the preparation of these foods. The importance of teamwork in the food service environment is also emphasized. Teamwork is emphasized.

CULINARY ADVANCED SKILLS - 1258428
(Putnam City Academy)
Recommended FACS Basics and Culinary Basic Skills, Grade Level: 9,10,11,12 / 1 Credit
This theory/lab class introduces the students to the identification and preparation of meat, poultry, and seafood as how to prepare stocks, soups and sauces. It also introduces bakery skills and dessert/plate presentation, along with cold food production. Student leadership through Family, Career, and Community Leaders of America (FCCLA) is an integral part of this course.

HEALTH SCIENCE PATHWAY

LIFETIME NUTRITION AND WELLNESS - 1258474
Recommended FACS Basics Grade Level: 9,10,11,12 / 1 Credit
A laboratory course in which students use nutrition knowledge to make informed choices to promote lifetime wellness, the importance of healthy eating and physical activity across the life span. Students will learn safe food handling practices, healthy menu planning and food preparation techniques, and how to recognize sources of stress and healthy strategies to reduce the impact of stress on total wellness. Needs of the competitive athlete are also addressed. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.

FOOD SCIENCE - 1258472
Recommended FACS Basics and Lifetime Nutrition and Wellness, Grade Level: 9,10,11,12 / 1 Credit
A study of the physical, biological, and chemical makeup of food, the causes of deterioration in food products, the principles underlying food processing, and the improvement of foods for the consuming public. Students will conduct laboratory and field investigations, use scientific methods during investigations, and make informed decisions using critical thinking and scientific problem solving regarding consumable foods.
ARTS AND AUDIO VISUAL PATHWAY

FASHION DESIGN I - 1258413
Recommended FACS Basics, Grade Level: 9, 10, 11, 12 / 1 Credit
This course introduces students to the most current information about the basic concepts and business aspects of fashion marketing and merchandising. It introduces students to the field of fashion promotion and provides foundational fashion concepts related to economics, textiles and design. Basic fashion concepts and marketing terminology, fashion cycles, key components of the fashion industry, retail merchandise categories, and fashion promotion. Current issues related to industry globalization, social media, and sustainability as well as essential career skills and career opportunities will be explored. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.

FASHION DESIGN II - 1268425
Recommended Fashion Design I, Grade Level: 10, 11, 12 / 1 Credit
This course introduces students to basic apparel design and construction skills. Students will examine the elements and principles of design, plan a wardrobe, learn how to properly care for clothing, select appropriate fabrics for a selected pattern, learn operations of sewing technology and equipment as well as apply basic sewing skills. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.

FASHION DESIGN III - 1268477
Recommended Fashion Design I and II, Grade Level: 10, 11, 12 / 1 Credit
This course will further strengthen and broaden apparel design and production techniques. In this course, students will design and construct intermediate to advanced level projects using various construction techniques. Students will identify, analyze and apply design processes and techniques to textiles. Entrepreneurship, service projects, career skills and career opportunities within the apparel industry will also be explored. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.
HUMAN GROWTH AND DEVELOPMENT - 1258471
*Recommended FACS Basics, Grade Level 9,10,11,12, 1 credit*
In this course, students examine human development across the lifespan. From newborn to older adulthood, people continue to develop and change physically, cognitively, socially, and emotionally. Family trends, cultural diversity, health, and safety are included. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.

INTERPERSONAL STUDIES - 1268470
*Recommended FACS Basic and Human Growth and Development, Grade Level 10,11,12, 1 credit*
This course examines how relationships between individuals and among family members significantly affect the quality of life. Students use knowledge and skills in family studies and human development to enhance personal development, foster quality relationships, promote wellness of family members, manage multiple adult roles, and pursue careers. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.

SCHOOL AND COMMUNITY PARTNERSHIP I -1268419
*Grade Level: 10,11,12 / 1-2 Credits*
The School and Community Partnership I course provides a method of instruction which requires alternating study within the school setting and on-the-job training in the occupational career area of Family and Consumer Science (FACS). The student earns two units of credit for the course. One unit of credit is earned for the period of classroom study at the school site. One additional unit of credit is earned for qualified on-the-job training. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.

SCHOOL AND COMMUNITY PARTNERSHIP II -1278420
*Recommended: School and Community Partnership I, Grade Level: 11,12 / 2-3 Credits*
The School and Community Partnership II course provides an instructional program designed to further develop employability and customer service skills to the senior level students within the school setting and on-the-job training. School and Community Partnership I is a prerequisite for this course. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course. Up to 3 units of credit may be earned. One unit of credit is earned for the period of classroom study and up to 2 units of credit may be earned for qualified on the job training.

TEACH OKLAHOMA -1278409
*Grade Level: 11,12 / 1 Credit*
Students explore the careers in education including teaching, administration, counselor, coach, and special education teacher. This course is designed to introduce students to various educational careers in pre-k through high school. Teach Oklahoma has a real life component allowing students to gain teaching experience with students in various academic settings. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.
FINANCIAL LITERACY - 1261451
*Grade level: 12 / 1/2 Credit*
This course is designed to help students understand how individual choices directly influence occupational goals and future earning potential. Lessons provide students with critical information about borrowing money, earning money, saving, spending, taxes, insurance, investing, and credit cards. The goal of the course is to provide students with the skills and knowledge to make informed and successful personal financial decisions.

**NOTE:** Demonstrated mastery of each of the 14 competencies featured in this class is required for graduation.

FINANCIAL - 1258404
*(Putnam City Academy)*
*Grade Level: 9,10,11,12 / 1/2 Credit*
Students will learn basic skills and knowledge needed to effectively manage their personal finances. The objectives and learning activities are based on real world situations and will help to build a foundation for making informed and successful personal financial decisions. The course is comprised of 14 areas of instruction designed to include all standards of the Passport to Financial Literacy act of 2007 (70 O.S. §11-103.6H) at a level of instruction appropriate for ninth through twelfth grade students. Student leadership through Family, Career and Community Leaders of America (FCCLA) is an integral part of this course.
Fine Arts

Fine Arts students could be requested to provide some materials.

ART I: FUNDAMENTALS OF ART - 1252808
Grade Level: 9, 10, 11, 12 / 1 Credit
Art I is a foundational course providing students a broad scope of visual art production, aesthetics, art history, criticism, and careers. Students explore a range of 2- and 3-Dimensional media utilizing the Elements and Principles of Art and Design. Each project is planned to incorporate technical skills, problem solving, creative thinking and expression.

ART 2D - 1262871
Recommended: Art I.
Grade Level: 10, 11, 12 / 1/2 Credit
Art 2D is a specialized exploration of 2-Dimensional art media for students interested in the fields of drawing, painting, printmaking, graphic, and other 2D arts. Students will apply the Elements and Principles of Art and Design through the use of wet, dry, and digital 2D Art media.

ART 3D - 1252831
Recommended: Art I.
Grade Level: 10, 11, 12 / 1/2 Credit
Art 3D is a specialized exploration of 3-Dimensional art media for students interested in the design and construction of sculptural works. Students will apply the Elements and Principles of Art and Design through the use of a variety of sculptural and construction media.

CERAMICS I - 1262841
Recommended: Fundamentals of Art.
Grade Level: 10, 11, 12 / Credit: 1/2
Introductory Ceramics builds on the Elements and Principles of Art and Design through the construction of hand-built and wheel-thrown pieces, along with an exploration of glazing and surface decoration techniques. Sculpture will be included to strengthen skills in basic clay techniques and to broaden creative exploration in shape and form.

ART 2D DESIGN – 1272872
Recommended: Art 2D and/or art team portfolio assessment.
Grade Level: 10, 11, 12 / 1/2 Credit
Art 2D Design is an in-depth study of the techniques and methods acquired in Art 2D. Students explore 2D design through advanced experiences emphasizing the refining of craftsmanship and quality of production. Students are required to develop goals and produce quality work through a variety of wet, dry, and digital media. Students will develop a portfolio of their work.

ART 3D DESIGN - 1272832
Recommended: Art 3D and/or art team portfolio assessment.
Grade Level: 10, 11, 12 / 1/2 Credit
Art 3D Design is an in-depth study of the techniques and methods acquired in Art 3D. Students explore 3D design through advanced experiences emphasizing the refining of craftsmanship and quality of production. Students are required to develop goals and produce quality work through a sculpture, ceramics, collage, fibers, and other media. Students will develop a portfolio of their work.
CERAMICS II - 1262842
Recommended: Ceramics I, and/or art team portfolio assessment.
Grade Level: 10, 11, 12 / 1/2 Credit
Advanced Ceramics is a continued exploration in ceramic formation. Projects emphasize broadening techniques of hand-built and wheel-thrown pottery and sculpture in form and function. Students will continue the exploration of glazing and techniques used in applying surface decoration to ceramic pieces. Students will develop a portfolio of their work.

HONORS STUDIO ART - 1282811
Recommended: Completed Pathway and/or site team portfolio evaluation.
Grade Level: 10, 11, 12 / 1 Credit
Honors Studio Art is designed to challenge the experienced art student who contemplates art as a college major or career choice. Participation in art festivals, competitive shows and Young Talent in Oklahoma provides worthwhile experiences. Senior students are expected to prepare portfolios for scholarships and acceptance into colleges, universities and art schools.

AP STUDIO ART
(Drawing - 1272815; 2D Art and Design - 1272838; 3D Art and Design - 1272839)
Recommended: Completed Pathway and/or site team portfolio evaluation.
Grade Level: 11, 12 / 1 Credit
These courses provide rigorous college-level visual art experiences leading to the completion of a portfolio of work for evaluation. The portfolio is a vehicle through which the student can demonstrate abilities and earn credit and/or advanced placement at the college level. Students may select from the following options: Drawing Portfolio, 2D Design Portfolio, and 3D Design Portfolio.

AP ART HISTORY - 1272816
Recommended: Completed Pathway and/or site team portfolio evaluation.
Grade Level: 10, 11, 12 / 1 Credit
Designed to parallel college-level art history courses, AP Art History provides an opportunity for students to critically examine and respond to works of art within their historical contexts. Students will learn to identify styles, techniques, media, and influences in global art from pre-history to current. Students are taught to articulate informed critique to art and history through personal, social, cultural, geographical, and political lenses.
Visual Arts Pathway
THEATRE I - 1254019
Grade Level: 9, 10, 11, 12 / 1 Credit
This introductory course provides students with broad experiences in the theatre arts. Students explore voice and diction research, history of theatre, refine acting skills, learn skills in competitive speech, oral interpretation of poetry and prose, and increase knowledge of directing. This is a performance class. Students are required to participate in a variety of classroom and public performances.

THEATRE II - 1264020
Recommended: Theater I.
Grade Level: 10, 11, 12 / 1 Credit
This intermediate level course is an introduction to theatre history, dramatic criticism, and provides performance opportunities. The emphasis is placed on acting, including tournament drama events, play production, and school performance (assemblies, programs, etc.). Out-of-class performances are required.

THEATRE III - 1274021
Recommended: Theater II.
Grade Level: 11, 12 / 1 Credit
This course is based largely on individual instruction and coaching for performances. Students in advanced theatre serve as directors for various school performances and are actively involved in each of the department productions. Students expand their study of acting through public performances, productions, and attending and viewing plays. Out-of-class performances are required.

ADVANCED THEATRE - 1284022
Recommended: Theater III.
Grade Level: 12 / 1 Credit
This course is designed for students interested in pursuing advanced study in theatre and performance at the college and professional levels and involves participation in play production. In addition to various performance activities, advanced theatre students are required to compete in a minimum of two acting/performance events.

STAGECRAFTS I - 1252856
Grade Level: 9, 10, 11, 12 / 1 Credit
Students in this class receive practical “behind the scenes” experiences and serve as the production crew for each of the theatre department’s play productions. The class works collaboratively to complete stage sets for plays, manage costumes, makeup and property crews, and handle publicity and other business related to play productions. In-class, out-of-class and after-school time is required.

STAGECRAFTS II - 1262857
Recommended: Stagecrafts I.
Grade Level: 10, 11, 12 / 1 Credit
Stagecraft II teaches students how to run the lighting and sound systems in the school for a variety of production needs. Students are required to be the production staff for all school assemblies, plays, programs and outside usage of the school facilities. This course requires extra time out of the school day with some after-school and weekend time required.
SPEECH COMMUNICATIONS- 1254011
Grade Level: 9, 10, 11, 12 / 1/2 Credit
This course is designed to develop theory and practice of speech communication behavior in one-to-one, small group, and public communication situations. Students learn about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches.

BROADCASTING- 1272956/ *Career Tech-1278194
Grade Level: 10, 11, 12 / 1 Credit
Broadcast Journalism will provide students with the skills and knowledge to be informed consumers of media in a technological society. Students will produce a monthly news magazine production and work on all aspects of production. The course provides the opportunity for students to learn basic journalistic and technological skills to be used in career choices and radio and television productions. Students will research, gather, and analyze information to create audio and video productions for broadcast to a variety of audiences.

FILM STUDIES - 1302956
Grade Level: 9, 10, 11, 12 / 1 Credit
Film Studies is an introduction to film appreciation and production. Students will analyze films by actively participating in class discussions, writing critical reviews, and conducting research in regard to aesthetic elements, cinematography, editing, sound, script, acting and direction.

FILM PRODUCTION - 1262956/ *Career Tech 1268191
Recommended: Film Studies Grade Level: 10, 11, 12 / 1 Credit
This course is designed to provide students with a technical, artistic, and creative experience in the field of film and video production. Students will explore the fundamental techniques used in shooting, editing, and writing for film and video productions. Access to technology is recommended.

HUMANITIES - 1262952
Grade Level: 10, 11, 12 / 1 Credit
Humanities is an exploration and analysis of aesthetic contributions to history. The course examines art, architecture, music, philosophy and other means of self-expression and self-reflection that mark us as uniquely human.

*Broadcasting Career Tech and Film Production Career Tech do not count towards graduation requirements for a fine arts credit or for Oklahoma’s Promise.
DANCE I - 1262862
*Grade Level: 9, 10, 11, 12 / 1 Credit*

This introductory course includes the study of movement, space, and rhythm as related to various styles of dance (jazz, modern folk, novelty, lyrical, classical, and tap) and music. The course works toward features at site and district performance showcases. Introductory dance assists students with auditions for school, community, and college theater programs. Students at all levels of dance experience are eligible.

DANCE II - 1272863
*Recommended: Dance I (May require audition and teacher approval). Grade Level: 10, 11, 12 / 1 Credit*

This intermediate course involves a more advanced study of movement, space and rhythm as related to various styles of dance and music. The course works toward matinee and evening performance showcases, with outside performances as the opportunity arises. Intermediate dance assists students with auditions for school, community and college theatre programs.

DANCE III - 1272864
*Recommended: Dance I (May require audition and teacher approval). Grade Level: 11, 12 / 1 Credit*

This advanced course involves a rigorous and advanced study of movement, space and rhythm as related to various styles of dance and music. The class will work toward matinee and evening performance showcases, with outside performances as the opportunity arises. Advanced dance assists students with auditions for school, community and college theatre programs.

MARCHING & CONCERT BAND - 1253001
*Recommended: Appropriate training and permission of the director (may require audition) Full Year. Grade Level: 9, 10, 11, 12 / 1 Credit*

Marching and Concert band is a band that performs at football games and in concert and participates in marching band and concert contests. Additional time outside of the school day is required. After football and contest season, preparation for concert band performance occupies the remainder of the semester. Attendance is required at all performances and adjudicated rehearsals.

