

Chicopee Academy

Program of Studies ***2016 - 17***



Mr. John G. Leonard – Principal

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Vision Statement

The Chicopee Academy will provide a strong standards based academic program for both regular and special education high school students who have not met with success in a traditional high school setting. With the help of individualized clinical and educational supports, our students will identify goals and objectives that will support them to grow and develop into young adults who are able to contribute to the communities in which they live. We will also address, on an individual bases, students who are credit deficient and develop a comprehensive plan to fulfill Chicopee's graduation requirements.

Our school will be characterized by a creative, innovative approach to education. We will have a strong commitment to standards based, content area instruction. Faculty and staff will also incorporate experiential learning opportunities to provide our students with real life applications to their learning. While our goal is to reintegrate students back into their schools of origin, Chicopee Academy will identify individualized educational and clinical goals for each student. Our program will offer a continuum of services; we will have both short term and long term students depending on their needs and individual situations. Our commitment will always be to the least restrictive learning environment for each student. While some students will attend a full day at Chicopee Academy, others will attend classes both at our site and at their referring high school.

Our staff and faculty are committed to student success and they realize that each student is unique. The school is strongly committed to working as a team to support each student. Through close work with our students, their families, and community partners we will be able to develop a lifelong love of learning in our students.

Academic Expectations

Chicopee Academy students will

1. write effectively
2. read critically
3. make effective oral presentations
4. demonstrate problem-solving skills
5. use technology ethically and will synthesize knowledge

Civic Expectations

Chicopee Academy students will

1. work cooperatively with others in or outside in small or large groups
2. demonstrate an understanding of democratic principles in their interactions with others
3. contribute to the improvement of the community

Social Expectations

Chicopee Academy students will

1. work to maintain or enhance the school's physical appearance and promote academic goals
2. interact appropriately with faculty, visitors, and members of the community
3. act responsibly at school-sponsored functions or at events in the community where students represent the school
4. exhibit an awareness of their own development, appreciate beauty, and reflect on their own thought processes

Non-Discrimination Policy

"The Chicopee Public Schools does not discriminate on the basis of race, color, gender, gender identity, religion, national origin, sexual orientation, age or disability in admission to, access to, employment in or treatment in its programs and activities"

Contact Person for Reporting the Following

| | | |
|---|--|----------|
| Section 504 Title IX | Brett Valego, Behavioral Interventionist | 594-3433 |
| | John G. Leonard, Principal | 594-3433 |
| | Martha L. Skiba, Vice Principal | 594-3433 |
| | Lisa Lewis, Vice Principal | 594-3433 |
| Sexual Harassment / Discrimination | John G. Leonard, Principal | 594-3433 |
| | Martha L. Skiba, Vice Principal | 594-3433 |
| | Lisa Lewis, Vice Principal | 594-3433 |

Community Service Learning

According to the National and Community Service Trust Act of 1993:

Service-Learning:

1. Is a method whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of communities;
2. Is coordinated with an elementary school, secondary school, institution of higher education, or community service program and the community;
3. Helps foster civic responsibility;
4. Is integrated into and enhances the academic curriculum of the students, or the education components of the community service program in which the participants are enrolled;
5. And provides structured time for students or participants to reflect on the service Experience.

State Safe and Supportive Learning Environments Grant Program

Purpose: Per state legislation ([Chapter 194 of the Acts of 2004](#)), the purpose of this state-funded grant program (line item 7061-9614 – section B) is to assist school districts with the development and establishment of:

1. comprehensive programs to promote school safety and help prevent violence in schools from whatever causes; and/or
2. in-school programs and services to address, within the general education school program, the educational and psycho-social needs of students whose behavior interferes with learning, particularly those who are suffering from the traumatic effects of exposure to violence. (Students suffering from the traumatic effects of exposure to violence shall include, but not be limited to, those exposed to maltreatment, family or community violence, war, homelessness, or any combination thereof.)

Grant program activities included:

- Grantees trained over 11,000 students in topics such as bullying and violence prevention, healthy relationship choices, peer mediation, and techniques to regulate emotions and behaviors.
- Grantees provided professional development to over 2,000 educators on topics including trauma's impact on learning, classroom management strategies, and approaches to create safe and supportive learning environments.
- Grantees provided specific student supports to over 2,000 students, including supports such as mental health services and small group skill development programming.
- Grantees provided services to nearly 1,000 parents or caregivers, including referrals to area organizations, family nights, and educational workshops.

