

SAINT FRANCIS SCHOOL ¹ HIGH SCHOOL

Curriculum Guide



SAINT FRANCIS SCHOOL²

REGISTRATION PROCEDURES

Counselors/principal will meet with you BEFORE February of the current year to discuss your class schedules and to distribute registration materials. At that time, you will be briefed on:

- 1) Selecting your courses for the coming year
- 2) Completing the registration form
- 3) Obtaining the required signatures

You will also be apprised of the schedule change policy. As soon as possible and prior to selecting your courses, read the introductory section of this guide carefully to familiarize yourself with the information it contains.

Your English, Math, Science and Spanish teachers will recommend the honor and AP Courses.

After you have selected your electives, you will receive a printout of your course selection for next year, which will include the courses recommended by your teachers.

HAVE YOU DONE ALL OF THESE THINGS?

1. Registered for three (3) full credits of electives.
2. Select your courses online at Renweb
3. Discussed your course selection with your counselor at the assigned time.
4. You should be officially registered for next school year by paying the registration fee before mid-february.

IF YOU HAVEN'T COMPLETED ALL OF THESE STEPS, YOU ARE NOT REGISTERED FOR THE NEXT SCHOOL YEAR!

All information regarding course and graduation requirements is subject to change.

Courses listed in this guide will be dropped if there is not sufficient demand for them.

DROP / ADD PROCEDURE

The guidance office is open during the summer. Any change in your schedule for the new school year must be made **DURING THE ASSIGNED DATES**. After this date changes will not be allowed.

A WORD ABOUT STUDENT SCHEDULES

Students are given curriculum guides and registration information each spring. Hopefully this information aids the students in course selection. You will have at least three weeks before you have to choose your courses; this allows you ample time to plan the courses that meet your needs.

After the June schedule dates, there should be no schedule changes. Of course, any errors will be fixed. Some examples of mistakes are as follows:

- ✓ A course previously passed
- ✓ A course out of sequence (i.e. French III before French I)
- ✓ A missing requirement for graduation

Some examples of situations that will NOT result in a schedule change are:

- ✓ A desire for another instructor or with another group (Teacher counts are monitored very closely.)
- ✓ Signed up for the course but do not need the credit
- ✓ To raise GPA
- ✓ **Elective courses will not be changed.**

If a student is experiencing a problem in a course, the best solutions are the result of communication between the parent and the teacher, changing the course is not a viable solution.

GRADUATION REQUIREMENTS

GRADES 9-12

SUBJECT CREDITS 24

Language Arts 4

Spanish 4

Mathematics 4

Science 4

Social Studies (4)

World History 1 **Required**

PR History 1 **Required**

US History 1 **Required**

American Government 1

Civics 1

Latin America History 1

Humanities 1

Physical Education 4

Electives (8 credits)

Fine Arts/ Practical Arts (1 credit required)

Art, Paint, Music, Band, Drama, Dance, Choir, Handbell I, II and advance level.

Technology Education (1 credit required)

Computer, Web Page, Coding

Foreign Language

French I & II, Italian I & II, Conversational English I & II, German I&II,

Portuguese, sign language. **(1 credit required)**

Journalism

Health

Tennis

Speech

Forensics

College Guidance

Calculus (AP Students only)

Self-esteem

Teacher Aide

Office Clerk

Library Assistant

Ethics

Psychology

Leadership

Small Business
 Speech
 Accounting
 Psychology
 Creative Writing

TOTAL CREDITS 32

NOTE: One Credit is equal to one full year of a subject; one-half credit equals one-half year. To receive an academic diploma and participate in graduation ceremonies, the student must:

- Earn the minimum required credits in grades 9-12 as indicated
- Have an unweighted grade point average (GPA) 2.5 for 9th-12th grades
- Be in attendance on a full time basis for a minimum of 8 semesters in grades 9-12
- Take the College Admittance Exam administered by the College Board
- Pass all the classes with a minimum average of 70% C, including elective courses and PE.