JAZZ BAND - 1253031
*Recommended: Requires selection by or permission of director. Grade Level: 10, 11, 12 / 1 Credit*

Jazz Band is a band that performs jazz literature emphasizing the style, theory and performance practices of jazz music.
CONCERT ORCHESTRA - 1253005
Recommended: Middle school orchestra or teacher recommendation. Grade Level: 9, 10, 11, 12 / 1 Credit
Students will continue to develop technical and performance skills through the study of string orchestral literature on a basic level. Students may participate in state, regional or national contests. Out-of-class performances and practices are required.

PHILHARMONIC ORCHESTRA - 1263006
Recommended: Teacher recommendation. Grade Level: 9, 10, 11, 12 / 1 Credit
Students will continue to develop technical and performance skills through the study of string orchestral literature on an intermediate level. Students may participate in state, regional and national contests. Out-of-class performances and practices are required.

SYMPHONIC ORCHESTRA - 1273007
Recommended: Audition only. Grade Level: 9, 10, 11, 12 / 1 Credit
Students will develop advanced performance techniques on string instruments through the study of string and symphonic orchestral literature. Students participate in state, regional and national contests. Out-of-class performances and practices are required.

AP MUSIC THEORY - 1273055
Recommended: Background in some area of music performance and recommendation of the teacher. Grade Level: 11, 12 / 1 Credit
AP Music Theory is a rigorous survey course teaching historical and contemporary elements of music theory. The goal of an AP Music Theory course is to develop a student’s ability to recognize, understand, and describe the basic materials and processes of music that are heard or presented in a score.

PIANO- 1253048
Grade Level 9, 10, 11, 12 / 1 Credit
This course provides students with an introduction to music and keyboard literature and techniques. Further study should refine the fundamentals of piano (e.g., scales, chords, and melodic lines) while offering instruction in more advanced techniques. Although the focus of this course is not to offer “concerts,” formal and informal performances are typically included as well as experiences in creating, responding, and connecting to music.
DEBATE I - 1254221
*Grade Level: 9, 10, 11, 12 with teacher permission / 1 Credit*
This introductory course covers analysis, research techniques, logical reasoning, types of proof and delivery, current national debate topics, extemporaneous speaking and oratory. Students will analyze and research both sides of an issue, expanding their critical thinking skills. Students will participate actively in speech tournaments.

DEBATE II - 1264222
*Recommended: Debate I. Grade Level: 10, 11, 12 / 1 Credit*
Students will participate actively in speech tournaments and be encouraged to be involved in other forensic contests and Student Congress in order to develop their interests in political, economic and social problems. Department consent/teacher approval.

DEBATE III - 1274223
*Recommended: Debate II. Grade Level: 10, 11, 12 / 1 Credit*
This course is an emphasis on debate strategy for contest competition. Students will be required to actively participate in speech tournaments, both in debate and in individual events. Students will be involved in independent study of national high school debate topics (value and/or policy). Department and/or teacher approval.

ADVANCED DEBATE - 1284224
*Recommended: Debate III. Grade Level: 12 / 1 Credit*
This course is designed for students interested in pursuing advanced study in communication and public speaking. Participation in at least one debate event and one public speaking event or two speech tournaments are expected. Department and/or teacher approval.
MIXED CHOIR - 1253071  
*Grade Level: 9, 10, 11, 12 / 1 Credit*
An introductory choir experience open to any student who is interested in the study of choral music and desires to work toward proficiency in sight-reading and part singing. This ensemble performs music from a variety of historical periods.

WOMEN’S CHOIR - 1263072  
*Grade Level: 9, 10, 11, 12 / 1 Credit*
An introductory choir experience for female voices. This course is open to any female student who is interested in the study of choral music and desires to work toward proficiency in sight-reading and part singing. This ensemble performs music from a variety of historical periods.

MEN’S CHOIR - 1263073  
*(Uniform must be purchased). Grade Level: 9, 10, 11, 12 / 1 Credit*
An introductory choir experience for male voices. This course is open to any male student who is interested in the study of choral music and desires to work toward proficiency in sight-reading and part singing. This ensemble performs music from a variety of historical periods.

ADVANCED CHOIR - 1263074  
*Required Teacher Permission for Enrollment (Students may be requested to purchase uniform). Grade Level: 10, 11, 12 / 1 Credit*
This course is designed for students who have previous choral experience and are proficient in sight-reading and part singing. Emphasis is placed on concerts, contests and public performances. Standard choral literature from a variety of historical periods will be performed.

JAZZ CHOIR - 1263082  
*Required Teacher Permission for Enrollment (Students may be requested to purchase uniform). Grade Level: 10, 11, 12 / 1 Credit*
A choir that performs jazz literature emphasizing the style, theory and performance practices of jazz music.

SHOW CHOIR - 1253081  
*Required Teacher Permission for Enrollment (Students may be requested to purchase uniform). Grade Level: 10, 11, 12 / 1 Credit*
A mixed choir (single gender in special circumstances) that performs choral literature of a popular nature using costumes, props, choreography and accompaniment that are appropriate to the style of music. Emphasis is on entertainment.
INTRO TO MEDICAL PROFESSIONS I - 1258551 (Career Tech)
Recommended: Interest in a health career.
Grade Level: 9, 10, 11 / 1 Credit
Geared toward students interested in the health profession. Students will use simulations and operate authentic medical equipment to explore each of the health careers cluster areas and gain a broad understanding of medical careers.

MEDICAL PROFESSIONS II/MEDICAL TERMINOLOGY - 1268552 (Career Tech)
Recommended: Intro to Health Careers I.
Grade Level: 10, 11, 12 / 1 Credit
Medical terminology will offer students interested in the medical field a solid foundation to continue to build their skills to prepare for a career in health. Medical first aid certification and CPR training is offered in this course.

MEDICAL PROFESSIONS III - 1278553 (Career Tech)
Recommended: Health Careers II.
Grade Level: 10, 11, 12 / 1 Credit
Students interested in the health profession will learn the duties, responsibilities, skills and knowledge required in various health careers through health related job shadowing, internships, tours, guest speakers and research opportunities.

HEALTH MENTORSHIP - 1288554 (Career Tech Health Career Internships)
Recommended 2016 and beyond: Intro to Health Careers I plus one additional Health Professions course or enrollment in Francis Tuttle's Advanced Health or Bioscience and Medicine Academy.
Students learn the prevention, classification, evaluation, treatment and rehabilitation of injuries through the use of management skills, emergency procedures, taping, wrapping and therapeutic modalities. Some students will have the opportunity to work as student trainers and earn a Putnam City PE elective credit.

SPORTS MEDICINE/HEALTH CAREERS - 1268556
Recommended: Interested in healthcare career.
Grade Level: 10, 11, 12 / 1 Credit
Students will have an understanding of the medical professions involved under the umbrella of sports medicine. This course will teach the prevention, classification, evaluation, treatment and rehabilitation of injuries of the physically active, utilizing the following management skills: emergency procedures, taping, wrapping and therapeutic modalities. Some students will have the opportunity to be student trainers and receive HOSA leadership development. These students will receive Putnam City PE elective credit.

Students in Health Professions classes will develop leadership traits and identify their leadership potential through participation in the HOSA (future health professionals) student organization. Personal expense may be involved in the purchase of supplies and HOSA student membership dues in Health Careers Education courses.

WHAT THE AP PROGRAM CAN DO FOR YOU

Confidence — AP helps you develop better study habits, improve your writing skills and sharpen your problem-solving abilities, giving you the confidence to tackle the academic challenges that you can expect in college.

Credit — Entering college with AP credits gives you time to move into upper-level courses in your field of interest, pursue a double major, or study/travel abroad.

College Success — Research consistently shows that students who are successful in AP typically experience greater academic success in college than similar students who do not participate in AP.
ENGLISH I (Honors) - 1274045 or ENGLISH I - 1264045
Required: 8th-grade English.
Grade Level: 9 / 1 Credit
Freshman English components include writing, grammar usage applied to writing, literature and oral communication skills. Literature study is genre-based, including works from American, British and world authors. Writing instruction focuses on mastery of the multiparagraph essay. A formal research paper is required. Honors students read more literature and are expected to discuss it analytically. Writing assignments are also more numerous and more demanding.

ENGLISH II (Honors) - 1274048 or ENGLISH II - 1264048
Required: English I.
Grade Level: 10 / 1 Credit
English II includes the study of writing, literature, vocabulary and grammar. Literature takes the form of exploration and an in-depth study of short stories, plays, novels, essays and poetry from diverse cultures. Composition includes multiparagraph essays as well as a formal research paper. Honors students read additional major works as well as an enriched selection of works from the anthology and other sources.

AP ENGLISH LANGUAGE AND COMPOSITION - 1274057 or ENGLISH III - 1274051
Required: English I and II. Grades of A or B in previous English classes.
Grade Level: 11 / 1 Credit
The literature component of junior English is a survey of American literature from the colonial period to the present. Grammar is incorporated into the editing phase of the writing process; selected concepts are reviewed and/or extended. Written work includes a variety of essay types and a formal research paper is required. Advanced Placement English Language and Composition engages students in becoming skilled readers of prose written from a variety of periods, disciplines, and rhetorical contexts and in becoming skilled writers who compose for a variety of purposes. Students must consult their teachers regarding assignments to be completed prior to the beginning of the course.

AP ENGLISH LITERATURE AND COMPOSITION - 1284010 or ENGLISH IV - 1284054
Required: English I, II, and III. Grade of A or B in previous English classes.
Grade Level: 12 / 1 Credit
The literary focus of senior English is British literature from the Anglo-Saxon period to the present. Students also review the writing process, with special emphasis on how to write effectively about literature. Grammar skills are reinforced primarily through their application to written work, although formal review is undertaken as needed. Understanding of the literature and its historical context is demonstrated through a variety of written assignments, including a formal research paper, oral presentations and participation in class discussions demonstrating oral communications skills. AP English Literature and Composition is designed as a college-level course that engages students in the careful reading and critical analysis of literature and develops their ability to write about it effectively from varied perspectives and under differing conditions. Students must consult their teachers regarding assignments to be completed prior to the beginning of the course.

AP RESEARCH FACT:
A recent study found that AP students had better four-year college graduation rates than those who did not take AP.

Graduation rates for AP English Literature students were 62% higher than graduation rates for those who took other English courses in high school.
**Language Arts (cont.)**

**Electives**

**READING - 1254210**  
*Recommended: Placement by standardized test scores or teacher recommendation.*  
*Grade Level: 9, 10, 11, 12 / 1/2 Credit*  
Reading is a 1/2 credit course based on multi-level activities and materials that promote vocabulary enrichment and comprehension skills. May be repeated.

**CREATIVE WRITING - 1264301**  
*Grade Level: 10, 11, 12 / 1/2 Credit*  
Creative Writing focuses on the creative process through a variety of written forms. Students will have opportunities to submit their work to contests and for publication.

**JOURNALISM I - 1254111**  
*Grade Level: 9, 10 / 1 Credit*  
Journalism I is designed to develop an understanding of the news media; to distinguish between fact/ fiction and form judgements; to learn basic skills of news, feature and editorial writing as well as publication design and desktop publishing; and to provide training for school publications' staffs.

**JOURNALISM II (Photojournalism) - 1254112**  
*Grade Level: 9, 10, 11, 12 / 1/2 Credit*  
Students study basic aspects and skills of photography. It is a prerequisite for other photojournalism courses within the yearbook/newspaper courses. A 35mm manual, automatic or digital camera will be used. Students must check with the teacher/counselor regarding the type of camera to be used at a particular school. *Personal expense may be involved in the purchase of supplies.*

**NEWSPAPER - 1264150**  
*Recommended: Minimum grade of B in Journalism I and/or teacher permission.*  
*Grade Level: 9, 10, 11, 12 / 1 Credit*  
The primary objective of this class is to publish a monthly newspaper for school, community and website distribution. Students will learn to interpret world, national and local school-related issues and offer discussion and debate concerning them. Students develop skills in leadership, interviewing, copy writing, desktop publication, layout/design, advertising and marketing sales. May be repeated.

**YEARBOOK - 1264240**  
*Recommended: Minimum grade of B in Journalism I and/or teacher permission.*  
*Grade Level: 9, 10, 11, 12 / 1 Credit*  
Primary objectives are to provide a lab in book/magazine production and to provide a complete history of the year in yearbook form. Students will develop skills in leadership, copy/caption writing, desktop publishing, advertising, marketing and sales. Students will learn current publication trends, attend workshops and compete in state/national contests. May be repeated.

**HUMANITIES - 1262951**  
*Grade Level: 10, 11, 12 / 1 Credit*  
Humanities is an exploration and analysis of aesthetic contributions to history. The course examines art, architecture, music, philosophy and other means of self-expression and self-reflection that mark us as uniquely human.
CRITICAL THINKING - 1252755
Grade Level: 9, 10, 11, 12 / 1/2 Credit
Critical Thinking is designed to heighten students’ engagement and interest in reading and literature. It is focused on helping each individual student discover books that are interesting and meaningful. Students are encouraged to survey a number of literary genres, including poetry, nonfiction, short stories, young adult literature, contemporary fiction, and classic literature. Students read and write every day. They respond to, discuss, evaluate, and analyze literary works, following the Reader-Response theory of analyzing and reflecting on books, while making sense of the texts through their lives and observations.

AFRICAN AMERICAN CULTURAL STUDIES - 1264230
Grade Level: 9, 10, 11, 12 / 1/2 Credit
African American Cultural Studies will utilize students’ background knowledge in literature to increase awareness and interest in the African-American literary tradition(s). Students will study African-American literature with the intent to discover the social, cultural, and literary experience of African-Americans through the slave narratives, Harlem Renaissance, to present-day literary works.
Leadership

LEADERSHIP COMMUNITY - 1272760
Recommended: Instructor approval.
Grade Level: 11, 12 / 1 Credit
Leadership is a course in which the class studies communication, group process, managerial styles, self-awareness, human relations, school policies, procedures and personnel.

CHARACTER EDUCATION - 1252745
Grade Level: 9, 10, 11, 12 / 1/2 Credit
This is a course covering characteristics of success, goal setting, drug education, career awareness and study skills.

ACT PREP - 1272740
Recommended: Successful completion of Algebra I, Geometry and current enrollment in Algebra II and English III.
Grade Level: 11, 12 / 1/2 Credit
This course includes a review of English and reading concepts tested on the ACT, paired with a similar review for mathematics. Several practice ACT tests will be given.

SERVICE LEARNING - 1282775
Grade Level: 12 / 1 Credit
This course is based around high school students mentoring elementary students in the elementary classroom. This course is also open to other community service projects or involvement. Students interested in receiving elective credit for community service should present their plan to the appropriate teacher prior to enrolling in this course. The plan should include the type of service proposed, where the service will be performed, how the service benefits the community and a description of the agency or organization where the student will be working.