Requirements for a High School Diploma

A minimum of 110 credits must include:

9th Grade: Freshman Year

| | | | |
|---------------------------|------------------------|-------------|-------------------|
| English | Obtain a passing grade | 5 credits | |
| Math | Obtain a passing grade | 5 credits | |
| Science | Obtain a passing grade | 5 credits | |
| Social Studies | Obtain a passing grade | 2.5 credits | |
| Fine Arts | Obtain a passing grade | 2.5 credits | |
| Physical Education | Obtain a passing grade | 5 credits | 30 credits |

10th Grade: Sophomore Year

| | | | |
|---------------------------|------------------------|-------------|-------------------|
| English | Obtain a passing grade | 5 credits | |
| Math | Obtain a passing grade | 5 credits | |
| Biology | Obtain a passing grade | 5 credits | |
| American Studies | Obtain a passing grade | 5 credits | |
| Fine Arts | Obtain a passing grade | 2.5 credits | |
| Physical Education | Obtain a passing grade | 2.5 credits | 30 credits |

11th Grade: Junior Year

| | | | |
|--|------------------------|-----------|-------------------|
| English | Obtain a passing grade | 5 credits | |
| Math | Obtain a passing grade | 5 credits | |
| Science | Obtain a passing grade | 5 credits | |
| Social Studies | Obtain a passing grade | 5 credits | |
| Physical Education or Fine Arts | Obtain a passing grade | 5 credits | |
| Elective or Work Study | Obtain a passing grade | 5 credits | 30 credits |

12th Grade: Senior Year

| | | | |
|--|------------------------|-----------|-------------------|
| English | Obtain a passing grade | 5 credits | |
| Math | Obtain a passing grade | 5 credits | |
| Science | Obtain a passing grade | 5 credits | |
| Social Studies | Obtain a passing grade | 5 credits | |
| Physical Education or Fine Arts | Obtain a passing grade | 5 credits | |
| Elective or Work Study | Obtain a passing grade | 5 credits | 30 credits |

Summary of Class Requirements

| | | | | | | |
|-------------------|-------------------|-------------------|---------------------|------------------|-------------------|---------------------|
| English | Math | Science | Social Studies | Fine Arts | Phys Ed | Electives |
| 20 credits | 15 credits | 15 credits | 12.5 credits | 5 credits | 10 credits | 32.5 credits |

110 credits, all MCAS scores requirements and if any EPP requirements must be met to qualify for a high school diploma

Recommended Courses

It is understood the student may select any course offered in his/her grade level, assuming prerequisites to recommended courses, if any, have been met.

The following courses are recommended for students to qualify for graduation from high school.

| | Periods / Week | Credits |
|--------------------------------|-----------------------|----------------|
| GRADE 9 | | |
| English 9 | 5 | 5 |
| Algebra Concepts 9 | 5 | 5 |
| Intro to Physics | 5 | 2.5 / 5 |
| American Studies I | 5 | 5 |
| Physical Education 9 | 5 | 2.5 / 5 |
| Art I | 5 | 2.5 / 5 |
| Spanish | 5 | 2.5 / 5 |
| <i>TOTAL</i> | | 30 |
| GRADE 10 | | |
| English 10 | 5 | 5 |
| Geometry Concepts 10 | 5 | 5 |
| Advance Physical Science 10 | 5 | 2.5 / 5 |
| American Studies II | 5 | 5 |
| Physical Education 10 | 5 | 2.5 / 5 |
| Art I | 5 | 2.5 / 2.5 |
| Spanish | 5 | 2.5 / 5 |
| <i>TOTAL</i> | | 30 |
| GRADE 11 | | |
| English 11 | 5 | 5 |
| Algebra 1A | 5 | 5 |
| Biology 11 | 5 | 2.5 / 5 |
| American Studies III | 5 | 5 |
| Physical Education 11 | 5 | 2.5 / 2.5 |
| Art III | 5 | 2.5 / 2.5 |
| Spanish | 5 | 2.5 / 5 |
| CSL or Work Study | | 5 |
| <i>TOTAL</i> | | 30 |
| GRADE 12 | | |
| English 12 | 5 | 5 |
| Algebra 1B | 5 | 5 |
| Applied Biology / Chemistry 12 | 5 | 2.5 / 5 |
| Modern World History 12 | 5 | 5 |
| Physical Education 12 | 5 | 2.5 / 5 |
| Art III | 5 | 2.5 / 5 |
| Spanish | 5 | 2.5 / 5 |
| CSL or Work Study | 5 | 5 |
| <i>TOTAL</i> | | 30 |

Program of Studies

This publication lists the Secondary Schools (9-12) subjects offered at Chicopee Academy. Parents and students should study the subjects and all other information contained herein and should consider the student's future career plans when selecting the program that the student will follow. Counselors, teachers and administrators are available to answer questions. Parents should make appointments by first calling the school. There may be instances when a counselor or administrator may strongly urge a student to take a particular course or get assigned to a particular course level, but the ultimate decision about the course is the student's and his/her parents.