Check with your counselor for your requirements.

CLASSIFICATION OF STUDENTS

FRESHMAN: 0 – 9 Credits
 SOPHOMORE: 10 – 18 Credits
 JUNIOR: 19 – 26 Credits
 SENIOR: 27 – 35 Credits or more

Students must also have a GPA of 2.8 to be promoted to the next grade.

EXTRA-CURRICULAR ACTIVITES AND VOLUNTEER SERVICE HOURS

Studies have shown that students who participate in more than just the academic portion of school life to become better-rounded adults and better citizens:

Academics + Activities + Athletics = Success

All Students

Although not required at this time, it is strongly recommended that all students participate in **at least one extra-curricular activity**, sports, academic clubs or other after school organizations.

Every Senior should work at least 20 hours of community/volunteer service. Evidence should be presented to the school.

STANDARDIZED TESTING

Required Testing

COLLEGE BOARD (Graduation Requirement)

The College Placement Test is **REQUIRED FOR GRADUATION**. The exam should be taken at least once during the Senior Year. Is recommended to take the test during the Junior year (11th grade) although is not required.

ADVANCED PLACEMENT- AP

This test is given at the completion of an advanced placement course such as Spanish, Calculus, and English. The exam is administered in April and the results are mailed to the home, school and specified colleges. Most colleges accept AP credit, but the student should verify each school's policies.

The advance placement test is required for all students registered on AP courses.

The following are optional courses for AP Exams:

AP American Government	AP European History
AP American History	AP German Language
AP Art/General Portfolio	AP Latin Language
AP Art History	AP Macro Economics
AP Biology	AP Music Theory
AP Calculus BC	AP Physics
AP Chemistry	AP Psychology

Standardized Tests

This test is required for all students from K-11. The test will be administered during the months of March or April.

OPTIONAL TESTS

AMERICAN COLLEGE TEST- ACT

The *American College Testing Program* measures scholastic aptitude in English, mathematics, social studies, and natural sciences. This test is required for admission by some colleges and universities. Optimum test dates are in the spring of the junior year and again in the fall of the senior year if necessary. Results are mailed to the high school and colleges and universities designated by the student.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY- ASVAB

The *Armed Services Vocational Aptitude Battery (ASVAB)* is an optional test measuring mechanical, clerical verbal, and mathematical skills with a variety of short, timed multiple answer tests. It is administered to sophomores, juniors and seniors in the fall of the year. The test can identify occupations and skills for which students are best suited.

There is no commitment to military service for students taking the test.

SCHOLASTIC APTITUDE TEST – SAT or SAT with Essay

The *SAT* is an objective test designed to measure how well students have developed their verbal and math skills. It is administered on various dates during the year and fees are assessed. Optimum test dates are in the spring of the junior year; students may retest in the fall of the senior year if necessary. Results are mailed to the student's home, high school, and specified colleges and universities.

SCHOLASTIC APTITUDE SUBJECTS TEST

SAT II is one-hour test designed to measure a student's level of achievement in a particular subject. They are given in such academic subjects as English, science, math, and foreign languages. Students should consult specific colleges to see whether these exams are required and which test date is preferred. The tests are given on the same dates as the *SAT*; however, both tests cannot be taken on the same day. Results are mailed to the home, high school, and specified colleges and universities.

Leave it Home

Gum and candy are not permitted at Saint Francis School at anytime!, Cell phones, skateboards and electronic games should be left at home. This is not an exhaustive list. Anything your child uses as a toy or weapon or to disrupt learning environment may be included (i.e., paperclips, rubber bands, etc.). These items will be confiscated and held in the office for a parent to pick up. Cell Phones can only be used after school hours (2:55 PM).

Course Offerings

This Curriculum Guide is as accurate as possible and reflects information available at the time of printing. Please check with your counselor for updates.

Some courses in this Guide may not be offered due to lack of enrollment. Please include alternate selections for elective courses.

Language Arts

Your current teacher will make recommendations for your next required English and Spanish courses based on your current progress and efforts.