INDIVIDUAL CAREER AND ACADEMIC PLAN (ICAP) INTERNSHIP I and II-1272790, 1282791
Grades Level: 11, 12 / 1/2 Credit and 1/2 Credit
This course provides hands-on career experience through a non-paid project based internship. This seminar style class is designed for the mature, self-motivated, self-disciplined student. Interns will apply learning through practical experience in order to develop the knowledge and skills necessary for success in postsecondary education and future career. Selection criteria includes an application process which includes teacher recommendation, parent/guardian permission, attendance and transcript review, secured and approved internship site. Students will receive a 1/2 credit for the class and an additional 1/2 credit for a successful internship. See counselor and/or career advisor for an ICAP Internship application packet. Students are responsible for transportation each day to and from internship site.

TEEN LEADERSHIP - 1252760
Grade Level: 9, 10, 11, 12 / 1/2 Credit
This course builds personal responsibility and leadership skills through role plays, group activities, speeches and projects. It is intended for students of all backgrounds and abilities. The practical skills taught will help any student make the transition to life after school.

ARMY JROTC LET I - 1252720
(Putnam City West)
Grade Level 9 / 1 Credit
The mission of Leadership Education and Training (LET) is to motivate first-year JROTC cadets to be better citizens. To accomplish this purpose, the text discusses citizenship leadership and a number of other courses designed to help the cadets succeed in high school and after graduation. Cadets wear uniforms one time each week. Extracurricular activities include providing color guards, participating in community parades and drill and rifle teams.
ARMY JROTC LET II - 1262720
(Putnam City West)
Grade Level 10 / 1 Credit
The second year of Leadership Education and Training provides more details about leadership situations. The program is split into units, including Techniques of Communication, Leadership, Cadet Challenge, Leadership Lab, First Aid, Map Reading, History, Your American Citizenship, Career Opportunities, and the Role of the U.S. Army. The wearing of the uniform and extracurricular activities are the same as for LET I.

ARMY JROTC LET III - 1272720
(Putnam City West)
Grade Level 11 / 1 Credit
The third year of Leadership Education and Training provides still more leadership situations. In this year students will not only be more involved as teacher and leaders within the cadet battalion, but they will also do more independent studies in the areas of communication, leadership, first aid, history, map reading, career opportunities, and technology awareness. The wearing of the uniform and the extracurricular activities are the same as for LET I.

ARMY JROTC LET IV - 1282720
(Putnam City West)
Grade Level 12 / 1 Credit
Fourth-year cadets are responsible for the daily cadet administration and perform as commanders and staff officers. They act as assistant instructors in some subject areas for other JROTC classes. They continue to develop their leadership skills and plan special unit events such as the military ball or the annual awards banquet.

AEROSPACE SCIENCE
Air Force JROTC
(Putnam City High)
Aerospace science is a four-year program in the study of aviation, global awareness, space activities, and commercial, and military flying. Students may enter the program during any year of high school, but the program is fully realized when students begin their freshman year. Cadets are also instructed in the areas of leadership, management and wellness studies. The department sponsors a truly student run organization the “corps of cadets”. Drill teams, saber team, color guard team, rocketry team, field trips, marksmanship, and a UAV/Drone program all support classroom activities. In addition, summer activities may include leadership schools, a ropes course, and drill team practice. With the successful completion of two semesters of Air Force JROTC a cadet may earn a physical education (PE) credit. The Wellness component of the JROTC program is a vital part of cadet activities and is designed to be incorporated throughout all four years of cadet involvement in the corps. Specific attention is given to improving a cadet's physical fitness by being involved in weekly PE activities, administering the Presidential Fitness Test twice a year, perhaps joining the physical fitness team, and encouraging a personal dedication to a healthy lifestyle.

AEROSPACE SCIENCE I / JROTC I - A JOURNEY INTO AVIATION HISTORY - 1252721
(Putnam City High)
Introduction to aerospace and leadership education is an initial exploration of aerospace including an overview of the development and impact of the airplane, familiarization with aircraft and examination of the environment in which such craft operate. The leadership section includes an orientation to the U.S. Air force, the Department of Defense, the customs and courtesies used by its military members and an introduction to leadership and management principles. Successful completion of this course results in a general elective, employment essentials or a PE/Health credit. Aerospace Science or AS-100, 40 percent; Leadership or LE-100 & LE-500, 40 percent; Wellness component, 20 percent.
AEROSPACE SCIENCE II / JROTC II - THE SCIENCE OF FLIGHT - 1262721  
(Putnam City High)  
Recommended: JROTC I. Grade Level 10 / 1 Credit  
Includes aeronautical aspects of aerospace from the aircrew member viewpoint, theory of flight, navigation, weather, human physiology, and propulsion. Occupations in aerospace are emphasized. Leadership is directed toward development of the individual and group skills necessary for management of and operation of an organizational entity. Leadership training focuses on communication, critical thinking, leadership and drill. During this course, cadets are also introduced (in AS-220) to a cultural studies segment that is designed to increase their global awareness and the contributions that each culture, society or country can make (or not) to the larger global community. Historical aspects of these communities are studied as well. Successful completion of this course results in a general elective or a technology credit. However, students MUST still take Computer Applications if they wish to earn a OK Promise scholarship. Aerospace Science or AS-200/AS-220, 40 percent; Leadership or LE-200 & LE-500, 40 percent; Wellness component, 20 percent.

AEROSPACE SCIENCE III / JROTC III - GLOBAL AWARENESS, EXPLORING SPACE and FINANCIAL LITERACY - 1272721 (Putnam City High)  
Recommended: JROTC II. Grade level 11 / 1 Credit  
This is a customized course about the world’s cultures. This course continues to educate cadets about world cultures through a study of world affairs, regional studies and cultural awareness. It looks at major events and significant issues that have shaped each region. In addition, this course also covers the latest information in Space Science and Exploration. Finally, an analysis of factors and techniques involved in leadership are also practiced. The leadership section focuses on careers and life skills. Aerospace Science or AS-300/AS-220, 40 percent; Leadership or LE-300 & LE-500, 40 percent; Wellness component, 20 percent.

AEROSPACE SCIENCE IV / JROTC IV - CORPS MANAGEMENT - 1282721  
(Putnam City High)  
Recommended: JROTC III. Grade level 12 / 1 Credit  
This course provides myriad leadership activities. Cadets are responsible for planning and executing the management of the “corps of cadets” during the school year and focuses on management principles. The management course provides cadets in their 4th year an opportunity to put leadership into practice by running the Corps. Aerospace Science or AS-400, 40 percent; Leadership or LE-400 & LE-500, 40 percent; Wellness component, 20 percent.

AEROSPACE SCIENCE V HONORS GROUND SCHOOL - 1302721  
(Putnam City High)  
Recommended: JROTC II. Grade level 12 / 1 Credit  
Aviation Honors Ground Schools provides an extensive look at flight related topics; it is a stand-alone course for 3rd and 4th year cadets only. For students who are interested in becoming professional pilots, this course will fully prepare them to pass the Federal Aviation Administration (FAA) Private Pilot Aeronautical Knowledge written exam. As such, this course goes well beyond the aerospace topics covered in the regular AFJROTC curriculum. Course content includes basic aerodynamics, aircraft systems, airplane performance, meteorological theory and interpretation of weather reports, radio communications, cross country flight planning and navigation, aeronautical charts and airspace, airport operations, air traffic control services, safety of flight, aeronautical decision making and FAA regulations.
SENIOR CAPSTONE--1272775

Grade Level 12 1/2 Credit

The Senior Capstone project creates an ideal opportunity to develop, showcase, and refine career and life skills. It will help students to demonstrate more complex levels of independent critical thinking, show the capacity to authentically make a difference in the community and provide an opportunity for collaboration in varying disciplines. Students will choose a capstone project with approval from the capstone committee and complete their work throughout the semester. Students must provide their own transportation if the project will take them away from campus. Students will submit a project approval form, which will include a summary, description, and explanation of the project, as well as a work log, evaluation checklist and form, and finally a written reflection and presentation to the capstone teacher committee.
MARKETING FUNDAMENTALS - 1268602
Grade Level: 10, 11 / 1 Credit
Students will learn the basic marketing concepts including human relations, communication, math, economics, selling, promotion, risk management, distribution and marketing trends. Students will study office and job safety, the competencies required to secure and hold jobs. Students will develop leadership skills and potential through co-curricular participation in the DECA student organization (an association of marketing students).

DIGITAL MARKETING - 1268628
Recommended: Marketing Fundamentals Grade Level: 11, 12 / 1 Credit
This course will cover a high-level approach to marketing strategies utilizing mobile technology, social media, and search engine optimization.

BUSINESS MANAGEMENT - 1288606
Recommended: Marketing Fundamentals. Grade Level: 11, 12 / 1 Credit
Students learn the art and science of management and supervision in problem-solving, decision making and working with and through other people to accomplish common goals. Students will develop leadership traits and identify their leadership potential through participation in the DECA student organization (an association of marketing students).

ENTREPRENEURSHIP - 1288616
Recommended: Marketing Fundamentals. Grade Level: 11, 12 / 1 Credit
Students will develop the skills necessary to start a business. This includes developing a business plan, identifying marketing needs, maintaining records, managing finances, and integrating technology while observing ethical and social obligations in today's marketplace. Students will develop leadership traits and identify their leadership potential through participation in the DECA (an association of marketing students) student organization.

MARKETING INTERNSHIP - 1278622
Recommended: Marketing Fundamentals plus one additional Marketing Education course or enrollment in Francis Tuttle's Marketing and Management Program.
Grade Level: 12 / 1 Credit
This course provides students with actual worksite learning. Students will spend time in the classroom refining and improving their skills necessary for work success. They will then spend 10 hours a week either on the job or in training-site activities.

PRODUCT & SERVICE SALES - 1278624
Recommended: Marketing Fundamentals. Grade Level: 11, 12 / 1/2 Credit
This course of study includes the basic fundamentals of retail marketing sales and service. Students will learn a variety selling techniques with an emphasis on customer service, technology and management of employees. Students will develop leadership traits and potential through participation in the DECA organization (an association of marketing students).

BUYING AND MERCHANDISING - 1278625
Recommended: Marketing Fundamentals. Grade Level 11, 12 / 1/2 Credit
An introductory course designed to explore the role and responsibility of a buyer and merchandiser. This course will cover job skills necessary to prepare for the role of a buyer or merchandiser. Students will develop leadership potential through participation in the DECA (an association of marketing students) student organization.

ADVERTISING STRATEGIES - 1278612
Recommended: Marketing Fundamentals. Grade Level 11, 12 / 1 Credit
This is a course of study in the basic functions of advertising, marketing communications, economics, consumer behavior, and social influence of technology used in advertising and media. Students will participate in career development and identify leadership potential through participation in the DECA association of marketing students.

Personal expense may be involved in the purchase of supplies and DECA membership due in Marketing Education courses.
Mathematics

COLLEGE PREP COURSE SEQUENCE

NOTE: Three math credits taken in high school are required for graduation.

ALGEBRA I - 1254411 or ALGEBRA I (Honors) 1264411
Recommended: Students who have successfully completed the Pre-Algebra course.
Grade level: 9, 10 / 1 Credit
Algebra I covers the use of numbers, sets, variables and properties of the real number systems. Solving linear equations and inequalities, the four basic operations of polynomials and rational expressions, irrational numbers, and the development of the ability to read, interpret, and solve problems.

GEOMETRY (Honors) - 1274520 or GEOMETRY/PLANE GEOMETRY - 1264520
Recommended: Successful completion of Algebra I.
Grade level: 9, 10 / 1 Credit
Students completing this course will have covered the following major concepts: patterns, lines, and planes; classifying triangles, parallelograms, and other polygons; reasoning in geometry; coordinates in geometry; parallel lines; conjectures about triangles; areas and volumes; applying right triangles; and circles and spheres. Pre-AP students can anticipate more in-depth study and more difficult problems. Additional topics such as indirect proofs and transformations may be studied.

ALGEBRA II (Honors) - 1274412 or ALGEBRA II - 1264412
Recommended: Successful completion of Algebra I and Geometry.
Grade level: 9, 10, 11, 12 / 1 Credit
Algebra II topics include advanced work on the development of the real and complex number systems including linear equations and inequalities and their graphs, systems of equations and inequalities, matrices and determinants, the basic operations on polynomial functions, quadratic equations and their graphs, systems of quadratic equations, radicals, integral and rational exponents, logarithms, and sequences and series. Pre-AP students can anticipate more in-depth study, more difficult problems.

PRE-CALCULUS (Honors) - 1274611 or PRE-CALCULUS - 1264611
Recommended: Algebra II
Grade level: 10, 11, 12 / 1 Credit
This course is designed to be a combination of skills that are taught in Pre-Calculus and Trigonometry courses. Students will study functions and will become familiar with a graphing calculator.

AP CALCULUS (AB) - 1284615
Recommended: Successful completion of Algebra I, Geometry, Algebra II, Math Analysis.
Grade Level: 11, 12 / 1 Credit
This course is a study of differential and integral calculi and their applications. Students will develop an understanding of limits and continuity. Upon completion of this course, students will have all the information needed to take the AP exam.

AP CALCULUS (BC) - 1284616
Recommended: Calculus (AB).
Grade level: 11, 12 / 1 Credit
Advanced Placement Calculus BC is a continuation of the study of differential and integral calculi of a single variable. It is the equivalent of a college-level course Calculus II. Calculus BC includes a more extensive coverage of topics covered.
AP STATISTICS - 1284760
Recommended: Algebra II.
Grade level 10, 11, 12 / 1 Credit
Students will explore and analyze data using graphical and numerical techniques. Students will also use probability and use statistical inferences to develop an appropriate model for data collected. Students are expected to take an AP exam for possible college credit. AP Statistics can be taken alone or in conjunction with another math course.

INTERMEDIATE ALGEBRA - 1264418
Recommended: Algebra I/Geometry. Grade level: 10 / 1 Credit
The emphasis of this class is more on perfecting algebraic skills rather than the exploration and abstract connections that will occur in Algebra II. This course continues to count as a high school math credit but will not be included in the College Prep Curriculum. This course is a bridge between Algebra I and Algebra II. It does not meet requirements of Oklahoma’s Promise.

STATISTICS - 1274740
Recommended: Successful completion of Algebra II. Grade level: 10, 11, 12 / 1 Credit
Statistics will enable students to increase knowledge of quantitative information, to develop the ability to deal with data, and to understand important concepts such as central tendency (mean, median, mode), variability, random sampling, sampling distribution and standard deviation.
AEROBICS - 3355
Grade level: 9, 10, 11, 12 / 1/2 Credit
Aerobics is a class designed to enhance your personal fitness level through a variety of exercise activities. This course will give the student a knowledge of exercise physiology and body mechanics. Dance, brisk walking, jogging, leisure sports such as tennis, golf, bowling and training to tone are just a few examples.

LIFETIME RECREATION - 3351
Grade level: 9, 10, 11, 12 / 1/2 Credit
The student will participate in a variety of games, sports and rhythmic activities representing various multicultural backgrounds. Lifetime Recreation is the practice, study and knowledge of human movement that results in lifelong appreciation and practice of fitness, wellness and physical activity. Lifetime Recreation discusses the historical roles of games, sports and dance. Badminton, bowling, tennis, golf, archery, pickleball, volleyball, football, soccer, basketball and softball are some of the units taught.

FITNESS/WELLNESS TRAINING - 3353
Grade level: 9, 10, 11, 12 / 1/2 Credit
Fitness/Wellness Training is a total body development concept. Workouts are based upon the set/repetitions concept. Free bar, universal machines, and dumbbells are the major sources of training. Emphasis is on lifting concepts, maintenance of muscle tone, endurance and establishment of a system of self-evaluation.