Notice to Parents and Students

1. All students must have a course load of six (6) periods per quarter.
2. Students will be graded four (4) times per year. Progress reports will be issued four (4) times per year.
3. Changes in student programs must be requested within the first ten (10) days of the course. Afterwards any changes will be made only with the approval of the teacher(s) involved and the principal.
4. Credit will be awarded upon successful completion of a course. Successful completion includes adhering to the attendance policy. Under certain circumstances a student may withdraw without penalty from a course with the approval of the Principal.

Overview of Scheduling

All Chicopee Academy students will meet with the Principal to review his / her transcript and discuss different scheduling options. This will be an in-depth analysis of the student's transcript. A comprehensive scheduling outline will be formatted with the ultimate goal of graduation in mind. In addition, The Principal will outline placement of the student, which depends on credits earned prior to their arrival at the Academy.

Students will have the opportunity to take different level courses throughout the school depending on earned credits and class availability. It is also essential to consider the students' status with the necessary MCAS scores and or their EPP Plan, if applicable.

All Chicopee Academy students will have the opportunity to attend summer school to earn credits and prepare for the MCAS.

In addition, students will have additional opportunities to earn credits while enrolled in Chicopee Academy: Community Service Learning Program (CSL), Summer School and our Work Study Program.

ENGLISH DEPARTMENT

Reading 180 SE#01009 0001.6 10 credits

Read 180 is an intensive reading intervention program designed to improve the skills and raise the test scores of older students who read below grade level. Focus on reading fluency, vocabulary and comprehension.

English 9 E#01001 0009.6 5 credits

English 9 is a required course for all students. The primary objective of this course is to develop reading, writing, and thinking skills. Students will read a variety of genres and analyze, discuss, and write about them. The writing process will be utilized to enhance the students' writing skills as they construct paragraphs and essays. Words from the literature studied will be used for vocabulary development. Instructional methods will include small group activities, cooperative learning partnerships, and large group discussions.

English 10 E#01002 0010.6 5 credits

English 10 is a required course for all students. Students will read and analyze a variety of genres and write about them. Literary terminology will be the focus of the discussions and essays about the literature discussed. Vocabulary will be studied in context. Students will write a variety of essays based on the literature and their opinions of it with a focus on developing support for the thesis of the essay. Since the majority of the students will be required to take the MCAS, test-taking strategies and related reading and writing assignments will be incorporated into the course.

English 11 E#01003 0011.6 5 credits

English 11 is a required course for all students, and its main focus will be the study of a variety of genres of various major American writers. A major focus of the course is for students to develop literary analysis skills. The students will utilize steps of the writing process as they write essays and complete creative writing assignments. In addition to regularly assigned essays, students will be required to complete a research project on an American writer and present it to the class.

English 12 E#01004 0012.6 5 credits

English 12 is a required course for all students, and features readings in English and world literature from a variety of genres. Special attention is paid to the origins and history of the English language. Students continue to hone their analytical skills and apply those skills to a variety of research projects and process-based writing assignments, including resumes and college applications.

English Language & Literature

SE#01996

0099.6

5 credits

Students will develop oral and written communication skills. Students will improve reading and writing skills by analyzing and interpreting various works of literature. Grammar and vocabulary improvement will be focused upon.

Journalism

E#01149

0162.1

2.5 credits

In this course students will be involved in the production of the school's yearbook. Students will be responsible for taking pictures, organizing the various sections of the yearbook, designing the layouts, and writing captions, headings, and articles. Students will also help with the business components of the yearbook, specifically selling yearbooks and yearbook advertisements.

MATH DEPARTMENT

Algebra Concepts E#02052 3009.6 5 credits

Building upon basic mathematical concepts, this course is designed to connect this foundational knowledge to algebraic thinking necessary to succeed in a basic algebra course. Topics include: Integers; Order of Operations; Simplifying and Evaluating Variables, Expressions, and Equations; Graphing; Inequalities; Linear Relationships; Rational Numbers; Ratio and Proportion; Divisibility; GCF; LCM.

