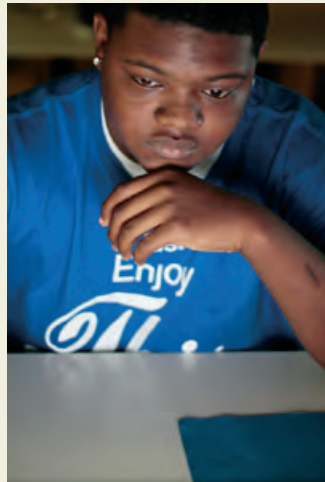




Career and Technical Education

Program Planner

**Henry Foss
High School**



Career and Technical Education

Program Planner



Business and Marketing

- 4 Interactive Media – Web Design
- 5 Human Resources
- 5 Financial Management/Accounting
- 6 Business Management

Health and Human Services

- 9 Social Work
- 9 Food Services
- 10 Education
- 10 Air Force JROTC
- 11 Sports Medicine

Engineering and Technology

- 7 Engineering
- 7 Construction
- 8 Marine Engineering

International Baccalaureate

- 13 International Baccalaureate Diploma

Program of Study notes

- *** Designates a dual credit course, may earn college credit
- ** If you completed two years of world language in middle school and earned a B or better each semester, you may use this for high school credit, only 2 credits required for university entry – American Sign Language qualifies as a World Language and is accepted at universities
- *** Meets a graduation requirement



Why should I use this planner?

The programs of study will help you focus on your passion and interest areas while completing your graduation requirements and preparing for your future. Each program of study includes all graduation requirements plus classes that help you follow your passion.

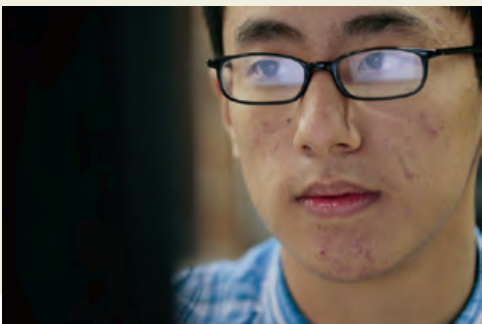
How do I use this planner?

After completing career cruising and determining where your interest area is, read further about potential broad career areas available to you during your high school experience. There are five broad areas: arts and communication, business and marketing, engineering and technology, health and human services, and science and natural resources. Each of these big areas is broken down in the planner to smaller interest areas where you can focus on your interests.

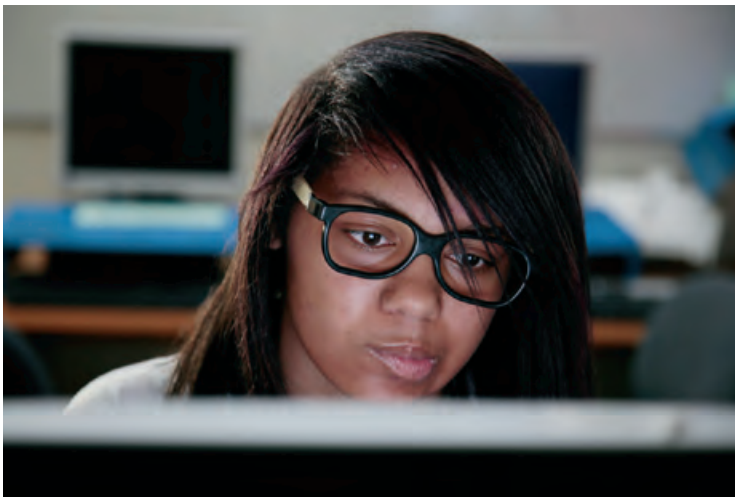
As you look through the table of contents and the book, you will notice that it is color-coded. Interested in the arts? Follow the yellow section. Interested in business? Stick with blue. Is Engineering and Technology your passion? Follow the orange pages. Want to learn more about health and human services? Follow the red program of study pages. Science your thing? Then turn to the green section.