HEALTH/SPORTS MEDICINE - 3376
Grade level: 9, 10, 11, 12 / 1/2 Credit
This course is designed to help students understand how nutritional requirements vary in relationship to age, gender, physical activity and health conditions. Students will identify eating disorders, and substance abuse and learn about their effects. They will be taught safety/first aid and CPR. Sports Medicine is designed to teach the prevention, treatment and rehabilitation of common exercise injuries. Furthermore, students will receive information concerning health-related careers.

HEALTH - 1253310
Grade level: 9, 10, 11, 12 / 1/2 Credit
Health is designed to increase health and safety literacy, instill responsible health and safety behavior, and promote health and safety advocacy. The knowledge, attitudes, and skills developed as a result of this class will enable individuals to make informed choices that affect personal, family, and community health for a lifetime. Students will also receive information concerning health-related careers.

FUNCTIONAL MOVEMENT - 1253320
Grade level 9, 10, 11, 12 / 1/2 Credit
Functional movement is designed to help students discover, learn, and apply functional movement and healthy habits into everyday life. Students will set fitness goals and make a plan to achieve them. They will develop ways to program functional strength into daily movement. They will learn and safely apply health habits that will help contribute to functional movement in life.
Science

BIOLOGY I - 1255031
Grade level: 9, 10 / 1 Credit
This course is a focus on an area of study that includes, but is not limited to, cellular biology, molecular basis of heredity, evolution, matter and energy cycles, structure, organization and interrelationships of living organisms, and biological responses from molecules to organisms. Students gain understandings about the nature of science, science and engineering practices, concepts that link the different domains of science, relationships between science and technology, and the applications of science through personal and social perspectives.

PHYSICAL SCIENCE - 1255160
Grade Level: 9, 10 / 1 Credit
This course is a focus on an area of study that includes, but is not limited to, structure and properties of matter, chemical reactions, forces and motion, matter and energy cycles, matter and energy interactions, wave properties, and electromagnetic radiation. Students gain understandings about the nature of science, science and engineering practices, concepts that link the different domains of science, relationships between science and technology, and the applications of science through personal and social perspectives.

CHEMISTRY I(Honors) 1275051 or CHEMISTRY I - 1265051
Recommended: Completion of Algebra I and concurrent enrollment in Geometry
Grade Level: 10, 11, 12 / 1 Credit
This course is a focus on an area of study that includes, but is not limited to, atomic theory, nuclear processes, matter and energy cycles, structure and properties of matter, chemical reactions, forces and interactions, wave properties, and electromagnetic radiation. Students gain understandings about the nature of science, science and engineering practices, concepts that link the different domains of science, relationships between science and technology, and the applications of science through personal and social perspectives. Honors Chemistry I features an expanded curriculum and more in-depth laboratory activities with a required capstone project.

PHYSICS I- 1275211
Recommended: Completion of Biology I and Chemistry I
Grade Level: 11, 12 / 1 Credit
This course is a focus on an area of study that includes, but is not limited to, forces, motion and energy relationships, energy cycles, wave properties (i.e., electromagnetic radiation, sound), electricity, and simple machines. Students gain understandings about the nature of science, science and engineering practices, concepts that link the different domains of science, relationships between science and technology, and the applications of science through personal and social perspectives.

ANATOMY - 1265333
Recommended: Completion of Biology I and Chemistry I
Grade Level: 11, 12 / 1 Credit
This course is a focus on an area of study that includes, but is not limited to, the organization of the human body, homeostasis, cells, tissues, and the structure and function of organ systems. Students gain understandings about the nature of science, science and engineering practices, concepts that link the different domains of science, relationships between science and technology, and the applications of science through personal and social perspectives.
BIOTECHNOLOGY - 1265038
Recommended: Completion of Biology I and Chemistry I
Grade Level: 11, 12 / 1 credit
This course is an exploration into molecular biology and emphasizes science and engineering practices through investigations in biochemistry, biotechnology, genetics, and the processes of evolutionary change.

ENVIRONMENTAL SCIENCE - 1265120
Recommended: Completion of Biology I
Grade Level: 10, 11, 12 / 1 Credit
This course is a focus on an area of study that includes, but is not limited to, interdependent relationships in ecosystems, ecosystem dynamics, functioning and resilience, matter and energy cycles, biodiversity and humans, Earth materials and system interactions, weather and climate, biogeology, natural resources and hazards, and human impacts on Earth systems. Students gain understandings about the nature of science, science and engineering practices, concepts that link the different domains of science, relationships between science and technology, and the applications of science through personal and social perspectives.

AP BIOLOGY - 1275035
Recommended: Completion of Biology I and Chemistry I
Grade Level: 11, 12 / 1 Credit
Advanced Placement Biology is a program of college-level course work and laboratory experience. It is designed to prepare students for the opportunity to gain advanced and/or college credit for an introductory course in biology.

AP CHEMISTRY - 1275055
Recommended: Completion Chemistry I and Algebra II
Grade Level: 11, 12 / 1 Credit
Advanced Placement Chemistry is a program of college-level course work and laboratory experience. It is designed to prepare students for the opportunity to gain advanced and/or college credit for an introductory course in chemistry.

Visit www.collegeboard.org/apstudents for detailed information about each of the 34 AP courses and exams. You’ll find course and exam descriptions, sample free-response questions and scoring guidelines, study skills and test-taking tips, and more.
AP ENVIRONMENTAL SCIENCE - 1275121
Recommended: Completion of Chemistry I
Grade Level: 11, 12 / 1 Credit
Advanced Placement Environmental Science is a program of college-level course work and laboratory experience. It is designed to prepare students for the opportunity to gain advanced and/or college credit for an introductory course in environmental science.

AP PHYSICS 1 - Algebra Based - 1285213
Recommended: Completion of Physics I, Algebra II, and concurrent enrollment in Math Analysis or Calculus
Grade Level: 11, 12 / 1 Credit
Advanced Placement Physics I is an algebra-based program of college-level coursework and laboratory experience. It is designed to prepare students for the opportunity to gain advanced and/or college credit for an introductory course in physics.

AP PHYSICS II - 1285214
Recommended: Completion of Physics I, Algebra II, AP Physics I, and concurrent enrollment in Math Analysis or Calculus
Grade Level: 11, 12 / 1 Credit
Advanced Placement Physics II builds on content from AP Physics I, and is an algebra-based program of college-level coursework and laboratory experience. It is designed to prepare students for the opportunity to gain advanced and/or college credit for an introductory course in physics.
Social Studies

COLLEGE PREP COURSE SEQUENCE

Oklahoma History (Honors) - 1275615 or Oklahoma History - 1255615

Grade Level: 9 1/2 Credit

In this course, students will examine the people and events that have formed and transformed the landscape and cultures that have become Oklahoma. Students will examine important economic, cultural, and political accomplishments of state, national, and world significance. In honors courses, students will have increased responsibility for independent analysis of documents, written responses, and in-depth interaction with historical ideas in preparation for future advanced placement coursework.

AP European History - 1265735 or World History - 1265731

Recommended for AP: Honors Oklahoma History and/or Honors English

Grade Level: 10 1 Credit

In World History, students will analyze trends, movements, conflicts, and philosophies of the world. The importance of geography and its impact upon world conflict, social development, economic systems and political ideologies is discussed throughout the course. These courses begin with the Middle Ages and continue through recent events.

Advanced Placement European History is comparable to courses in college and universities. This course requires that students demonstrate knowledge of the basic chronology of major events and trends. Students will develop an understanding of selected themes in European history, the ability to analyze historical evidence, and the ability to express that understanding in writing. Students who take AP European History can seek college credit.

AP U.S. History - 1275415 or U.S. History - 1275410

Recommended for AP: Honors English

Grade Level: 11 1 Credit

In U.S. History, students will investigate the events, trends, conflicts, and factors that contributed to the social, cultural, economic, and political growth of the United States. The scope of this course begins with the Reconstruction Era and continues to modern U.S. History.

Advanced Placement U.S. History is comparable to courses in college and universities. This course emphasizes the significant themes that have dominated American history beginning with the clash of cultures that shaped colonial settlement, continuing chronologically through the Revolution, to the creation of the Constitution, and to the present. Students will analyze historical evidence critically and develop the ability to express that understanding and analysis in writing. Students who take AP United States History can seek college credit.

AP U.S. Government and Politics - 1285546 or Government - 1275541

Grade Level: 12 1 Credit for AP or 1/2 Credit for Government

In U.S. Government, students will examine the principles of the United States Constitution, institutions of national government, political beliefs and behaviors, political parties, interest groups, mass media, public policy, and civil rights and liberties. This course is designed to prepare students to become informed, responsible, and engaged citizens who make informed decisions about how the U.S. government should protect individual liberties and address the common good.

Advanced Placement U.S. Government is comparable to courses in colleges and universities. This two semester course will give college-bound students an analytical perspective on government and politics in the United States. Students will analyze historical evidence critically to evaluate principles and practices in government and politics, as well as to present academic analysis in sustained written arguments. Students who take AP Government can seek college credit.
Electives

INTERNATIONAL STUDIES - 1255787
Grade Level: 9, 10, 11, 12 / 1/2 Credit
Students will examine geographic perspectives on contemporary world problems such as population challenges, economic globalization, human-environment interactions, and conflicts with global impacts. The course will focus on building research skills and social studies practices that will assist students at the collegiate level. Students will be required to develop a research-based problem-solution project that addresses a particular issue discussed in the course.

AP HUMAN GEOGRAPHY - 1255790
Recommended: Honors English
Grade Level: 9, 10, 11, 12 / 1 Credit
Advanced Placement Human Geography is comparable to courses in colleges and universities. This two semester course will give college-bound students an analytical perspective on the increasing interdependence of world cultures, politics, and economic systems. AP students will critically analyze geographic data and develop the ability to clearly express that understanding and analysis in writing. Students who take AP Human Geography can seek college credit.

STREET LAW - 1255785
Grade Level: 9, 10, 11, 12 / 1/2 Credit
Through this course, students will examine the definition of law and the elements of our legal system. Students will study the nature and causes of crime, the laws prohibiting and defining criminal activity, the criminal and juvenile justice systems, and civil law involving negligence and damages. Studies will conclude with a study of family law and individual rights and liberties.

AFRICAN AMERICAN HISTORY - 1265430
Grade Level: 9, 10, 11, 12 / 1/2 Credit
Students in this course will explore the history of the African-American experience through an analysis of the unique historical, cultural, and social developments from the Middle Passage to the present day. The course will address both historic and modern contributions of African-Americans to American culture. Critical thinking, reading, writing, and oral presentation skills are emphasized.

SOCIOLOGY - 1265720
Grade Level: 10, 11, 12 / 1/2 Credit
In this course, students will investigate the structure of society and culture, including cultural diversity, conformity, and adaptation. Topics include personality development, social control, social inequality, and institutions of society. Through this course students will develop the academic skills of critical thinking, inquiry and research, and participation in a culturally diverse, democratic society in an interdependent world.

ECONOMICS - 1275521
Grade Level: 11, 12 / 1 Credit
In this course, students will learn and apply basic economic reasoning, concepts, and skills. The student will apply a variety of economic decision-making models to real-life economic situations. The student will examine the American free-market system as contrasted with other economic systems. The roles of economic systems, money, entrepreneurs, the United States Government, and the Federal Reserve will be examined as well.

PSYCHOLOGY - 1275641
Grade Level: 11, 12 / 1 Credit
This course provides an introduction to the study of human social behavior. Topics include the foundations of psychology as an empirical social science, the structure and functions of the brain, human development, and how individuals adapt to their environment. Students will examine principles of motivation, how a person’s culture and society influence the individual, psychological disorders, and the
promotion of mental health.

**AP PSYCHOLOGY - 1275645**

*Grade Level: 11, 12 / 1 Credit*

Advanced Placement Psychology is comparable to courses in colleges and universities. This two-semester course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and animals. Throughout the course, students explore and apply psychological theories, key concepts, and phenomena associated with each of the major subfields within psychology. Students also learn to employ psychological research methods, including ethical considerations, use of the scientific method, bias analysis, and effective communication of ideas. Students who take AP Psychology can seek college credit.

**NATIVE AMERICAN STUDIES - 1255780**

*Grade Level: 10, 11, 12 / 1/2 Credit*

This course provides students with an understanding of Native-American cultures by integrating the study of history, media, arts, and literature. Students will gain a broad understanding of Indigenous people's history as an inseparable part of American history. Students will also become familiar with common misconceptions, incomplete and false narratives, and stereotypes regarding indigenous peoples.

**PHILOSOPHY - 1275760**

*Grade Level: 11, 12 / 1/2 credit*

This introduction to Philosophy surveys the ideas and influences of great thinkers and includes reflections on timeless questions of existence, reality, knowledge, ethics, and metaphysics. Throughout the course, students will be provided with the opportunity to begin their own critical analysis of personal philosophical beliefs. Students will develop the academic skills of critical thinking, inquiry, and research, and participation in a culturally diverse, democratic society in an interdependent world.
FOUNDATIONS OF TECHNOLOGY - 1258828
Grade Levels: 9, 10, 11, 12 / 1 Credit.
This foundation-level course studies the nature and technological issues of the “designed world” by engaging in creating, developing, designing, fabricating and engineering practical solutions to real-world situations.

ROBOTICS ENGINEERING - 1258833
Recommended: Foundations of Technology.
Grade Levels: 9, 10, 11, 12 / 1 Credit
This class will introduce the basics of robotic design and programming. Students will apply that knowledge to different challenges and get the chance to compete against other schools in robotic competitions such as BEST and Lego Tech challenge.

ADVANCED ROBOTICS ENGINEERING - 1268866
Recommended: Foundations of Technology & Robotics I.
Grade Levels: 10, 11, 12 / 1 Credit
This course is an advanced robotics engineering and automation course that delivers thorough and engaging STEM education. Students will learn to design, build, program, and control robotic devices. A rigorous study and application of electrical concepts will include: sources of energy, electrical safety, use and identification of basic electronic components, sensors and actuators. Engineering concepts will include: mechanical design, prototype development, design testing, programming and proper engineer documentation.

TECHNOLOGICAL DESIGN - 1258848
Recommended: Foundations of Technology,
Grade Levels: 9, 10, 11 / 1 Credit
This class will teach students how to design using professional 3D design software. They will be given a real-world challenge where they will work together as a team to design a solution, and then give a formal presentation of their design and model. Students will have the opportunity to create objects using a 3D printer.

ADVANCED TECHNOLOGICAL APPLICATIONS - 1258825
Recommended: Foundations of Technology,
Grade Levels: 9, 10, 11, 12 / 1 Credit
This class will look at the different materials and processes used in manufacturing today while building real-world products. As a class, they will form a company and manufacture a product that will take them through the assembly line process from design to packaging and sales.

TECHNOLOGY AND SOCIETY – 1258847
Recommended: Foundations of Technology,
Grade Levels: 9, 10 / 1 Credit
This class will look at the problem-solving process that engineers go through and the ramifications of their decisions. Students will apply the problem-solving process to several different challenges and then learn how to present their results in a formal presentation.