Geometry Concepts 10 E#02072 3010.6 5 credits

Designed to provide a comprehensive basic foundation of geometry, this course includes a range of geometric concepts. Beginning with concrete topics, such as attributes and classifications of polygons and solids, further study includes: symmetry; congruency; similarity; transformations; angle relationships; transversal relationships; measurement of angles, area and volume (including circles).

Algebra 1A E#02052 3011.6 5 credits

Designed to deepen a basic understanding of Algebra and Geometry Concepts, this course includes topics such as: Integers; Order of Operations; Simplifying and Evaluating Expressions, Solving and Equations and Inequalities; Linear Relationships; Linear Equations; Functions; Graphing; Inequalities; Slope; Polynomials.

Algebra 1B E#02052 3012.6 5 credits

This course includes the review of topics such as: Integers; Order of Operations; Simplifying and Evaluating Variables, Expressions, and Solving Equations and Inequalities. Further study includes topics such as: Linear Relationships; Linear Equations; Functions; Graphing; Inequalities; Slope (including standard form, slope-intercept form, and point-slope form); Systems of Equations; Operations of and Factoring Polynomials; Quadratic Equations.

Math 9 SE#02996 3078.6 5 credits

This course is designed for ninth grade students that have an Individual Education Plan for Math. Students will understand the basic concepts of adding, subtracting, multiplying, and dividing. They will recognize vocabulary necessary to solve word problems. Students will identify patterns, relations, and functions. They will transfer knowledge learned into real life situations. Adaptations and modifications will be met for each student IEP.

Math 10 SE#02996

(5 credits)

Students will understand numbers, ways of representing numbers, relationships among numbers, and number systems. Understand meanings of operations and how they relate to one another. Compute fluently and make reasonable estimates. Analyze relationships among real numbers, whole numbers, integers, rational, and irrational numbers. Become fluent in the order of operations.

Geometry 10 SE#02996

(5 credits)

Students will analyze characteristics and properties of two- and three-dimensional geometric shapes and develop mathematical opinions about geometric relationships. Students will use symmetry to analyze mathematical situations. Use visualization, spatial reasoning, and geometric modeling to solve problems. Students will use hands on projects to realize the importance of shapes in real life.

Algebra 1 SE#02996

(5 credits)

Students will understand patterns, relations, and functions. Represent and analyze mathematical situations and structures using algebraic symbols. Use mathematical models to represent and understand quantitative relationships. Analyze change in various contexts.

SCIENCE DEPARTMENT

Intro to Physics E#03159 4009.6 2.5 credits

This course will focus on elementary physics as a preparatory class for the Introductory Physics MCAS. Topics will include motion and forces, conservation of energy, conservation of momentum, heat, heat transfer, waves, electromagnetism, and electromagnetic radiation. Students will develop a working knowledge of the theory and inquiry of physics through weekly hands-on lab demonstrations, and computer labs.

Advance Physical Science 10 E#03159 4010.6 2.5 credits

Further concepts in Physical Science for students who have passed the introductory course, Physical Science 9. Topics covered will include rotational equilibrium, properties of matter, density, thermal expansion, Bernoulli's principle, pressure, Atomic structure in the Periodic Table, Thermodynamics, radiation and optics. Students will develop further knowledge of physics through weekly demonstrations and computer labs.

Biology E#03051 4011.6 2.5 credits

This course will provide an introduction into the Biological World with an emphasis on cellular growth, genetics, maturation and life functions. Simple and more advance life forms will be covered. Topics include cell organelles, osmosis, mitosis, meiosis, Mendellian heredity, Darwinian evolution, Linnaeus classification, global ecology and basic anatomy. Some computer labs and animal dissections are included.

Applied Biology / Chemistry E#03203 4012.6 2.5 credits

This course will deal with concepts in Applied Biology and Basic Chemistry. Topics will include the properties, nature and structure of organic matter. Atoms, the periodic table of the elements, acids, bases, salts, proteins, alcohols, and different types of chemical reactions will be covered.

Science SE#03996 4099.6 5 credits

Students will learn basic physic and chemistry concepts. In this course students will learn about different measurements, forces, energy, heat and temperature. Student will use basic math concepts such as decimals, fractions, percent's, ratios and propotions.

Life Science

SE#03996

5 credits

This course will allow students to study the world of living things. Cells, plants, animals, and life cycles will be the focus. Students will discuss social concerns and how they impact the earth.