So what's next?

As you plan your high school experience, keep this planner handy, it will help you track your progress toward graduation and toward your future beyond high school. Each program of study includes a pathway to post-high school experiences, including two- and four-year colleges, apprenticeships, and additional training in your area of interest.



Follow your **passion**...
create your **future**



Business & Marketing >

Follow your **passion** ...
create your **future**

Interactive Media – Web Design

This program area focuses on computer generated media used in business, entertainment, communication and marketing. This program of study is for you if you are creative, enjoy technology, and like to design.

9th Grade

English, Algebra/Geometry, Science and Sustainability, **Digitools**, Health or Family Health, World Language, PE, Fine Arts

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**, **Microsoft Office 1-2***

11th Grade

English/Business English 1-2, 3rd Year Math/Financial Algebra, Chemistry, US History, Fine Art, **Web Design 1-2***, **Business and Marketing 1***, **Advertising and Sales 2***

12th Grade

English, Meaningful Math, Physics, Civics/World Issues/Business Law, Advanced Web Design, Worksite Learning/World of Work

Follow your **passion**. Create your **future** ...

Community/Technical College

Bates: Digital Media, Web Developer, **Clover Park:** Media Design & Production, Web Design, Open Source Development, **Pierce College:** Digital Design, **TCC:** Computer Programming

University Programs

EWU: Design Technology, **CWU:** Information Technology and Information Management, **WSU:** Digital Technology, **UW:** Information Systems and Operations Management, **Art Institute of Seattle:** Digital Arts, Gaming Design, Audio, Visual and Digital Design

Careers

Less than a baccalaureate degree: web specialist, webmaster, web technician, web designer, web developer. **Baccalaureate degree or higher:** media specialist, graphic designer, web architect, web administrator, site developer

Participation in FBLA increases student opportunities.

Contact your teacher or career counselor for more information.





Human Resources

Interested in being at the heart of an organization? Human Resources employees hire and fire, understand labor laws, and develop critical resources for employees.

9th Grade

English, Algebra/Geometry, Science and Sustainability, **Digitools**, Health or Family Health, World Language, PE, Fine Arts

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**, **Business and Marketing 1***, **Advertising and Sales***

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, Fine Art, Student Store, Microsoft Office 1-2*

12th Grade

English, Meaningful Math/ Financial Algebra, Physics, Civics/World Issues/Business Law*, Journalism 1-2, Accounting 1-2*

Follow your passion. Create your future ...

Community/Technical College

Bates: Administrative Office Management, Marketing & Business Management, **Pierce College:** Business, Business Information Technology, Human Resources Certificate, **TCC:** Business

University Programs

EWU: Management, Business Administration Minor, **CWU:** Information Technology and Information Management, Business Administration, **WSU:** Entrepreneurship, Hospitality Business Management, Management & Operations, **UW:** Business Administration, Accounting, **WWU:** Business Administration

Careers

Less than a baccalaureate degree: compensation specialist, equal opportunity advisor, human resources assistant, employee relations, **Baccalaureate degree or higher:** HR manager, mergers and acquisitions, talent management, executive recruiter, manager benefits, work/life coordinator



Financial Management/Accounting

Those interested in financial management and accounting plan, organize, direct and evaluate business operations. Employees in this field manage finances, financial and accounting systems, and develop financial reports. Accountants may work for themselves or they may work for a private or not-for-profit organization.

9th Grade

English, Algebra/Geometry, Science and Sustainability, **Digitools**, Health or Family Health, World Language, PE, Fine Arts

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**, **Business & Marketing 1**, **Advertising and Sales***

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, Fine Art, **Accounting 1-2***

12th Grade

English, Meaningful Math/ Financial Algebra, Physics, Civics/World Issues/Business Law*, **Accounting 3-4***, **Microsoft Office 1-2***

Follow your passion. Create your future ...