Personal expense may be involved in the purchase of supplies and the Technology Student Association membership dues in Technology Engineering courses.
ARCHITECTURE COMPUTER AIDED DRAFTING – 1258903

Recommended: Foundations of Technology.
Grade Levels: 9, 10, 11, 12/ 1 Credit

This course is a basic Architectural Drafting course utilizing Computer-Aided Drafting and Design (CADD) software that develops computer skills and electronic skills and applications within the field of architectural drafting. Topics covered are advanced computer operations, introduction to residential architecture drafting, CADD application software, site conditions/plot plans, lettering and tools, residential design/room layout, structural systems and building materials, working drawings/floor plans and details, dimensioning, foundations, electrical/mechanical/plumbing, presentation drawings, interior and exterior elevations, roof plans, commercial architectural drafting, structural steel framing plans, pre-cast concrete, framing plans, foundations and walls and structural wood.

Personal expense may be involved in the purchase of supplies and the Technology Student Association membership dues in Technology Engineering courses.
World Languages

Proficiency-Based Promotion Examinations
Eighth-grade middle school students who take the Heritage Spanish course are allowed to take the high school Spanish II proficiency-based promotion (PBP) test. Those who obtain a score of 90 on the Spanish II proficiency test will qualify to take Spanish III in high school. However, students who fail to attain a score of 90 on the Spanish II test will be allowed to enroll in Spanish II.

In addition to 8th-grade students, any student may register to take the PBP in French, Latin, Spanish or any other subjects for opportunity to advance to the next course level. The Putnam City school district records the PBP credit as a letter grade.

Students who successfully complete Spanish I in 8th grade will receive credit for Spanish I toward high school graduation. Students are encouraged to take additional World Language courses while in high school.

LEVEL I French - 1253111, Latin - 1253131, Spanish - 1253161
Grade Level: 9, 10, 11, 12 / 1 Credit
These beginning level courses present basic linguistic concepts and communicative strategies which are necessary for meaningful communication. Vocabulary, listening and speaking skills for everyday situations are stressed. The development of reading and writing skills is introduced, as well as the study of the formal structure of language. Authentic material is presented in a variety of ways to help students place communication and experiences into a cultural context.

LEVEL II French - 1263112, Latin - 1253132, Spanish - 1263162
Recommended: Successful completion of Level I or teacher recommendation.
Grade Level: 9, 10, 11, 12 / 1 Credit
The continuation of Level I develops communication skills in the language, as well as studying the perspectives and practices of the culture. Students will begin to understand and interpret written and spoken language on a broader variety of topics. Students will expand their ability to converse and interact in a culturally appropriate manner.

Honors French - 1273113, Honors Latin - 1273133, Honors Spanish - 1273163
Recommended: Successful completion of Level II.
Grade Level: 10, 11, 12 / 1 Credit
These courses enable students to successfully handle a variety of communicative tasks and social situations. Students will practice strategies that help them to sustain understanding over longer stretches of time on a number of topics. Additionally, they will develop practical writing needs and will begin reading literary texts. Students will develop an ability to explain cultural differences by being able to see things in terms of the target culture’s frame of reference.

AP French - 1283114, AP Spanish -1283164
Recommended: Successful completion of Level III.
Grade Level: 10, 11, 12 / 1 Credit
These courses enable students to handle with confidence more complicated tasks and social situations. They will communicate and talk casually about topics of current public and personal interest, as well as discuss literary texts. They will be able to understand main ideas and most details of extended conversation on a variety of topics. They will be able to write social correspondence, take notes, write summaries, and construct narratives. Students will develop the skills needed to locate and organize information about the target culture from the library, media, people and/or personal observations, and will prepare themselves for the Advanced Placement examination.
AP LATIN: Vergil and Caesar - 1283135
Recommended: Successful completion of Pre-AP Latin.
Grade Level: 11, 12 / 1 Credit
This course enables students to read with confidence the required AP text of Vergil's Aeneid and Caesar's Gallic Wars through continuing application of grammatical structures. Students will analyze and discuss these works and develop awareness of their themes, figures of speech and rhetorical devices. Students will practice strategies to prepare them for the Advanced Placement examination.

AP SPANISH LITERATURE V - 1283167
Recommended: Successful completion of AP Spanish V
Grade Level: 10, 11, 12 / 1 Credit
This course is designed to introduce the high school student to a wide variety of Hispanic literature from Spain, Latin America and the United States with the goal of taking the AP Spanish Literature exam in May. To this end, students will prepare for the exam by reading, analyzing, and discussing poetry, short stories and dramas in Spanish. Upon the successful completion of the AP Spanish Literature exam, students may receive college credit for a Survey of Spanish Literature course.

HERITAGE SPANISH - 1253166
Grade Level: 9, 10, 11, 12 / 1 Credit
This course is intended for native Spanish speakers who are limited in their literacy skills in Spanish. Emphasis will be placed on reading and writing in Spanish. This will be done through a variety of activities, including writing essays, reading literature and giving oral presentations.

AMERICAN SIGN LANGUAGE I - 1253171
Grade Level: 9, 10, 11, 12 / 1 Credit
This course focuses on building basic sign vocabulary and fingerspelling skills, knowledge of ASL grammar and basic ASL features, ASL history, and awareness of the American Deaf culture and Deaf community. At the end of the course, the student should be able to use and understand ASL signs and fingerspelling at a basic or beginner's conversational level.

AMERICAN SIGN LANGUAGE II - 1263172
Recommended: ASL I with a grade of C or better or permission of instructor.
Grade Level: 10, 11, 12 / 1 Credit
ASL II is a continuation of ASL I. The student will develop basic to intermediate signing skills. Focus is on building basic sign vocabulary and fingerspelling skills; knowledge of ASL grammar, ASL classifiers and aspects of Deaf community and Deaf culture. At the end of the course, the student should be able to use and understand ASL signs and fingerspelling at an intermediate conversational level.

AMERICAN SIGN LANGUAGE III - 1273173
Prerequisites: ASL II with a grade of C or better or permission of instructor.
Grade Level: 11, 12 / 1 Credit
ASL III is an intermediate-high level course that further develops comprehension and production skills. This course increases conversational competence and expands vocabulary range. Emphasis will be on the use of classifiers, role shifting, listing and space, idioms, current news, major decisions and health conditions in ASL discourse, and everyday conversations. The course includes receptive and expressive fingerspelling, conversational behaviors, and various aspects of Deaf culture and Deaf heritage.
If you want to get a jump on preparing for a rewarding and successful career, or want a great way to fund your college education, or both, Francis Tuttle can help!

High school students attend Francis Tuttle tuition-free. Seniors who graduate from Putnam City schools can continue their program after graduation through a “Next Step” scholarship, which waives tuition for another year. This scholarship is valid until age 21.

You can attend Francis Tuttle in the morning or afternoon. Your career counselor can help you arrange your schedule to make it work for you. Enrollment at Francis Tuttle is by application only.

<table>
<thead>
<tr>
<th>Francis Tuttle in the morning</th>
<th>Francis Tuttle in the afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend Francis Tuttle 8:00-10:55 a.m.</td>
<td>Attend your core classes in the morning</td>
</tr>
<tr>
<td>Travel back to your high school</td>
<td>Travel to Francis Tuttle</td>
</tr>
<tr>
<td>Attend your core classes in the afternoon</td>
<td>Attend Francis Tuttle 12:30-3:25 p.m.</td>
</tr>
</tbody>
</table>

Bus transportation between your Francis Tuttle campus and your high school is provided.

In summary, the benefits of being at Francis Tuttle include:

- You have more than 30 choices for classes, with college credit available in almost every program...some offer up to 81 credit hours, and it's all tuition-free.
- Focus on classes that interest you.
- Make the most of the time you have by spending it doing something you enjoy.
- Get a head start on college, your career, or both.
- Prepare yourself for a successful career or have a great way to fund your college education.
- Get 1.5 units of credit per semester on your high school transcript for electives (Students in Francis Tuttle Academies get core curriculum credit in math and science). All of these credits count toward high school graduation!
- For flexibility, training at Francis Tuttle is offered in two different sessions: morning or afternoon.
- Francis Tuttle also provides transportation to the campuses. Attend Francis Tuttle in your junior and/or senior year (and as a sophomore in the Academies).
- See the career counselor at your school or visit with an advisor at one of Francis Tuttle's campuses.
PRE-ENGINEERING ACADEMY - 1259862
The Pre-Engineering Academy is designed to prepare high school students for success in colleges of engineering. Rigorous math and science (Honors and AP level only) are combined with engineering related classes to provide you with the academics you will need and an understanding of engineering to help you decide if this is truly the field you wish to pursue.

- Grades: 10, 11, 12 accepted
- 3 hours per day, (4 credits per year)
- Students will earn 1 unit of math credit, 1 unit of science credit and 2 units of elective credit for each successful year.

BIOSCIENCES AND MEDICINE ACADEMY - 1259852
The Biosciences and Medicine Academy is designed to prepare high school students for success in colleges and universities. Rigorous math and science (Pre-AP and AP level only) are combined with medically related classes to provide students with the academics they will need to be successful in a Bachelor’s program and an understanding of the broad field of biosciences and medicine.

- Grades: 10, 11 accepted
- 3 hours per day, (4 credits per year)
- Students will earn 1 unit of math credit, 1 unit of science credit and 2 units of elective credit for each successful year.

COMPUTER SCIENCE ACADEMY - 1259874
The computer Science Academy is designed to prepare high school students for success in colleges of computer science. Rigorous math and science (Honors and AP level courses) are combined with computer science related classes to provide you with the academics you will need and an understanding of computer science to help you decide if this is truly the field you wish to pursue.

- Grades: 10, 11 accepted
- 3 hours per day, (4 credits per year)
- Students will earn 1 unit of math credit, 1 unit of science credit and 2 units of elective credit for each successful year.

AGRICULTURE, FOOD, AND NATURAL RESOURCES
SERVICE CAREERS-GROUNDS KEEPING/AUTOMOTIVE MAINTENANCE - 1279918
Service positions are plentiful in today’s job market. The Service Careers program provides students with technical training and experience in a variety of service occupations including greenhouse, grounds maintenance, and lube and tire technician. In addition to learning essential job skills, you will also be taught personal life skills and employability skills such as job readiness and independent living.

- Grades: 11, 12 (3 credits per year)

ARCHITECTURE AND CONSTRUCTION
CARPENTRY/CABINETRY - 9052
Currently, the demand for carpenters and cabinetmakers in the construction industry is high. As a growing industry, construction offers you career opportunities in the residential, commercial, and remodeling industries. The Carpentry/Cabinetry program will prepare you for jobs in framing, interior and exterior trim, cabinet making, and installation of drywall and insulation.

- Grades: 11, 12 (3 credits per year)
COMPUTER-AIDED DESIGN AND DRAFTING - 9054
A career in Computer-Aided Design (CAD) can take many directions. CAD is an integral part of any design team, whether in architectural, engineering, construction or manufacturing environments. Designers and drafters create the plans (blueprints) to turn ideas into reality.

• Grades: 11, 12 (3 credits per year)

ARTS, AUDIO/VIDEO TECHNOLOGY, AND COMMUNICATIONS

BROADCAST & VIDEO PRODUCTION - 9554
Advance your creativity and digital design skills related to broadcast and video production to the next level in an environment that encourages lifelong learning, teamwork, flexibility, and the ability to meet deadlines. Prepare for a career in video as you develop a professional demo reel showcasing broadcast and video production techniques using state-of-the-art equipment and software.

• Grades: 11, 12 (3 credits per year)

GRAPHIC COMMUNICATIONS - 9133
A graphic designer is responsible for creating design solutions that have a high visual impact. They help to make an organization recognizable by using color, images, and designs that represent an idea or identity. Graphic Communications prepares students for careers in graphic design, electronic publishing, specialized design services, advertising, public relations, or self-employment.

• Grades: 11, 12 (3 credits per year)

BUSINESS, MANAGEMENT, AND ADMINISTRATION

ACCOUNTING SERVICES - 9258
The Accounting Services program at Francis Tuttle provides training in financial accounting, analytical skills and software applications allowing individuals to become Full-Charge Bookkeepers. Students will learn manual and computerized methods of double-entry bookkeeping using the latest software and equipment.

• Grades: 11, 12 (3 credits per year)

ADMINISTRATIVE AND LEGAL OFFICE - 9202
Highly trained office professionals are in huge demand in the metropolitan area and comprise one of the largest occupational areas in the United States. Employment opportunities for Customer Service Reps, Legal Secretaries, and Administrative Assistants are excellent. By choosing this career field you will gain experience in business administrative skills, office machines, legal terminology, procedures for communication, and customer service.

• Grades: 11, 12 (3 credits per year)

MEDICAL OFFICE TECHNOLOGY - 9213
Every time a patient receives health care, a record is maintained. The Medical Office Technology program is designed to prepare the student for entry-level employment in a medical, dental, or hospital office setting as a Medical Office Receptionist, Medical Office Assistant, or as a Medical Billing and Coding Specialist.

• Grades: 11, 12 (3 credits per year)

PERSONAL FINANCE - 8178
This course is designed to provide the knowledge and skills necessary to make wise decisions for financial planning. Students will analyze choices and develop tools to assist them in wise money management. The standards set forth in the Passport to Financial Literacy Act of 2007 (70 O.S. 11—103.6h) will be taught in conjunction with the competencies listed.

• Grades: 12 (1 Carnegie Unit or ½ Carnegie Unit)
HEALTH SCIENCES

PRE-NURSING - 9331
The healthcare industry is exploding. By 2022, healthcare and social assistance is expected to be the largest industry in the country with nearly twenty-two million jobs. The Pre-Nursing program provides training to meet the need for qualified healthcare workers. Students will learn the skills necessary to complete certifications in Nurse Aide (NA) and/or Advanced Unlicensed Assistant (AUA). By attaining these certifications students become qualified to work in hospitals and long-term care facilities.

• Grades: 11, 12 (3 credits per year)

HOSPITALITY AND TOURISM

CULINARY ARTS - 9426
The comprehensive Culinary Arts program offers students opportunities for employment in hotels, restaurants, institutions and resorts in positions above entry level. Cooking methods and techniques from basics to advanced skills are addressed including: stocks, sauces, and soups; meat, poultry and seafood cookery; vegetable and starch cookery; baking and pastry production; catering; nutrition; menu and facility planning; cold food preparation; and food service management.

• Grades: 11, 12 (3 credits per year)

SERVICE CAREERS – HOSPITALITY - 9434
Service positions are plentiful in today’s job market. The Service Careers program provides you with technical training and experience in a variety of service occupations involving a culinary assistant. In addition to learning essential job skills, you will also be taught personal life skills and employability skills such as job readiness and independent living.

• Grades: 11, 12 (3 credits per year)

HUMAN SERVICES

COSMETOLOGY - 9478
Our basic cosmetology career major prepares you to enter the beauty industry with the skills necessary to be a licensed Cosmetologist. You will learn theory and hands-on skills to become competent in beautifying hair, complexion, hands, and feet. Upon completion of your course of study, you will be prepared for the Oklahoma State Board of Cosmetology Basic Cosmetologist licensure exam. You will study all the latest beauty industry techniques with our comprehensive curriculum and work on clients in our on-campus salon.