Earth Science

SE#03996

5 credits

This course will focus on the Earth as part of the solar system. Weather conditions, landforms, and how humans make use of our planet.

SOCIAL STUDIES DEPARTMENT

American Studies I E#04305 5009.6 5 credits

This course will concentrate on the beginning of the American experience from Colonial Days to Reconstruction Period after the Civil War (1700 – 1877). Topics will include the early colonial culture, the Revolutionary War, expanding presidential powers, the War of 1812. The institution of slavery, and the abolition movement. Students will understand how the U.S. early government was formed and how it expanded and interaction with the developing and expanding states and territories.

American Studies II E#04305 5010.6 5 credits

This course will lead students through the Western Expansion, Industrial Age, Immigration Influx, World War I and conclude with the Depression Era (1787 – 1940). Students will develop in their understanding of the domestic and international polices during this timeframe.

American Studies III E#04101 5011.6 2.5 / 5.0 credits

World War II will start students running down the road that covers from 1940 to the present time. Topics covered include: WWII, the Cold War, Space Age, The Great Society Civil, Rights, The Vietnam War, and contemporary issues.

Modern World History 12 E#04099 5012.6 5 credits

This course involves a broader view of the world and how countries interact with one another. Topics from 1688 to present include absolute monarchs, Enlightenment, the French Revolution, nationalist revolutions, the Age of Imperialism, WWI, the global depression, WWII, colonial wars, and contemporary historical development.

Social Studies SE#04305 5099.6 5 credits

The Revolution through Reconstruction, 1763-1877. Students will focus on the historical and intellectual origins of the United States during the Revolutionary and Constitutional eras. One of the focuses will be on primary sources. Students will learn point of views from different groups. They will discuss and make distinctions on the rise of the United States to a super power.

Reconstruction to the Present, 1877-2001 SE#04996 5 credits

This course will follow US History 10. Students will analyze the causes and consequences of the Industrial Revolution and America's growing role in diplomatic relations. Student will focus on the development of the US to present time.

The Nature of Citizenship, Politics, and Government SE#04996

5 credits

This course focuses on our American government. Students will study the branches of government on federal, state, and local levels. This course prepares students to appreciate and participate actively in public affairs.

HEALTH, PHYSICAL EDUCATION & CONSUMER SCIENCE DEPARTMENT

Physical Education 9 E#08001 6002.6 2.5 credits

This course incorporates a range of team building activities as well as a range of skill and sport development and fitness activities that a student can use throughout his/her lifetime to stay healthy.

Physical Education 10 E#08001 6002.6 2.5 credits

This course integrates goal setting, aerobic activity, strength training, and leisure skill activities and an understanding of what constitutes fitness and wellness over a lifetime. Nutrition, principles of training, and basic knowledge of how the body reacts to training will also be addressed.

Physical Education 11 E#08001 6002.6 2.5 credits

This course takes team building and skill and sport development to the next level by integrating rules and strategies of the sport as well as devising one's own personal fitness program and goal setting strategies.

Physical Education 12 E#08001 6002.6 2.5 credits

This course will go deeper into the world of fitness training. This will focus on improving cardiovascular strength as well as muscular strength through individual training and discipline. Goal setting and self-discipline will also be addressed.

FINE ARTS

Art I: Elements of Design (The Tools) Foundation E#05152 7009.6 2.5 credits

Prerequisite: none

This course introduces students to the Elements of Design Line, Value, and Color through the completion of studio projects using a variety of techniques and materials. Studio projects may include but are not limited to: drawing, painting, sculpture, 2 and 3 dimensional arts. Examples of major artists, historical periods, and artistic styles will be introduced through various media such as text, documentaries, online resources, and film. Students will create various studio projects directly corresponding with their learning. Students will be responsible for attendance, behavior, participation, craftsmanship, assessment, exhibition and portfolio completion. (2.5 Credits)

Primary Text: *Elements and Principles of Design*, 2000, Crystal Productions, Glenview, IL/Aspen CO

Art II: Elements of Design (The Tools) Extension: E#05152 7010.6 2.5 credits

Prerequisite: Art I

This course continues to build upon student learning of the three Foundation Elements of Design Line, Value, and Color by way of a more in-depth study to include the Elements of, Shape, Space, Texture and Form. A variety of techniques and materials introduced in Art Exploratory I will be used in studio projects and may include but are not limited to more advanced techniques using: pencil, charcoal, pen and ink, oil and soft pastels, tempura and acrylic paints. Examples of major artists, historical periods, and artistic styles will be introduced through various media such as text, documentaries, online resources, and film. Students will create various studio projects directly corresponding with their learning. Students will be responsible for attendance, behavior, participation, craftsmanship, assessment, exhibition and portfolio completion. (2.5 Credits)