English

Course Title	Grade level	Pre-requisites Co-requisites	Description
English I	9	Summer reading	Designed to integrate composition and literature with related language study. Includes grammar, reading, writing, speaking, and listening and vocabulary skills.
English I Honors	9	“A” or “B” in English 8 Teacher recommendation Summer reading	Focuses on developing excellence in language arts through study of literature and composition. Integrates reading, writing, speaking, listening and viewing skills. Composition centers on the development of the multi-paragraph essay, critical analysis of literature and basic documentation.
English II	10	Summer reading	Study of world literature by integrating reading, writing, speaking, listening and viewing competencies.
English II Honors	10	“A” or “B” in English I Teacher recommendation Summer reading	Emphasizes language and composition through the study of world literature. Includes intensive vocabulary study as well as instruction in research, thinking, reading, speaking and test preparation.
English III	11	Summer reading	Integrates language and writing with various selections of American literature with emphasis on reading, writing, speaking, listening and viewing skills. Includes vocabulary building, research skills, and test preparation.
English III Honors	11	“A” or “B” in English II Honors Teacher recommendation Summer reading	Emphasizes language and composition through the study of American literature. Includes intensive vocabulary study as well as instruction in research, thinking, reading, speaking and test preparation.

Course Title	Grade level	Pre-requisites Co-requisites	Description
English IV	12	Summer reading Senior project (teacher discretion)	Study of British literature and the history of the English language as well as supplemental literary pieces. Reading, writing, speaking, listening, and viewing competencies integrated into the study of literature. Course includes vocabulary, research and employability skills.
AP English Literature	12	“A” or “B” in English III Honors, Teacher recommendation. Summer reading	Engages the college-bound student in careful reading and critical analysis of writers’ techniques in prose and poetry. Extensive study of poetry and prose of British and American authors. The College Board Examination is given in May for possible college credit.

SPANISH

Your current teacher will make recommendations for your next required English and Spanish courses based on your current progress and efforts.

Course Title	Grade level	Pre-requisites Co-requisites	Description
Spanish I	9	Summer Reading	Designed to integrate composition and literature with related language study. Includes grammar, reading, writing, speaking, and listening and vocabulary skills.
Spanish I Honors	9	“A” or “B” in Spanish 8 Teacher recommendation Summer reading	Focuses on developing excellence in language arts in Spanish through study of literature and composition. Integrates reading, writing, speaking, listening and viewing skills. Composition centers on the development of the multi-paragraph essay, critical analysis of literature and basic documentation.
Spanish II	10	Spanish 9 Summer reading	Study of literature by integrating reading, writing, speaking, listening and viewing competencies.
Spanish II Honors	10	“A” or “B” in Spanish I Teacher recommendation Summer reading	Emphasizes language and composition through the study of literature. Includes intensive vocabulary study as well as instruction in research, thinking, reading, speaking and test preparation.
Spanish III	11	Spanish I & II Summer reading	Integrates language and writing with various selections of literature with emphasis on reading, writing, speaking, listening and viewing skills. Includes vocabulary building, research skills, and test preparation.
Spanish III Honors	11	“A” or “B” in Spanish II Honors Teacher recommendation Summer reading	Emphasizes language and composition through the study of literature. Includes intensive vocabulary study as well as instruction in research, thinking, reading, speaking and test preparation.
Spanish IV	12	Spanish I, II & III Summer reading	Study of literature and the history of the Spanish language as well as supplemental literary pieces. Reading, writing, speaking, listening, and viewing competencies integrated into the study of literature. Course includes vocabulary, research and employability skills.

AP Spanish Literature	12	“A” or “B” in Spanish III Honors, Teacher recommendation. Summer reading	Engages the college-bound student in careful reading and critical analysis of writers’ techniques in prose and poetry. Extensive study of poetry and prose of Hispanic and Spanish authors. The College Board Examination is given in May for possible college credit.
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Mathematics

Your current math teacher will make recommendations for your next math course based on your current progress and efforts.