• Grade: 11, 12 (3 credits per year)

EARLY CARE AND EDUCATION OF CHILDREN - 9480
As more parents are working there is a greater need for trained teacher assistants and master teachers to help care for their children. Our career majors provide you with an opportunity to prepare for teacher assistant or master teacher positions within the child development industry. You will train with our comprehensive curriculum and work with young children in Francis Tuttle’s Child Development Center. You can also choose training options such as family day care, home care, or training to receive the Child Development Associate credential.

• Grade: 11, 12 (3 credits per year)
ESTHETICIAN - 9481
Facial care is one of the fastest growing industries in the beauty profession today as many new products and techniques are being introduced to customers in the finest salons. You will learn facial massage, characteristics and function of the skin, electrical, chemical and light therapy, facial machine techniques and skin analysis. Following your training, you will be prepared to take the Oklahoma State Board of Cosmetology exam for licensing as an Esthetician.

- Grade: 11, 12 (3 credits)

NAIL TECHNICIAN - 9483
Manicurists provide services for men and women related to beautifying the hands and feet. Our training prepares you for this specialty service career by giving you the opportunity to practice professional techniques with clients in our on-campus salon. You will learn massage techniques, arm, hand, leg and foot anatomy, manicuring, pedicuring and various artificial nail applications. Following your training, you will qualify to take the Oklahoma State Board of Cosmetology exam for licensing as a manicurist/nail technician.

- Grade: 11, 12 (3 credits)

INFORMATION TECHNOLOGY

2D ANIMATION & CHARACTER DESIGN ILLUSTRATION - 9526
Bring your ideas and illustrations to life. Train with the latest tools and applications to communicate ideas and stories through illustration and animation. Develop a strong foundation in animation skills and take your art in a new direction in a learning environment that stimulates creativity and imagination. Develop a portfolio that showcases your design, character illustration, and animation skills.

- Grade: 11, 12 (3 credits per year)

3D ANIMATION & VISUAL EFFECTS - 9527
Star Trek or any Pixar film could never have been made without the skills and software you learn in this program. Reach epIK Dimensions as you experience our state-of-the-art training studio incorporating motion capture and 3D printing. Learn to combine your academic abilities with creativity and innovation to redefine reality through 3D design and animation, visual effects, and advanced motion graphics techniques in an environment that encourages teamwork, problem solving, and the ability to meet deadlines.

- Grade: 11, 12 (3 credits per year)

CYBER SECURITY - 9530
As communication systems become ever more complex, the skills needed to design, support, and keep those systems secure increase also. In the Cyber Security program you will learn to configure routers and switches, maintain wide area networks, and develop the processes necessary to provide the level of security that modern work demands.

- Grade: 11, 12 (3 credits per year)

NETWORK TECHNOLOGY - 9542
Network Technology students learn to install, configure, and troubleshoot computer operating systems, and application software on a variety of stand-alone and networked computers. They also have the opportunity to install, configure and manage their own Microsoft network infrastructure. Each course is designed to prepare students for a specific industry certification exam.

- Grade: 11, 12 (3 credits per year)
PROGRAMMING AND SOFTWARE DEVELOPMENT - 9550
This program is a great fit for the analytical student who has a love for computers. Computer programmers use logic and reasoning to identify complex problems and create innovative solutions. The Programming and Software Development program provides training in object-oriented computer programming.

- Grade: 11, 12 (3 credits per year)

WEB DESIGN AND DEVELOPMENT - 9557
What is the next big thing on the web? No one knows - but this is your chance to be innovative and learn the skills needed to create the next big thing! In this program you will learn essential skills in coding HTML, CSS, JavaScript, and PHP/MySQL as well as how to build sites in a Content Management System and how to ensure your sites are mobile friendly. In addition, you’ll get a head start on branding yourself as a web professional. As a part of the elite Pixl Crew, you can network with other creative students and expand your network of budding professionals.

- Grade: 11, 12 (3 credits per year)

CRIMINAL JUSTICE - 9629
Today’s criminal justice professionals are required to have a great deal of specialized knowledge and adhere to a high level of ethics and integrity demanded by our society. Francis Tuttle’s Criminal Justice Program lays the foundation for entry into the criminal justice system whether as a 911 Telecommunicator, jailer, unarmed security guard, or preparing for a degree in criminal justice at a university or college.

- Grade: 11, 12 - 1 or 2 years (3 credits per year)

MANUFACTURING
ADVANCED MANUFACTURING - 9694
Modern manufacturing processes have created a demand for multi-skilled workers who have strong abilities in more than one field. Students in the Advanced Manufacturing Program develop integrated skills in the fields of machining, welding, Instrumentation and Automation, electrical, electronics, fluid power, mechanical systems, and programmable logic control.

- Grade: 11, 12 (3 credits per year)

PRECISION MACHINING/COMPUTER NUMERICAL CONTROL (CNC) - 9679
Machining is an industry basic to all industrial manufacturing worldwide. In this program you will develop skills for immediate employment as either a Manual Machining Technician or a Computer Numerical Control Technician. You will learn blueprint reading, basic metallurgy, precision measurement, and proper tool usage. You will also learn to write programs from blueprint, work with computer-aided-machining (CAM) software and learn quality control techniques.

- Grade: 11, 12 (3 credits per year)

WELDING - 9707
Our Welding program trains students in new welding developments like microprocessor-based technology and exotic metal types. Welding is the most common method for permanently bonding metal parts. Due to its strength, welding is used to join beams and reinforce rods. Program emphasis is on semi-automatic processes, Shielded Metal Arc Welding, Gas Tungsten Arc Welding, and structural and pipe welding.

- Grade: 11, 12 (3 credits per year)
BUSINESS MARKETING AND MANAGEMENT - 9783
Students in the Business Marketing and Management experience the world of business in an interactive, self-paced learning environment that encourages creativity. The program teaches students to examine consumer behavior, implement the principles of effective selling, and make strategic business decisions with regard to product development and pricing. Students will gain valuable experience through hands-on real world projects and demonstrations, roleplay, internships and capstone experience.
• Grades: 11, 12 (3 credits per year)

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY - 9904
The auto body repair industry is changing as quickly as the computer industry, making it an exciting career option. Vehicles are now made with new plastics, aluminum and on-board, high tech electrical systems. Our program is accredited by the National Automotive Technicians Education Foundation (NATEF) and includes basic and advanced training aligned with I-CAR advanced instruction to estimate damages, repair and finish vehicles.
• Grade: 11, 12 (3 credits per year)

AUTOMOTIVE SERVICE TECHNOLOGY - 9906
With over 195 million vehicles on the road today, the demand for highly-skilled technicians has never been greater. Our program is accredited by the National Automotive Technicians Education Foundation (NATEF) and meets the National Institute for Automotive Service Excellence standard of quality. Students will learn automotive brakes, suspension systems, heating and air conditioning systems, automotive electrical systems and engine diagnostics, and the use of advanced diagnostic tools.
• Grade: 11, 12 (3 credits per year)
The Putnam City School District is offering a blended learning model to students on a limited basis for the 2020-2021 school year. These courses will be digital versions of classes monitored and graded by a certified Putnam City Schools teacher. Contact your counselor for selection and availability.

The following courses can be taken for first time credit:

- Algebra I
- Algebra II
- Geometry
- Intermediate Algebra
- Biology
- Physical Science
- English I-IV
- Government
- Oklahoma History
- US History
- World History
- Digital Arts
- Health Education
- Personal and Family Living

No more than two first time PC Online courses can be taken at any given time. No more than two full credits per year can be earned in a first time course taken in PC Online.

PC Online cannot be used to work ahead toward early graduation. Please see your school counselor for more information.
College & Career Guide
OKcollegestart.org is the state's official website that provides information about higher education in Oklahoma for students, counselors, and parents. It is designed to be the most comprehensive and current source for college planning for Oklahoma students. OKcollegestart.org includes the following features:

**Explore Colleges and Careers**
- Discover the colleges and universities in the state.
- Determine the careers that best match your skills and interests.
- Match schools with your career interests.

**Plan and Pay for College**
- See which high school classes are needed to meet admission requirements.
- Learn about ways to pay for college.
- Apply online for Oklahoma’s Promise — OHLAP.
- Create a personal portfolio to track your college planning.

**Apply to College**
- Gather information about the admission requirements at all Oklahoma colleges and universities.
- Apply online to most of the colleges and universities in Oklahoma.
Planning for Your Career
(Options After High School)

How will you reach your goal?

1 2 4 +
or more

ONE-YEAR
certificate programs

TWO-YEAR
associate degrees or technical programs

FOUR-YEAR
bachelor’s degrees

MORE
graduate and professional degrees

Be prepared for your future!

OKCareerGuide.org
Registering

- Select Create an Account. In the dropdown menu select MS or HS student and click next steps.
- In the first step of the registration process, you will be asked to type the first three letters of your site, center, or organization. Typically, this will be the first few letters of your school name.
  - For example, type “Cen” to get a list of options that begin with those letters. From that list, you may locate and select “Central HS.”
- During step three of the four-step registration process, you will create a username and password. Write them here for future reference:
  
  Username: _____________________________________
  Password: _____________________________________

  - Click Sign Me Up to complete the process.

Using the System

Once you have created your account, you will be directed to your home page. Begin by Taking Assessments, the first step in the education and career planning process. You can also use the navigation menu to access the options under “Things to Do” and “My Portfolio Items.” Don’t forget to also check out your messages, My Next Steps list, recommended links and account settings, where you can update your information.

Logging In

To re-enter your account, go to www.okcareerguide.org, click the sign in button and enter your username and password.
Building Your ICAP

The Individual Career & Academic Plan (ICAP) is a document that will guide individuals through the coursework and activities for achieving personal career goals. An ICAP is a multi-year process that intentionally guides students and families in the exploration of career, academic and post-secondary opportunities. With the support of adults, students develop the awareness, knowledge, attitudes, and skills to create their own meaningful and powerful pathways to be career and college ready.

A personalized ICAP is like a career and academic GPS to guide individuals through the coursework and activities for achieving personal career goals. An ICAP connects student's high school and post-secondary educational experiences. The ICAP will be a graduation requirement beginning with the class of 2023.
When you apply for admissions to an Oklahoma state college or university, the institution will look at either your score on a national test (ACT) or your high school grade point average (GPA) and where your average ranks within your high school class or your GPA in the 15 high school core classes required for college entry.

**OKLAHOMA STATE COLLEGE AND UNIVERSITY ADMISSION STANDARDS FOR FALL 2021**

Check www.OKcollegestart.org for admission standards updates

<table>
<thead>
<tr>
<th>Oklahoma State University</th>
<th>Score a 24 ACT/1160 SAT&lt;sup&gt;2&lt;/sup&gt; OR have a 3.0 GPA and rank in the top 33 percent of your class OR have a 3.0 GPA&lt;sup&gt;4&lt;/sup&gt; in the 15-unit core and a 21 ACT/1060 SAT&lt;sup&gt;2&lt;/sup&gt;.</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Oklahoma</td>
<td>Applications are evaluated using a holistic admissions process that takes into account academic success as well as several other factors. You should fulfill the following requirements: take required high school classes and graduate from an accredited high school or have a GED and take the ACT exam.</td>
</tr>
<tr>
<td>University of Science and Arts Oklahoma</td>
<td>Score a 24 ACT/1160 SAT&lt;sup&gt;3&lt;/sup&gt; and have a 3.0 GPA or rank in the top 50 percent of your class OR have a 3.0 GPA and rank in the top 25 percent of your class OR have a 3.0 GPA&lt;sup&gt;4&lt;/sup&gt; in the 15-unit core and an 22 ACT/1100 SAT&lt;sup&gt;2&lt;/sup&gt;.</td>
</tr>
<tr>
<td>Regional Universities</td>
<td>Score a 20 ACT/1030 SAT&lt;sup&gt;2&lt;/sup&gt; OR have a 2.7 GPA and rank in the top 50 percent of your class OR have a 2.7 GPA&lt;sup&gt;4&lt;/sup&gt; in the 15-unit core.</td>
</tr>
<tr>
<td>Community Colleges</td>
<td>You don't need to make certain scores, but you should fulfill the following requirements: take required high school classes and graduate from an accredited high school or have a GED and take the ACT exam.</td>
</tr>
</tbody>
</table>

<sup>1</sup>Students who do not meet these requirements undergo a review of cognitive and noncognitive factors. Cognitive factors include noted academic admission standards; quality, quantity and level of course work throughout the entire high school program; completion of a progressively challenging math sequence, demonstrated by performance; and class rank taken in context with academic rigor and class size of high school attended. Noncognitive factors include positive self-concept, realistic self-appraisal, long-term goals, leadership experience, community and knowledge in an acquired field.

Cognitive factors will be weighted at 60 percent and noncognitive at 40 percent.

<sup>2</sup>This score is valid for SATs administered on or after March 5, 2016. This score is based on College Board's Concordance Table that was published on May 9, 2016. It is subject to change.

<sup>3</sup>This score is valid for SATs administered before March 5, 2016.

<sup>4</sup>Additional weighting (1.0) will be added to GPAs of students who take Advanced Placement and higher-level International Baccalaureate courses.

<sup>5</sup>Students who do not meet option 1 or option 2 admission requirements are considered for admission through a holistic admission review and selection process. The holistic admission process considers several factors that predict academic success (high school GPA, high school course rigor, academic engagement, writing ability, leadership and ACT/SAT scores).

**Note:** If you want to go to a state university but you don’t meet the course and grade requirements, ask your high school counselor about Oklahoma’s Right-to-Try provisions.

**Independent College and University Admission Requirements**

Course and grade requirements for independent institutions (not tax supported, nonprofit) vary, so see your counselor.
High School Juniors and Seniors

**Research Universities:**
A student must meet one of the following

<table>
<thead>
<tr>
<th>Measure</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>National ACT</td>
<td>24</td>
</tr>
<tr>
<td>Pre-ACT (10th Grade)</td>
<td>24</td>
</tr>
<tr>
<td>Residual ACT</td>
<td>24¹</td>
</tr>
<tr>
<td>SAT</td>
<td>1,160²</td>
</tr>
<tr>
<td>PSAT 10 OR PSAT/NMSQT</td>
<td>1,160²</td>
</tr>
<tr>
<td>GPA and Class Rank</td>
<td>3.0 (unweighted) and top 33.3 percent</td>
</tr>
</tbody>
</table>

**Regional Universities:**
A student must meet one of the following

<table>
<thead>
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<th>Score</th>
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<td>National ACT</td>
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</tr>
<tr>
<td>Pre-ACT (10th Grade)</td>
<td>20</td>
</tr>
<tr>
<td>Residual ACT</td>
<td>20¹</td>
</tr>
<tr>
<td>SAT</td>
<td>0,1030²</td>
</tr>
<tr>
<td>PSAT 10 OR PSAT/NMSQT</td>
<td>0,1030²</td>
</tr>
<tr>
<td>GPA and Class Rank</td>
<td>3.0 (unweighted) and top 50 percent</td>
</tr>
</tbody>
</table>

**Community Colleges:**
A student must meet one of the following

<table>
<thead>
<tr>
<th>Measure</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>National ACT</td>
<td>19</td>
</tr>
<tr>
<td>Pre-ACT (10th Grade)</td>
<td>19</td>
</tr>
<tr>
<td>Residual ACT</td>
<td>19¹</td>
</tr>
<tr>
<td>SAT</td>
<td>0,990²</td>
</tr>
<tr>
<td>PSAT 10 OR PSAT/NMSQT</td>
<td>0,990²</td>
</tr>
<tr>
<td>GPA and Class Rank</td>
<td>3.0 (unweighted)</td>
</tr>
</tbody>
</table>

All concurrent students must have a signed statement from the high school principal or counselor stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year and must also provide written permission from a parent or legal guardian. A high school student may enroll in a combined number of high school and college courses per semester notto exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester credit hours of college work.