Community/Technical College

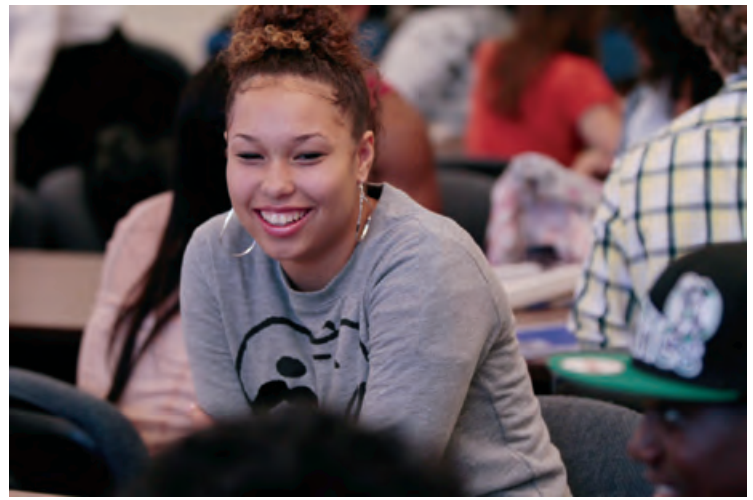
Bates: Administrative Office Management, Marketing & Business Management, **Pierce College:** Business, Business Information Technology, Human Resources Certificate, **TCC:** Business

University Programs

EWU: Management, Business Administration Minor, **CWU:** Information Technology and Information Management, Business Administration, **WSU:** Entrepreneurship, Hospitality Business Management, Management & Operations, **UW:** Business Administration, Accounting, **WWU:** Business Administration

Careers

Less than a baccalaureate degree: bookkeeper, loan processor, cash manager, bank teller, financial assistant, product manager, **Baccalaureate degree or higher:** Financial planner, accountant, credit analyst, financial advisor, auditor, investment banker, certified public accountant, chief financial officer, CEO



Business Management

Are you interested in running a company either small or large? Do you want to use your leadership skills to manage others? Those who complete the Business Management Program of Study are prepared to enter the world of business in leadership positions. Learn to use your analytical skills to improve company profit and lead your organization to the next level.

9th Grade

English, Algebra/Geometry, Science and Sustainability, **Digitools**, Health or Family Health, World Language, PE, Fine Arts

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**, **Business and Marketing 1***, **Advertising and Sales***

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, Fine Arts, **Student Store**, **Microsoft Office 1-2***

12th Grade

English, Meaningful Math/Financial Algebra, Physics, Civics/World Issues/**Business Law***, **Accounting 1-2***, **Microsoft Office 3-4***

Follow your passion. Create your future ...

Community/Technical College

Bates: Administrative Office Management, Marketing & Business Management, **Pierce College:** Business, Business Information Technology, Human Resources Certificate, **TCC:** Business

University Programs

EWU: Management, Business Administration Minor, **CWU:** Information Technology and Information Management, Business Administration, **WSU:** Entrepreneurship, Hospitality Business Management, Management & Operations, **UW:** Business Administration, Accounting, **WWU:** Business Administration

Careers

Less than a baccalaureate degree: administrative assistant, financial assistant, product manager, bookkeeper. **Baccalaureate degree or higher:** business administration, CEO, credit analyst

Engineering & Technology >

Follow your **passion ...**
create your **future**

Many apprenticeship opportunities are available in the trades.

Contact your teacher or career counselor for more information.

Pathway courses are in **boldface**

* Designates a dual credit course, may earn college credit



Engineering

Your future in Engineering begins here. Students interested in how things are designed and implemented will enjoy the broad field of engineering. Engineers apply principles from math, life and physical sciences, as well as technology to design, develop and test systems, whether it is an electrical system or a biological system.

9th Grade

English, Algebra/Geometry, Science and Sustainability, Digitools, Health or **Family Health**, World Language, PE, Fine Arts

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, **Principles of Technology 1-2, Engineering Design 1*, Engineering Design 2***

12th Grade

English, Meaningful Math, Physics, Civics/World Issues/Business Law, **Engineering Design 3*, Engineering Design Advanced*, Worksite Learning/World of Work**

Follow your passion. Create your future ...