Primary Text: *Elements and Principles of Design*, 2000, Crystal Productions, Glenview, IL/Aspen CO

Art III Exploratory: E#05152 7011.6 2.5 credits

Prerequisite: Art I and Art II

Students continue to build upon knowledge of Art I and Art II through the introduction of the Principles (Rules) of design through a study of how an artist best utilize the Elements (Tools) and the variety of techniques and materials introduced in Art Exploratory I and II. Arts related topics will be introduced through various media such as text, documentaries, online resources, and film. Students will create various studio projects directly corresponding with their learning. Students will be responsible for attendance, behavior, participation, craftsmanship, assessment, exhibition and portfolio completion. (2.5 Credits)

Primary Texts: *Elements and Principles of Design*, 2000, Crystal Productions, Glenview, IL/Aspen CO

FOREIGN LANGUAGE

Spanish I E#06101

2112.6

2.5 credits

Spanish I is an elective course and is designed to present materials in such a way that the student will derive pleasure and satisfaction in acquiring the language skills. The course progressively enables the student to: (1) comprehend the language in subjects within their vocabulary range; (2) read material involving vocabulary and construction studied; (3) write in idiomatic style (everyday expressions about ordinary activities) on subjects within their vocabulary range; (4) speak and interact with proper pronunciation, intonation and inflection on subjects within their vocabulary range; (5) understand cultural perspectives, customs, art and music of the countries where Spanish is spoken.

Spanish II E#06102

2122.6

2.5 credits

Spanish II is an elective course. This course is a continuation of the objectives and skill presented in Spanish I. It is designed to present materials in such a way that the student will derive pleasure and satisfaction in acquiring the language skills. The course progressively enables the student to: (1) comprehend the language at a conversational speed on subjects within their vocabulary range; (2) read material involving vocabulary and construction studied; (3) write in idiomatic style (everyday expressions about ordinary activities) on subjects within their vocabulary range; (4) speak and interact with proper pronunciation, intonation and inflection on subjects within their vocabulary range; (5) understand cultural perspectives, customs, art and music of the countries where Spanish is spoken. It is recommended that a college bound student complete three to four years of the same foreign language during high school.

Spanish III E#06103

2132.6

2.5 credits

The purpose of this course is to teach students to communicate with the people who speak Spanish and to understand their cultures. Spanish III will help students develop the competencies delineated in the Standards for Foreign Language Learning by making language learning real for students today.

Through the implementation of the Massachusetts Foreign Language Curriculum, creative and distinctive teaching strategies and new and current materials, the Spanish III course will offer a thorough implementation of the 5 C's in Foreign Language: Communications, Culture, Connections, Comparisons and Communities. Hence, students in this class will be able to comprehend the language at a conversational speed, read and write with a solid level of understanding and grammar and gain knowledge of practices, products and perspectives in the culture.

PARTNERSHIP WITH JOB CORPS

ALL Three (3) Courses are NEW

Culinary Arts E#16099 1302.6 15 credits

Prerequisite: None

Students will learn various techniques associated with Culinary Arts. Some of these include; Nutrition, Culinary Measurement, Tools and Equipment, Basic Knife Skills, Culinary Fundamentals, Fruits & Vegetables, Meats, Poultry & Fish/Shellfish, Starches, Stocks, Soups and Sauces, Starches to name a few.

Primary Text: Glencoe's "Culinary Essentials"

Office Administration: E#12003 1301.6 15 credits

Prerequisite: None

Students will be expose to the following items that are associated within Office Administration: computer hardware & software, Using an operating system, common program functions, word processing functions, spreadsheets functions, network and the internet, electronic mail, using the internet to name a few.

Primary Text: Microsoft Word 2013

Certified Nursing Assistant: E#14051 1300.6 15 credits

Prerequisite: None

Students will learn various techniques associated with Nurse Assistant / Home Health Aid. Some of these include: Communication skills, Observations, reporting and documentation of patient status, reading and recording temperature, pulse and respiration, basic infection control procedures, just to name a few

Primary Texts: Hartman's "Nursing Assistant Care – Long-Term Care and Home Care"