Also, concurrent students may not enroll in remedial (zero-level) course work offered by colleges and universities designed to remove high school deficiencies.
Freshman Checklist

Use this checklist during your freshman year of high school to help you stay on track for college.

**Study hard.**
Build good study habits to keep your grades in tip-top shape.

**Look for scholarships at UCanGo2.org and OKcollegestart.org.**
Freshmen should begin applying for college scholarships now.

**Save money.**
Sign up for a college savings account from Oklahoma’s 529 College Savings Plan (OK4Saving.org) or continue to add money to an existing account. It’s generally best to keep most savings in your parent(s)’ or guardian(s)’ name(s).

**Apply for Oklahoma’s Promise.**
If you didn’t apply during 8th grade, visit okpromise.org for program requirements and to sign up for this scholarship program.

**Talk about it.**
Discuss your future plans with your counselor, teachers, family members or other trusted adults, and research careers on OKcollegestart.org.

**Take the right classes.**
To be college-bound, you’ll need to take and pass the following classes in high school, as determined by Oklahoma’s College Preparatory/Work Ready Curriculum standards. Plan to take at least four college-preparatory classes per year.

- 4 units of English
- 3 units of math (at or above Algebra I)
- 3 units of laboratory science
- 3 units of history/citizenship skills
- 2 units of non-English language OR computer technology
- 1 additional unit selected from competencies listed so far
- 1 unit of fine arts or speech
- At least 6 electives
- Demonstrate knowledge in Personal Financial Literacy
- CPR/AED

Visit UCanGo2.org for a detailed checklist and summary of Oklahoma’s curriculum standards and testing requirements.

**Track it and file it.**
Download the Tracking My Classes & Achievements worksheet at UCanGo2.org to plan ahead and keep a record of your accomplishments and volunteer work. This information will be helpful when you start scholarship and college applications.

**Check it out.**
Investigate course requirements and guidelines for college admission and Oklahoma’s Promise. Visit OKcollegestart.org to find this information and to utilize school exploration tools.

**Think it through.**
Think about the university, college or technology center you’d like to attend. Download Making the Most of Campus Visits at UCanGo2.org, which provides a list of ideas to help you set up a successful college tour.

**Take it to the next level.**
Investigate AP and other honors-level courses to know what’s available and if you’re eligible to enroll.

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Sophomore Checklist

Use this checklist during your sophomore year of high school to help you stay on track for college.

Keep it up.
- Study hard to keep your grades up.

Look for scholarships at UCanGo2.org and OKcollegestart.org.
- Sophomores should begin applying for college scholarships now.

Save money.
- Sign up for a college savings account from Oklahoma’s 529 College Savings Plan (OK4Saving.org) or continue to add money to an existing account. It’s generally best to keep most savings in your parent(s)’ or guardian(s)’ name(s).

Apply for Oklahoma’s Promise—It’s your last chance!
- Don’t miss out on Oklahoma’s Promise! If you didn’t sign up in the 8th or 9th grade, visit okpromise.org for program requirements and to sign up for this scholarship program on OKcollegestart.org. Sophomores have until the end of June to apply.

Talk about it.
- Continue your conversations with your guidance counselor, teachers, family members or other trusted adults about your plans after high school. Talk with family and friends about their educational choices.

Know what you need.
- Review the courses you’ll need to take to satisfy the requirements of the school you’re interested in attending. Visit UCanGo2.org to download a list of courses you’ll need to pass in order to meet Oklahoma’s College Preparatory/Work Ready Curriculum standards.

Take it to the next level.
- Take the PreACT, investigate AP courses, concurrent enrollment and honors-level courses to know what’s available and if you’re eligible to enroll.

Track it and file it.
- Use your Tracking My Classes & Achievements worksheet from UCanGo2.org to continue to plan ahead and keep a record of your accomplishments. Save records of report cards, awards and career assessment results.

Be active.
- Continue participating in extracurricular activities and volunteer work. Many admission officers and scholarship providers look for students who are actively involved in their school and community.

Make summer count.
- Stay involved in academic enrichment programs, summer workshops and camps with a special focus such as music, arts, science, etc.

Practice.
- Go to OKcollegestart.org to create a student account and access free practice tests, tutorials, career planning tools and other helpful resources. You can also find sample questions at ACT.org to help you prepare for the ACT, which you can take during your junior year. Ask your school counselor for more information.

Jot it down.
- Write a pros and cons list of schools you’re interested in attending. Be sure to evaluate degree program options, location, cost and other factors. Learn more about Oklahoma colleges and universities at OKcollegestart.org.

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### Fall Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Keep talking.</strong></td>
<td>Continue your conversations with your guidance counselor, teachers, family members and other trusted adults about your plans after high school. Ask family and friends about their educational choices.</td>
</tr>
<tr>
<td><strong>Take it to the next level.</strong></td>
<td>Enroll in AP and other honors-level classes, if possible.</td>
</tr>
<tr>
<td><strong>Enroll now.</strong></td>
<td>Discuss concurrent enrollment (college credit courses offered in high school) with your counselor.</td>
</tr>
<tr>
<td><strong>See for yourself.</strong></td>
<td>Attend a college fair event in your area. These events offer families a chance to talk with representatives from different colleges. Visit UCanGo2.org to find the College Fair Worksheet to help you make the most of the fair.</td>
</tr>
<tr>
<td><strong>Do a thorough review.</strong></td>
<td>Ask for a preview of your academic record and profile and evaluate yourself. Look for gaps or low points, and seek advice from your counselor about ways to improve your profile.</td>
</tr>
<tr>
<td><strong>Choose an exam.</strong></td>
<td>ACT or SAT? Contact the school you plan to attend and ask which test they prefer. Once you decide which exam to take, sign up and prepare for it by using the free Test Prep section found at OKcollegestart.org. Ask your counselor about fee waivers to help you cover the cost of the exam. Once you choose an exam, visit ACT.org or SAT.org to find upcoming test dates. These exams are important college preparation steps.</td>
</tr>
<tr>
<td><strong>Get in.</strong></td>
<td>Investigate admission requirements for your chosen school(s).</td>
</tr>
<tr>
<td><strong>Pssst...remember the PSAT.</strong></td>
<td>Register and take the PSAT. This score is required for several national scholarships, including the National Merit Scholarship.</td>
</tr>
<tr>
<td><strong>Pick your top five.</strong></td>
<td>Narrow your list of schools based on research you’ve already completed. Your list will probably include three to five schools.</td>
</tr>
<tr>
<td><strong>Look for aid.</strong></td>
<td>Financial aid, that is. Research your grant, scholarship and student loan options at StudentAid.ed.gov.</td>
</tr>
<tr>
<td><strong>Talk taxes.</strong></td>
<td>Learn about the Lifetime Learning Credit at IRS.gov.</td>
</tr>
</tbody>
</table>

*Visit UCanGo2.org for tools to help you plan, prepare and pay for college!*

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Junior Checklist

Spring Checklist

☐ Start the process. You and your parent(s) or guardian(s) may want to schedule campus visits during summer vacation so you don’t miss school. However, some high schools consider a campus visit an excused absence. Check with your counselor. When scheduling your visit, keep in mind that many campuses close for spring break.

☐ Test. Register for the spring ACT and/or SAT tests. You may also want to take the exam again over the summer and/or in the fall of your senior year to boost your score. Visit OKcollegestart.org to find free ACT and SAT practice questions.

☐ Select special classes. If you’re interested in taking AP or honors-level exam(s), sign up now. If your school doesn’t offer these classes, check with your guidance counselor to see if and when other schools in your area offer them. These classes are worth checking out because some offer college credit, which could save you time and money in the long run.

☐ Find some money for college. Continue researching financial aid options and review the Are You Looking for Money? booklet at UCango2.org to find helpful websites and learn tips for earning scholarship awards. We encourage juniors to apply for 1-2 scholarships a week!

☐ Let it add up. Continue to contribute to your 529 College Savings Plan (OK4Saving.org) or another savings plan. It’s generally best to keep most savings in the parent(s)’ or guardian(s)’ name(s).

☐ Keep tabs. Keep updating your “My Future” file, which should contain the following items:
  - Copies of report cards
  - Skill assessment quizzes and results
  - Your Tracking My Classes and Achievements worksheet
  - Your list of paid, volunteer, school and community activities

Summer Checklist

☐ Recruit some ambassadors. Ask teachers or other community members to write letters of recommendation for your college admission and scholarship applications. Think about what you’d like to include in these letters and politely ask those you respect if they’ll help.

☐ Extend your stay. You may have already toured some campuses, but use the summer months to visit friends and family currently attending the school(s) you’re interested in. Consider sitting in on classes or staying in the dorms with your pals. Also, call ahead to set appointments with financial aid, admission and academic advisors. All these experiences will help you get a feel for the school to see if it’s a good fit for you.

☐ Be courteous. If you go on interviews or visits, don’t forget to send thank-you notes to those who helped you.

☐ Test again. You may want to take the ACT and/or SAT test more than one time to boost your score.

☐ Practice and evaluate. Practice completing college admission applications and preparing essay answers. Visit OKcollegestart.org and click on the College Planning tab to fill out a sample application and practice your writing skills.

☐ Apply early. If you have a clear “first choice” school, decide if you’re going to apply for early decision or action. Be aware! If you’re accepted for early decision, you may be committing yourself to attend that school.

☐ Decide what you like. Explore careers by taking a summer job or internship in your field of interest. Remember to set some money aside from your paycheck to pay future expenses.

☐ Check your email and snail-mail. Read your college mail carefully and send reply cards to the schools that interest you.
Get ID. Online applicants create and use a Federal Student Aid ID (FSA ID) username and password at FAFSA.gov. You’ll use your FSA ID throughout the federal aid process, including for online filing of the Free Application for Federal Student Aid (FAFSA).

Fill out the FAFSA. Complete the FAFSA as soon as possible after Oct 1. Apply online each year at FAFSA.gov. You’ll need your FSA ID to access and electronically sign the FAFSA. Apply for grants and scholarships early since funding is limited and deadlines are tight. If you’re an Oklahoma’s Promise student, you must complete the FAFSA in order to qualify for the program.

Take action now. Continue to explore opportunities to earn college credit while in high school. Talk to your counselor about concurrent enrollment.

Stay on track. Review courses with your counselor to make sure you’re meeting high school graduation and entrance requirements for the schools that interest you. Visit UCanGo2.org/Publications.html for more information about graduation requirements.

Learn more. Attend college fairs and college planning and financial aid information sessions for answers to your questions.

Study. Keep making the effort to maintain your grades. These habits will come in handy during your college coursework.

Keep saving. Continue to plug money into your Oklahoma 529 College Savings Plan (OK4Saving.org) or other savings account. It’s generally best to keep most savings in your parent(s)’ name(s).

Test Again. Even if you’ve already taken the ACT or SAT, register for the fall ACT and/or SAT tests; you might boost your score! For extra help, try the free practice ACT and SAT tests on OKcollegestart.org. Find test locations and dates at ACT.org or SAT.org.

Look for the SAR. After you file the FAFSA, you will receive your Student Aid Report (SAR) by either email or snail-mail. Review the information provided on the SAR for accuracy. Any inaccurate items need to be corrected, either at FAFSA.gov or by contacting your college’s financial aid office.

Call to confirm. Contact the financial aid office at the school(s) you’d like to attend to make sure they’ve received your information.

Pick your top five. Narrow your list of schools based on research you’ve already completed. Your list will probably include three to five schools.

Take a tour. If you haven’t already, visit schools that are a good match to your abilities and career interests. Use the tools found on UCanGo2.org, like the Campus Visit Checklist, to help ensure your campus visits are successful.
Senior Checklist

Fall Checklist continued

☐ **Go for free money.** Search and apply for as many grants and scholarships as possible. Check out UCanGo2.org and OKcollegestart.org to search for scholarships and to view a list of trusted scholarship search sites. Be sure to check with local civic organizations or employers about additional scholarship sources.

☐ **Research aid.** Research your grant, scholarship and student loan options at StudentAid.ed.gov.

☐ **Fill it out.** Decide which college(s) you’re interested in attending and submit admission and financial aid applications. Be aware of deadlines. Your high school may also be hosting College Application Week activities; ask your counselor for details.

☐ **Send it in.** If you haven’t already done so, make sure your official test scores are being sent to the school(s) to which you’re applying.

Spring Checklist

☐ **Check in.** Contact the admission office at the school(s) you may attend to make sure they’ve received your information.

☐ **Take the test.** You’ve studied hard, so take the exams for any AP and other honors-level subjects.

☐ **Ask for it.** Request that your high school send your final transcript to the school(s) to which you applied. You can do this in person or create a request at OKcollegestart.org to have your transcript sent electronically to the destination of your choice.

☐ **Keep an eye open.** Watch your mailbox or email for FAFSA results and/or financial aid award letters. Many colleges email their award letters. You may want to ask the school you plan to attend how this information will be sent.

Summer Checklist

☐ **Make your choice.** If you’ve been accepted to multiple schools, make a decision and notify the school you plan to attend as soon as possible. You may be required to pay a nonrefundable deposit to secure your spot.

☐ **Confirm your interest.** You may be placed on a waiting list for an opening at the school. If so, contact the school to let them know you’re still interested.

☐ **Pay attention to the MPN.** If you’ve been offered a federal student loan and you need it to pay for school, complete the Master Promissory Note (MPN) to accept it.

Visit UCanGo2.org for tools to help you plan, prepare and pay for college!
What Does College Readiness Mean?
Students who are college ready are academically prepared to enroll and succeed in college-level courses without needing to take developmental/remedial coursework during the freshman year in college.

The ACT College Readiness Benchmarks (English, 18; Math, 22; Reading, 22; Science Reasoning, 23) represent the minimum scores needed for a 50 percent chance of making a “B” or better or a 75 percent chance of making a “C” or better in entry-level college courses. To find out how scores relate to academic skills, visit www.act.org/standard.

What is the ACT?
The ACT is a timed, curriculum-based, achievement test with four sections: English, Math, Reading, and Science Reasoning. The writing test is optional.

There are 215 questions on the ACT: English, 75 items (45 minutes); Math, 60 items (60 minutes); Reading, 40 items (35 minutes); and Science Reasoning, 40 items (35 minutes). The optional writing test adds 30 minutes.

Preparation for the ACT includes becoming familiar with the types of questions asked, taking rigorous academic courses, building critical thinking skills, and practicing taking timed tests. Free test preparation materials are available from school counselors or from www.actstudent.org

Why Should You Take the ACT?
ACT scores are accepted by all colleges/universities nationwide for college admission. All post-secondary schools in Oklahoma, including CareerTech, require that an incoming student have an ACT score. Many schools and universities use the results for course placement, course credit, and student advising. All highly-selective schools accept the ACT, and many will not require subject-related tests since the ACT is curriculum based. Students who plan to attend college or Universities outside of Oklahoma should also take the SAT. (http://www.collegeboard.org)

The questions on the ACT are directly related to what has been learned in high school courses in English, mathematics, and science. Because the ACT tests are based on what is taught in the high school curriculum, many students are more comfortable with the ACT than they are with traditional aptitude tests or tests with narrower content.