Community/Technical College

Bates: Electrical Engineering Technology, Land Surveying, Mechanical Engineering, **Clover Park:** Architectural Engineering Design, **TCC:** Engineering

University Programs

EWU: Engineering, **CWU:** Industrial and Engineering Technology, **WSU:** Engineering, **UW:** Engineering (ABET Certified Programs)

Careers

Less than a baccalaureate degree: electrician, CAD technician, electronics technician, surveyor, medical technician, **Baccalaureate degree or higher:** engineering specialties, such as aeronautical, agricultural, architectural, biomedical, chemical, civil, computer, electrical, manufacturing, marine, and nuclear

Construction

Interested in a hands-on work environment? The Construction Program of Study prepares you for careers in designing, planning, managing, building, and maintaining the structural world. People in this career cluster build and remodel homes, apartment buildings, industrial buildings, warehouses, office buildings, churches, schools, and parks and recreation fields. They work on large-scale projects including the development of highways, stadiums, streets, bridges, airports among other large facilities.

9th Grade

English, Algebra/Geometry, Science and Sustainability, **Digitools**, Health or **Family Health**, World Language, PE, Fine Arts

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, Fine Art, **Wood Technology 1*, Wood Technology 2***

12th Grade

English, Meaningful Math, Physics, Civics/World Issues/Business Law, **Engineering Design 1*, Engineering Design 2*, Wood Technology 3*, Wood Technology Advanced***

Follow your passion. Create your future ...

Community/Technical College

Bates: Carpentry, **Clover Park:** Carpentry Technology, **Pierce:** Construction Management (Craft & Trade Apprenticeships Avail)

University Programs

EWU: Technology/Construction, **CWU:** General Construction Management, Heavy/Civil Construction Management, **WSU:** Construction Management, **UW:** Construction Management, **WWU:** Industrial Technology

Careers

Less than a baccalaureate degree: carpenter, contractor, drafter, electrician, material manager, heating, ventilation and refrigeration mechanic. **Baccalaureate degree or higher:** architect, civil engineer, construction project manager



Engineering & Technology



Marine Engineering

Marine engineering prepares students for the exciting world of working on the water. Occupations include working on tankers, ferries, and personal watercraft. Students completing this program are prepared to complete the oilers documents – giving them immediate access to high wage jobs on the water.

9th Grade

English, Algebra/Geometry, Science and Sustainability, **Digitools**, Health or **Family Health**, World Language, PE, **Introduction to Marine Engineering**

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, Fine Art (Full year), **Marine Engineering 1**, **Marine Engineering 2**

12th Grade

English, Meaningful Math, Physics, Civics/World Issues/Business Law, Marine Engineering 3, Marine Engineering Advanced, Worksite Learning/World of Work

Follow your passion Create your future ...

Community/Technical College

Bates: Carpentry, **Clover Park:** Carpentry Technology, **Pierce:** Construction Management (Craft & Trade Apprenticeships Avail)

University Programs

EWU: Technology/Construction, **CWU:** General Construction Management, Heavy/Civil Construction Management, **WSU:** Construction Management, **UW:** Construction Management, **WWU:** Industrial Technology

Careers

Less than a baccalaureate degree: merchant marine, small engine repair, sailboat captain, waterfront, dockmaster, tug boat maintenance. **Baccalaureate degree or higher:** Engineering, marine captain, marine engineer

Health & Human Services >

Follow your passion ...
create your future

Participation in FCCLA and ProStart increases student opportunities.

Contact your teacher or career counselor for more information.





Social Work

Students interested in the social services pathway enjoy working with others and helping to solve problems. There are many different kinds of positions within this pathway. Some choose to work for not-for-profit organizations, while others own their own companies helping others. Students in this program will experience opportunities to learn about the variety of careers and how to work with different populations.