Course Title	Grade level	Pre-requisites Co-requisites	Description
Algebra I	8	Requirement	Content includes equations, exponents, factoring, graphing, problem solving and other topics. Students must pass Algebra I, Algebra II Geometry, and Pre-Calculus to graduate.
Algebra I Honors	8	Teacher recommendations	Content includes equations, exponents, factoring, graphing, problem solving and other topics. Students must pass Algebra I, Algebra II Geometry, and Pre-Calculus to graduate.
Algebra II	9-12	Algebra I	Continues the study of the structure of Algebra. Includes quadratics, polynomials, conics and graphing with emphasis placed on problem solving skills. Includes the study of circular and trigonometric functions and their applications.
Algebra II Honors	9-12	“A” or “B” Algebra I	For the aggressively academic, self-disciplined student who expects to go further in the study of mathematics, this course is significantly more rigorous than Algebra II.
Geometry	10-12	Algebra I	Emphasizes critical thinking and stresses the application of the deductive method to mathematical situations. Formal proofs are required.
Geometry Honors	10-12	“A” or “B” Algebra I, Algebra II Honors Teacher recommendation	Designed for the highly motivated student and provides a rigorous in-depth study of geometry with emphasis on methods of proof. Topics include those covered in regular geometry coupled with a wide variety of enrichment activities.
Pre-Calculus	11-12	Algebra I Algebra II Geometry. Teacher recommendation.	Topics include functions, polynomials, graphs, statement problems, and systems of equations.
College Algebra	12	Algebra I & II, Geometry, and Pre Calculus	Topics include functions, polynomials, graphs, statement problems, and systems of equations.
AP Calculus	12	“A” or “B” Precalculus Teacher recommendation	This is a college level course that follows the outline set by the College Board. The AP test for possible college credit will be given in May.

Physical Education

Course Title	Grade level	Pre-requisites Co-requisites	Description
Physical Education 9	9	REQUIRED FOR GRADUATION	Provides the opportunity to improve individual physical fitness and to acquire knowledge of fitness concepts and how an individual's lifestyle affects health and fitness. Also includes theory and practice of Basketball and Handball. History, Origin and development of sports in Puerto Rico.
Physical Education 10	10	REQUIRED FOR GRADUATION	Provides the opportunity to improve individual physical fitness and to acquire knowledge of fitness concepts and how an individual's lifestyle affects health and fitness. Also includes theory and practice of Softball and Track and Field. History, Origin and development of sports in Puerto Rico.
Physical Education 11	11	REQUIRED FOR GRADUATION	Provides the opportunity to improve individual physical fitness and to acquire knowledge of fitness concepts and how an individual's lifestyle affects health and fitness. Also includes basic CPR and sports injuries. Theory and practice of Basketball and Volleyball and the history, Origin and development of sports in Puerto Rico are also taught.
Physical Education 12	12	REQUIRED FOR GRADUATION	Provides the opportunity to improve individual physical fitness and to acquire knowledge of fitness concepts and how an individual's lifestyle affects health and fitness. Also includes basic CPR and sports injuries. Theory and practice of Advance Basketball, Handball and Volleyball; History, Origin and development of sports in Puerto Rico are also taught.

Science

Your Science teacher will help you select the appropriate course based on your current progress, you pass grades and interests.

Physical Science	9	Lab Fee \$65.00	Develops the skills and processes necessary to be successful in lab science. Content includes the quantitative study of the introductory concepts of physics and chemistry and other topics.
Biology	10	Earth and Physical Science Lab work Lab Fee \$65.00	Provides opportunities to understand the interactions of science with technology. Content includes lab safety and apparatus, cell biology and reproduction, basic principles of genetics, classification and taxonomy, microbiology, structure and function of the living things.