Students may qualify for fee waivers. School counselors will have information on fee waivers.

Acceptable ACT scores vary. Postsecondary institutions typically post on their website the scores students need to earn, usually combined with class rank and/or GPA, to gain acceptance at that institution. The ACT score range is 1-36.
A general guideline is:

<table>
<thead>
<tr>
<th>Admission Standard</th>
<th>Typical Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>16-21</td>
</tr>
<tr>
<td>Traditional</td>
<td>18-24 (OU and OSU require a 24 composite)</td>
</tr>
<tr>
<td>Selective</td>
<td>21-26</td>
</tr>
<tr>
<td>Highly selective</td>
<td>25-36</td>
</tr>
</tbody>
</table>

The best time to take the ACT is in April or June before the beginning of the junior year. Students can retake the ACT during the fall of the senior year if not happy with their scores and many students take the ACT 2 or more times.

Following this strategy will allow students who want to raise their scores the opportunity to do so. Testing the first time during the senior year may be too late for some scholarship and university application deadlines. You may register for the ACT at www.actstudent.org

In April of 2020, all 11th grade student’s will be required to take the ACT as a part of Oklahoma’s College and Readiness Assessment. This ACT will be given during instructional time and be of no charge to the student.
What Courses Do You Need for College and Career Preparation?

ACT has suggested a core curriculum to prepare for college-level work. Make sure you check the requirement for the colleges and programs in which you are interested to see if additional classes are needed.

ACT recommends that students take a core curriculum of at least:

- Four years of English
- Three years of mathematics, including rigorous courses in Algebra I, Geometry and Algebra II
- Three years of science, including rigorous courses in Biology, Chemistry and Physics
- Three years of social studies

The number one reason to take the right courses is to prepare to do college work and avoid the need to take remedial courses in college. It’s a waste of time and money to take basic courses in college that a student should have taken in high school.

Worse yet, a student can become discouraged and drop out. ACT research shows that one-fourth of college students don’t return for their second year of school, and only half graduate from the same school within five years. Many students don’t complete their college degrees, and a big reason is that they aren’t prepared to do the work.

THE IDEA IS TO GET THROUGH COLLEGE, NOT JUST INTO COLLEGE.
The Oklahoma State Regents for Higher Education offer several scholarship and grant programs to help you pay for college. The Regents also offer a financial planning program to help you save for college. Some of the programs are listed below. For more information or to obtain application forms, ask your counselor to see a copy of the Regents’ Grant and Scholarship Programs booklet, call the Student Information Hotline at 1.800.858.1840 or go to the Regent’s website at: https://secure.okcollegestart.org/Financial_Aid_Planning/_default.aspx

- **Academic Scholars Program** - Provides scholarships to academically outstanding students who attend an Oklahoma college or university.
- **Commercial Financial Service Scholarship Program** - Awards scholarships to students with financial need who have academic promise and who have been admitted to one of several participating universities.
- **Future Teachers Scholarship Program** - The Future Teachers Scholarship Program was established by the Oklahoma State Regents for Higher Education as an incentive to encourage the preparation of teachers in critical shortage areas in the public schools of Oklahoma.
- **George and Donna Nigh Public Service Scholarship** - The George and Donna Nigh Public Service Scholarship was established by the 1999 Oklahoma Legislature to provide scholarship opportunities to outstanding students who are preparing for careers in public service. A component of the scholarship program is participation in seminars on public service offered by the Nigh Institute. Each college and university may nominate one scholarship recipient per year.
- **Hero's Promise** - House Bill 1343 became effective July 1, 2011, creating a special tuition scholarship for children of Oklahoma military personnel that were killed in action after Jan. 1, 2000.
- **National Guard Tuition Waiver** - The Oklahoma National Guard Tuition Waiver is established as an incentive for qualified young men and women to join the Oklahoma National Guard and as a means to retain skilled, productive citizens within the state.
- **Oklahoma 529 College Savings Plan** - Many families hope to see their child or loved one graduate from college someday, but it takes more than hope to get there. The Oklahoma 529 College Savings Plan can help.
- **Oklahoma Focus** - Provides free financial and academic planning to Oklahoma students who want to go to college. Students in the 7th through 12th grades are eligible to participate.
- **Oklahoma Higher Learning Access Program** - Awards scholarships to students with financial need who have demonstrated a commitment to academic success in high school. Students who plan to participate in this scholarship program must enroll in the program in the 8th, 9th or 10th grade. [www.okpromise.org](http://www.okpromise.org)
- **Oklahoma Tuition Aid Grant Program** - Awards grants to Oklahoma students who need money to meet part of the cost of attending college.
- **Regents’ Baccalaureate Scholarship Program** - This scholarship enables 11 participating public universities to provide up to four years of scholarship support to academically-promising Oklahoma students enrolled in a baccalaureate program.

**FEDERAL STUDENT LOAN PROGRAMS**

While it is best to use savings or “free” financial aid to pay for college, you may need to borrow money for college. Listed below are three federal student loan programs. For more specific information, ask your counselor to see a copy of The Student Guide: Financial Aid from the U.S. Department of Education or call the Student Information Hotline at 1.800.858.1840.

- Federal Subsidized Stafford Loan - You must show financial need to receive this loan.
- Federal Unsubsidized Stafford Loan - This loan does not depend on financial need.
- Federal PLUS Loan - The Federal PLUS Loan is for parents who want to borrow to help pay for their child’s education. The loan does not depend on financial need.
- Free Application for Federal Student Aid - Financial aid disclosure required by most colleges if you are to receive federal financial aid. Filing may occur online [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)
Oklahoma’s Promise

MAKE THE GRADES.
STAY OUT OF TROUBLE.
EARN COLLEGE TUITION.

2020-21
OKLAHOMA'S
OKLAHOMA'S
HIGHER LEARNING ACCESS PROGRAM

WHO MAY APPLY
Applicants must be:
- Oklahoma residents.
- 8th-, 9th-, or 10th-grade students (homeschool students must be age 13, 14, or 15).
- Students whose parents' federal adjusted gross income does not exceed $55,000.
- Students who promise to meet the requirements of the program.

*Special income provisions may apply to:
- Children adopted from certain court-ordered custody and children in the custody of court-appointed legal guardians.
- Families receiving Social Security benefits based on the disability or death of the students' parents.

Contact the Oklahoma’s Promise office for more information.
Additional documentation may be required.

HOW TO APPLY:
Online at www.okpromise.org or get an application from your counselor.

THE PROMISE
Upon completion of the program’s requirements, you will earn:
- Tuition at an Oklahoma public two-year college or four-year university.
- A portion of tuition at an accredited Oklahoma private college or university.
- A portion of tuition for programs that qualify for federal financial aid or public career technology centers.

(The Oklahoma’s Promise scholarship amount does not cover fees, books, supplies, or room and board.)

GET MORE INFO:
www.okpromise.org
okpromise@osha.edu
(800) 638-1840 or (405) 974-4159
Ask your counselor.

A program created by the Oklahoma Legislature and administered by the Oklahoma State Regents forHigher Education
Oklahoma’s Promise

APPLY ONLINE TODAY!  WWW.OKPROMISE.ORG

HIGH SCHOOL REQUIREMENTS

1. Submit form to an authorized high school or home school education program.
2. Earn the minimum number of credits to graduate from high school.
3. Meet the minimum standard of college readiness.
4. Pass the ACT or SAT.
5. Submit a FAFSA application.
6. Achieve an SAT/ACT score.
7. Achieve a 3.0 GPA in college preparatory courses.
8. Attend school regularly and do your homework.
9. Stay away from drugs and alcohol.
10. Don’t commit crimes or delinquent acts.
11. Attend classes on time and on schedule.
12. Meet state Board of Regents requirements.
13. Apply for other financial aid during your senior year of high school.
14. Take part in Oklahoma Promise activities that will prepare you for college.

If you don’t qualify for this program, see your counselor for information about additional scholarships, grants, and student loans, and visit Oklahoma higher education’s on-line planning website at www.OKcollege.org.

COLLEGE REQUIREMENTS

1. Pursue a degree at any college or university.
2. Submit an ACT or SAT score.
3. Meet the minimum standards of college readiness.
4. Achieve an SAT/ACT score.
5. Submit a FAFSA application.
6. Achieve a 3.0 GPA in college preparatory courses.
7. Attend school regularly and do your homework.
8. Stay away from drugs and alcohol.
9. Don’t commit crimes or delinquent acts.
10. Attend classes on time and on schedule.
11. Meet state Board of Regents requirements.
12. Apply for other financial aid during your senior year of high school.
13. Take part in Oklahoma Promise activities that will prepare you for college.

If you don’t qualify for this program, see your counselor for information about additional scholarships, grants, and student loans, and visit Oklahoma higher education’s on-line planning website at www.OKcollege.org.

REQUIRED COURSES

1. ENGLISH (grammar, composition, literature: courses should include an integrated writing component)
2. LAB SCIENCE (biology, chemistry, physics, or an equivalent sequence)
3. MATHEMATICS (Algebra I, Algebra II, geometry, trigonometry, pre-calculus, statistics and probability courses must have completed geometry and Algebra I before Advanced Placement MAJ (Maj)
4. HISTORY AND CITIZENSHIP SKILLS (including a unit of American history and 2 additional units that cover the subjects of history, economics, government, non-Western culture)
5. FOREIGN OR NON-ENGLISH LANGUAGE (two years of the same language)

COMPUTER TECHNOLOGY (two units in computer programming, data management, and web design)

ADDITIONAL COURSE (from any of the subjects listed above)

1. FINANIAL MATHEMATICS

SPEECH (music, art, drama)

17 TOTAL UNITS

2020-21

Oklahoma’s Promise

The Oklahoma State Regents for Higher Education in compliance with Title IV and Title V of the Higher Education Act of 1965, hereby adopt the Oklahoma Promise Plan and recognize that the Oklahoma Promise Plan is a state sponsored scholarship program that provides financial assistance to qualified students attending Oklahoma colleges and universities. The Oklahoma Promise Plan is a program of the Oklahoma State Regents for Higher Education and is administered by the Oklahoma State Regents. For more information, contact the Oklahoma State Regents for Higher Education at 2501 N. Lincoln, Suite 100, Oklahoma City, OK 73105-2203. The Oklahoma Promise Plan is a program of the Oklahoma State Regents for Higher Education and is administered by the Oklahoma State Regents. For more information, contact the Oklahoma State Regents for Higher Education at 2501 N. Lincoln, Suite 100, Oklahoma City, OK 73105-2203. The Oklahoma Promise Plan is a program of the Oklahoma State Regents for Higher Education and is administered by the Oklahoma State Regents. For more information, contact the Oklahoma State Regents for Higher Education at 2501 N. Lincoln, Suite 100, Oklahoma City, OK 73105-2203.
Students must take the following high school coursework to meet Oklahoma’s Promise program requirements.* The Oklahoma’s Promise Curriculum Worksheet (Excel, 23k) can help students record their grades and make sure they have taken the right courses.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>English (grammar, composition, literature; courses should include an integrated writing component)</td>
</tr>
<tr>
<td>Math (taken in high school)</td>
<td>3</td>
<td>Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics)</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>3</td>
<td>Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)</td>
</tr>
<tr>
<td>History &amp; Citizenship</td>
<td>3</td>
<td>History and citizenship skills (including one unit of American history and two Citizenship skills additional units from the subjects of history, economics, geography, government, non-Western culture)</td>
</tr>
<tr>
<td>Foreign Language or Computer Technology</td>
<td>2</td>
<td>Foreign or non-English language (two years of the same language) or Computer technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do not qualify) (1 foreign language and 1 computer course will not meet this requirement.)</td>
</tr>
<tr>
<td>Additional</td>
<td>1</td>
<td>Additional unit of subjects listed above</td>
</tr>
<tr>
<td>Additional</td>
<td>1</td>
<td>Fine Arts (music, art, drama) OR Speech</td>
</tr>
<tr>
<td>Total</td>
<td>17</td>
<td></td>
</tr>
</tbody>
</table>
## Putnam City Public Schools 2021-2022

**July 2021**
- Independence Day Holiday - All District Offices Closed
- July 19 to July 26
- 190, 200, 216 day Employee Return

**Authorized Dates**
- New Teacher Assessments
- New Teacher Orientation
- New Teachers Training
- 2021-2022 New Teachers Orientation
- Aug 6, 13, 20 District Office Closed
- Aug 11
- Aug 18 Professional Day
- Aug 25
- Aug 27
- Aug 31

**School Calendar**
- September 6
- Sept 9 - 10
- Sept 13 - 14
- Sept 17 - 18
- Sept 21 - 22
- Sept 28 - 29
- Oct 5
- Oct 7
- Oct 12
- Oct 16
- Oct 20
- Oct 31

**August 2021**
- August 2021
- 190, 200, 216 day Employee Return
- August 2021
- 190, 200, 216 day Employee Return
- August 2021
- 190, 200, 216 day Employee Return

**September 2021**
- September 2021
- 190, 200, 216 day Employee Return
- September 2021
- 190, 200, 216 day Employee Return
- September 2021
- 190, 200, 216 day Employee Return

**October 2021**
- October 2021
- 190, 200, 216 day Employee Return
- October 2021
- 190, 200, 216 day Employee Return
- October 2021
- 190, 200, 216 day Employee Return

**November 2021**
- November 2021
- 190, 200, 216 day Employee Return
- November 2021
- 190, 200, 216 day Employee Return
- November 2021
- 190, 200, 216 day Employee Return

**December 2021**
- December 2021
- 190, 200, 216 day Employee Return
- December 2021
- 190, 200, 216 day Employee Return
- December 2021
- 190, 200, 216 day Employee Return

**January 2022**
- January 2022
- 190, 200, 216 day Employee Return
- January 2022
- 190, 200, 216 day Employee Return
- January 2022
- 190, 200, 216 day Employee Return

**February 2022**
- February 2022
- 190, 200, 216 day Employee Return
- February 2022
- 190, 200, 216 day Employee Return
- February 2022
- 190, 200, 216 day Employee Return

**March 2022**
- March 2022
- 190, 200, 216 day Employee Return
- March 2022
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- March 2022
- 190, 200, 216 day Employee Return

**April 2022**
- April 2022
- 190, 200, 216 day Employee Return
- April 2022
- 190, 200, 216 day Employee Return
- April 2022
- 190, 200, 216 day Employee Return

**May 2022**
- May 2022
- 190, 200, 216 day Employee Return
- May 2022
- 190, 200, 216 day Employee Return
- May 2022
- 190, 200, 216 day Employee Return

**June 2022**
- June 2022
- 190, 200, 216 day Employee Return
- June 2022
- 190, 200, 216 day Employee Return

**HOLIDAYS/BREAKS**
- Memorial Day - No School
- 4th of July - No School
- Labor Day - No School
- Columbus Day - No School
- Thanksgiving Break - No School
- Christmas Break - No School

**School Calendar**
- School Website: www.putnamcschools.org
Putnam City Schools
5401 N.W. 40th
Oklahoma City, OK 73122
405.495.5200
www.putnamcityschools.org

Dr. Fred Rhodes
Superintendent

Dr. Keely Frayser
Executive Director, Curriculum and Instruction

Shelly Roper
Executive Director, Secondary Education