9th Grade

English, Algebra/Geometry, Science and Sustainability, **Digitools**, **Family Health*****, World Language**, PE, **Personal Choices**

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**, **Microsoft Office 1-2***

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, **Relationships**, **Human Development***, Fine Arts

11th Grade

English, Meaningful Math, Physics, Civics/World Issues/Business Law, **Nutrition and Wellness**, **On Your Own**, Fine Arts

Follow your passion. Create your future ...

Community/Technical College

Bates: Child Care, Early Education, **Clover Park:** Early Care and Education, **Pierce College:** Early Education, Elementary Education, **TCC:** Paraeducation, Elementary Education

University Programs

EWU: Psychology, Social Work, Sociology, **CWU:** Psychology, Sociology, Interdisciplinary Studies, Family and Consumer Sciences, **WSU:** Psychology, **UW:** Psychology, Social Sciences, Sociology, **WWU:** Psychology

Careers

Less than a baccalaureate degree: parent educator, special needs assistant. **Baccalaureate degree or higher:** social worker, psychologist, counselor



Food Services

Students in the restaurant and food and beverages services pathway are interested in hands-on, rigorous learning in the world of the food service industry. Students in this program are well on their way to learning and earning for their future, including earning dual credit opportunities where students receive college credits in high school. Students may earn the National Restaurant Association Certificate of Completion through this program of study.

9th Grade

English, Algebra/Geometry, Science and Sustainability, Digitools, **Family Health*****, World Language**, PE, Fine Arts

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, **Nutrition and Wellness**, **Business and Marketing 1***, **Advertising and Sales 2***

12th Grade

English, Meaningful Math, Physics, Civics/World Issues/Business Law, **Student Store**, Fine Arts, **Microsoft Office 1-2***

Follow your passion. Create your future ...

Community/Technical College

Bates: Culinary Arts, **Clover Park:** Culinary Arts, Basic Cooking Skills Certification, Restaurant Management Certification, Pastry Arts degree and/or Certification

University Programs

CWU: Travel and Tourism, **WSU:** Hospitality Management, **UW:** Hospitality Management, **Art Institute of Seattle:** Culinary Arts

Careers

Less than a baccalaureate degree: host/hostess, banquet server, counter server, kitchen steward, line cook, restaurant service, baker, pastry chef, server. **Baccalaureate degree or higher:** caterer, manager, executive chef, general manager, restaurant owner



Education

Do you enjoy teaching others new concepts? This program of study is designed for those interested in providing services in childcare, public and private schools, the university system, and offering before-and-after-school programs.

9th Grade

English, Algebra/Geometry, Science and Sustainability, **Digitools**, **Family Health*****, World Language/, PE, Personal Choices

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, **Relationships**, **Human Development***, Fine Arts (full year)

12th Grade

English, Meaningful Math, Physics, Civics/World Issues/Business Law, **Careers in Education 1-2***, **Careers in Education Practicum**

Follow your passion. Create your future ...

Community/Technical College

Bates: Child Care, Early Education, **Clover Park:** Early Care and Education, **Pierce College:** Early Education, Elementary Education, **TCC:** Paraeducation, Elementary Education

University Programs

EWU: Education, **CWU:** Education, **WSU:** Education, **UW:** Education, **WWU:** Education

Careers

Less than a baccalaureate degree: child care, early childhood assistant, early childhood specialist, nanny, paraeducator, coach, parent educator. **Baccalaureate degree or higher:** teacher, childcare director, speech/language pathologist, professor

Air Force JROTC

The Junior Reserved Officer Training Program is an "Outstanding" program. Earning the respect of inspectors and the school community, our NJROTC cadets exhibit the finest of qualities. Students are not committed to enlisted in the military, the NJROTC program is the vehicle in which students learn of our government, leadership, and a sense of community.