Course Title	Grade level	Pre-requisites Co-requisites	Description
Biology Honors	10	“A” or “B” on Physical Science \$65 Lab Fee Lab work Teacher recommendation	Provides opportunities to understand the interactions of science with technology. Content includes lab safety and apparatus, cell biology and reproduction, basic principles of genetics, classification and taxonomy, microbiology, structure and function of living things. Focus on higher order thinking skills.
Chemistry	11	Physical Science Biology \$65 Lab Fee Lab work	Provides students with the study of the composition, properties and changes associated with matter. Covers the classifications and structure of matter, atomic theory, periodic table, bonding, chemical formulas, acids, bases and other topics.
Chemistry Honors	11	“A” or “B” Biology \$65 Lab Fee Lab work Teacher recommendation	Provides students with the study of the composition, properties and changes associated with matter. Covers the classifications and structure of matter, atomic theory, periodic table, bonding, chemical formulas, acids, bases and other topics. Emphasis on higher order thinking skills.
Physics	12	Physical Science Biology Chemistry \$65 Lab Fee Lab work Teacher recommendation	Introduces the study of the theories and laws governing the interaction of matter, energy, and the forces of nature. Content includes kinematics, energy, work, power, and dynamics, wave characteristics, light, magnetism and other topics.
Physics Honors	12	“A” or “B” Chemistry and Precalculus \$65 Lab Fee Lab work Teacher recommendation	Introduces the study of the theories and laws governing the interaction of matter, energy, and the forces of nature. Content includes kinematics, energy, work, power, and dynamics, wave characteristics, light, magnetism and other topics.
Physics Advance	12	“A” Chemistry and Precalculus \$65 Lab Fee Lab work Teacher recommendation	Introduces the study of the theories and laws governing the interaction of matter, energy, and the forces of nature. Content includes kinematics, energy, work, power, and dynamics, wave characteristics, light, magnetism and other topics.

Social Studies/History

Course Title	Grade level	Pre-requisites Co-requisites	Description
World History	9		Study of the chronological development of civilization which includes time-space relationships, rise of civilization, religions, political and economic systems, interaction of science and society, influence of major historical figures and events, international relations and other topics.
Puerto Rico History	10	World History	Contains the chronological development of the Puerto Rico with emphasis on the 20 th century. Examines the political, economic, social, religious, cultural and military events affecting the growth of our country.
US History	11	PR History World History	Contains the chronological development of the US with emphasis on the 20 th century. Examines the political, economic, social, religious, cultural and military events affecting the growth of the US and its relation with other countries of the world.
American Gov.	12	World History PR History US History	Overview of the American political system including the structure of government at the local, state and national levels.
Latin America	12	World History PR History US History	Overview of the Latin American political system including the structure of government at the national levels and its comparison between them. It also includes the United States influence in these countries.
Civics	12	World History PR History US History	This course is an overview of the involvement of citizens with our local community, state and nation. Civic education is essential for active participation by informed citizens. This course will emphasize a study of government and individual rights and responsibilities. Examination of rules and laws and the need for authority is crucial to maintaining a safe society for diverse individuals and groups.
Humanities	12	World History PR History US History	This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

ELECTIVE COURSES

Course Title	Grade level	Pre-requisites Co-requisites	Description
Paint	9-12		Provides a solid foundation in drawing and other visual arts and explores concepts of composition, content, visual and technical skills. Includes using color for expressing ideas and feelings, painting for personal expression, developing sensitivity to design and studying works of artists to develop criteria for evaluating painting.
Advance Painting	10-12	Teacher Recommendation only	Provides advance techniques in drawing and other visual arts and explores concepts of composition, content, visual and technical skills. Includes using color for expressing ideas and feelings, painting for personal expression, developing sensitivity to design