9th Grade

English, Algebra/Geometry, Science and Sustainability, Digitools, Family Health***, World Language**, PE, **JROTC**

10th Grade

English, Geometry/3rd Year Math, Biology, World History, Health 2, PE, World Language**, **JROTC**, **Worksite Learning/World of Work**

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, **JROTC**, **Fine Arts**, Nutrition and Wellness*

11th Grade

English, Meaningful Math, Physics, Civics/World Issues/Business Law, **JROTC**, **Worksite Learning/World of Work**

Follow your passion. Create your future ...

Community/Technical College

Bates: auto, logistics, **Clover Park:** auto, linguistics, **TCC:** linguistics, logistics.

University Programs

CWU, **UW:** All university programs focus on leadership

Pathway courses are in **boldface**

* Designates a dual credit course, may earn college credit



Sports Medicine

Sports Medicine/Medical Careers is a program of study designed for students interested in the medical aspect of sports and physical therapy. Students take hands-on courses where the classroom comes to life as an athletic training room, learning proper techniques for athletic training. Each student also works at various sporting events, assisting the athletic trainers when the need arises.

9th Grade

English, Algebra/Geometry, Science and Sustainability, **Digitools**, **Family Health*****, World Language**, PE

10th Grade

English, Geometry/3rd Year Math, Biology, World History, PE, World Language**, **Anatomy/Physiology 1-2**

11th Grade

English/Business English 1-2, 3rd Year Math, Chemistry, US History, Fine Arts, **Sports Medicine 1-2***/***

12th Grade

English, Meaningful Math, Physics, Civics/World Issues/Business Law, **Advanced Sports Medicine 1-2***, Worksite Learning/World of Work

Follow your **passion**. Create your **future** ...

Community/Technical College

Bates: Occupational Therapy Assistant, practical nurse, **Clover Park:** Hemodialysis Technician Certificate, Massage, Medical Assistant, LPN, RN, Surgical Tech, **Pierce College:** Diagnostic Health & Fitness, Health Informatics, Nursing, **TCC:** Exercise Science, Chiropractic, Naturopathic Medicine, Nursing