			and studying works of artists to develop criteria for evaluating painting. Based on Puerto Rico History.
Mosaic	9-12	Could be Advance or regular course	You will learn all of the basics to get you on your way to mastering the mosaic technique. Design, composition, materials, substrates & adhesives, cutting & laying, and grouting will all be covered. Supplies such as glass tile, adhesive, and grout as well as use of tools such as clippers and grinders will be REQUIRED . At the end of the course you will have created an art piece of which you are sure to be proud. No prior mosaic or art experience is necessary.
Theater I	9-12		Designed for learning and demonstrating fundamental acting techniques and basic script memorization. Includes an overview of the history of the theater plus fundamentals of theater production such as scenery construction, costuming, and make-up.
Drama II	10-12	Theater I Teacher Approval Auditions	An Advance course of study for the practice of theater arts. Students will be required to perform in at least one after school production completed as a class.
Band I	9-12		Music History and theory. In this performing group, students are expected to prepare and practice the music they are given as well as the fundamentals of their own instruments. . After-school rehearsals will be required during the year. Students are required to participate in public performances on some school and outside activities.
Band II	10-12	Band I Teacher Approval Auditions	In this performing group, students are expected to prepare and practice the music they are given as well as the fundamentals of their own instruments. Private lessons encouraged. After-school rehearsals will be required during the year. Students are required to participate in public performances on some school and outside activities.
Choir I	9-12		These performing ensembles provide instruction in vocal technique and sight-reading skills. A minimum of after-school rehearsal time is required and public performances are part of the curriculum.
Choir II	10-12	Teacher Approval	These classes continue to develop the skills learned in Choir I. A minimum of after-school rehearsal time is required and public performances are part of the curriculum.
Music Appreciation	9-12		An introduction to the basic elements of music. It will study the influence that politics, social structure, religion and other factors had on music and other art forms.
French I	9-12		Develops the communicative skills of listening, speaking, reading, writing and fundamental skills of grammar.
French II	9-12	French II Teacher recommendation	Continues the study begun in previous course. Student will develop greater fluency in reading, writing, speaking and listening.
German I	9-12	“A” or “B” in English	Develops the communicative skills of listening, speaking, reading, writing and fundamental skills of grammar.

German II	9-12	German I Teacher Recommendation	Continues the study begun in previous course. Student will develop greater fluency in reading, writing, speaking and listening.
Italian I	9-12		Develops the communicative skills of listening, speaking, reading, writing and fundamental skills of grammar.
Italian II	9-12	Italian I Teacher recommendation	Continues the study begun in previous course. Student will develop greater fluency in reading, writing, speaking and listening.
Portuguese	9-12		Develops the communicative skills of listening, speaking, reading, writing and fundamental skills of grammar.
Journalism	9-12		Offers opportunities to improve self-expression as they learn the basic principles of journalism. Practice in writing, revising, interviewing, finding stories, determining news values and other topics.
Computer I	9-12		Develops proficiency with touch keyboarding and MS Office Programs: Word, Excel, PowerPoint and Access. These software applications are taught as tools for accomplishing business objectives and enhancing workplace performance.
Computer II	10-12	Computer I	Develops web page design skills using Microsoft Front Page as well as provides an overview of the Internet, Intranet and WWW, basic HTML commands, operating systems, and Internet tools.
Self-esteem	9-12		Helps the students to develop a better self-image of its feelings, emotions and its position on the world that surrounds them.
Teacher Aide	12	Principal Recommendation	Develops skills such as responsibility, leadership and enthusiasm for the education career. The student should assist the teacher on every step of the class daily routine. The chores could be, but not limited to, organize the students, help with the notebooks, tests, students book bags, kids lunch time, room cleanness and organization. Counts as community service hours.
Office Clerk	10-12	Principal Recommendation	Develops skills such as responsibility, leadership and enthusiasm while helping and working on the administration office. The student should assist the person in charge on every chore required, such as, but not limited to, handing in notifications to teachers, students and others, helping the principal and secretaries, assisting the counselors or the Dean of students. Counts as community service hours.
Library Assistant	10-12	Principal Recommendation	Develops skills such as responsibility, leadership and enthusiasm while helping and working on the school library. The student should assist the librarian on every step of the daily routine. The chores could be, but not limited to, organize the students, materials, equipment, and others, help with the books, TV's, DVD's, and computers library cleanness and organization.
College Guidance	11-12	Counselor Approval	Help and guide the student towards the College Oriented decision-making process. Counts as community service hours.
Tennis	10-12	Teacher approval	Develops basic skills of tennis, also provides the opportunity to improve individual physical fitness and to acquire knowledge of fitness concepts and how an individual's lifestyle affects health and fitness. Also includes basic CPR and sports injuries. Theory and practice of Advance tennis, origin and development of the sport in Puerto Rico.
Psychology	1		This course presents the history of psychology, research methods, perception, learning theories, and

			human cognition and motivation. The second half of the course investigates personality theories and maladjusted patterns of behavior. Students gain a greater understanding of their own capacity for growth. Psychology may be used to satisfy a Social Science or Humanities requirement.
Ethics	1		The course is designed to help the student begin answering some fundamental questions about life and what makes it worth living--Questions like what makes an action "right," or what makes us happy, what kinds of qualities should a person have or avoid having, and how we should treat other people (and ourselves), and what "work ethic" we want to follow.
Leadership	1		The course will explore the complexities, possibilities, and individual examples of leadership in pursuit of civic responsibility. The course will establish a formal setting to help the student to clearly identify their strengths and weaknesses as a leader, to develop the skills required to lead in a moral, ethical and fair manner, to increase their awareness of the various challenges and to do so with other people facing similar challenges.
Small Business	1		The purpose of this course is to be of benefit to anyone seeking business development skills. This course is an introduction to Principles of Small Business Management and will teach the student's ways the management techniques are utilized in the workplace of today. The material focuses on teaching you how to create a highly effective business plan, business creation and human resources.
Accounting	1		The purpose of this course is the basics structure and development of accounting. The students will study the basic principles of accounting in a company's sales and services.
Human Resources	1		An introduction to the human resources function and related elements and activities. The course outlines the roles and functions of members of the human resources department, as well as educating others outside human resources, in how their roles include human resources-related activities.
Marketing	1		A beginning course in marketing which stresses the marketing function's contribution to any organization. Topics include buyer behavior, products, and channels of distribution, promotion, and pricing and social issues in marketing. Standard business and non-traditional aspects of marketing are explored. The potential employment scenario is reviewed
Responsible Parenthood	1		This course is designed to expose the students to parenting practices that will foster the physical, intellectual and social growth of children. Strong parenting skills are critical in today's world, and the effect of these skills impacts home, employment, and community situations.
Human Growth and Development	1		Upon completion of this course, the student will have an understanding of human development over the life-span from conception to death. The student will learn about the three major

			developmental stages which include child, adolescent and adult development. In these developmental stages the student will learn perspectives on development for each age group; physical development; cognitive development; emotional development; social development; and the final stage of adult development, death.
Graphic Arts	1		This course introduces students to methods, concepts, and procedures involved in rendering design ideas to formats that can be converted to images on printing places. Systematic methods that facilitate the creative process conversion to mechanically correct artwork and files will be developed by each student. As part of their introduction to this material, students will learn both traditional and electronic production methods.
Speech	1		The purpose of this course is to improve the speech skills of an individual, with the integration of theater, poetry, and other skills.

***Other courses could be added by the school at any time, to improve the quality of the curriculum.**

HIGH SCHOOL PLANNING SHEET

The student's four-year high school plan needs to be reviewed and updated yearly by students and parents.

1. Write in the names of the courses you have completed each year.
2. Write in the names of the courses you plan to take in the remaining years.
3. This plan should become part of your personal school file that you keep at home.

Course	Required for Graduation	Grade 9	Grade 10	Grade11	Grade 12
English	4				
Spanish	4				
Math	4				
Social Studies	4	World History	PR History	US History	Gov. in America/ Latin America/ Civics/ Humanities
Science	4	Physical Science			
PE	4	PE 9	PE 10	PE 11	PE12
Foreign Language	1				
Technology Education	1				
Arts	1				
Electives	5				
Total	32 Minimum				