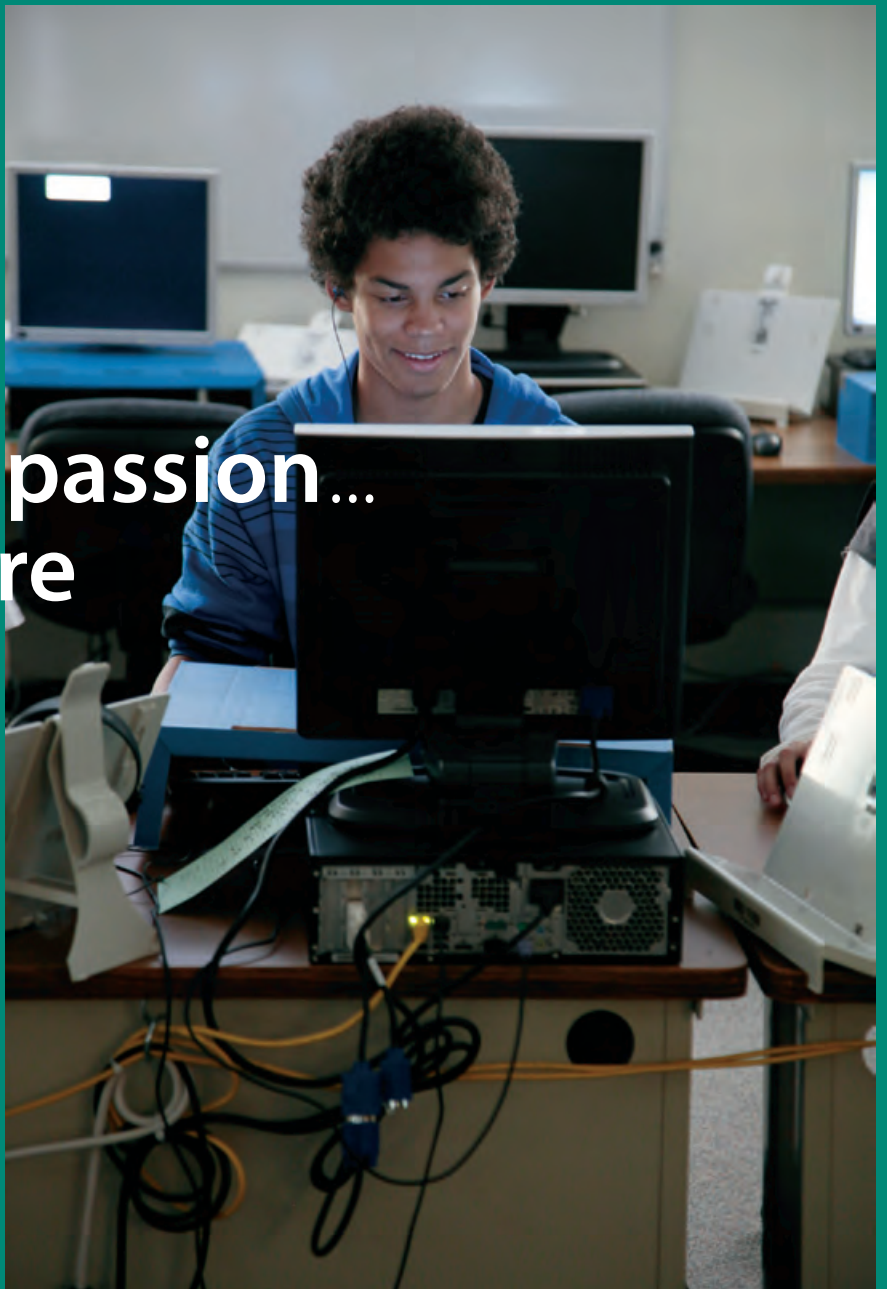
University Programs

EWU: Nursing, Occupational Therapy, **CWU:** Nutrition, Exercise, and Health Science, Nursing, Pre-Med, **WSU:** Athletic Training, Medical Sciences, Nursing, Sport Science, **UW:** Nursing, Medicine, **WWU:** Kinesiology, Physical Education

Careers

Less than a baccalaureate degree. gym assistant, athletic trainer.
Baccalaureate degree or higher: physical therapist, trainer, exercise coach, athletic coach





Follow your **passion**...
create your **future**





**International
Baccalaureate** >

Follow your **passion** ...
create your **future**

International Baccalaureate Diploma

International Baccalaureate (IB) offers a demanding, pre-university course of study for students who seek the challenge of a well-rounded, liberal arts, and international curriculum. The program is a two-year comprehensive program beginning in the 11th grade. Students prepare by taking honors classes in the 9th and 10th grade. Earning the IB diploma equips students with the skills and attitudes for success in higher education and employment. Each university sets its own criteria for awarding college credit and/or scholarships. Students in IB are expected to complete an extended essay, complete a theory of knowledge course and complete 150 creative, action, and service (CAS) hours during their 11th and 12th grade years.

9th Grade

English Honors, Algebra/Geometry, Biology IB, Digitools, Health or Family Health, World Language, PE

10th Grade

English Honors, Geometry/Algebra 3-4 Trig Honors, Biology IB, World History 1-2 Honors, Health 2, PE, World Language

11th Grade

English IB, Pre-Calculus IB, Organic/Inorganic Chemistry IB, Contemporary World History IB, IB Art 1-2, Theory of Knowledge, World Language IB

12th Grade

English IB, Calculus IB, Physics IB, History of Americas IB, Psychology A.P., Theory of Knowledge, World Language IB



Follow your passion. Create your future ...



Begin with **Your Future** in Mind

Know what you want to do... no, I don't mean specifically, but what kinds of things do you like? What interests you? Arts? Business? Design? Math and Science? Working with others? Helping Others? Working with your Hands? The programs of study course templates include the requirements for entry into a Washington State College or University. Begin with your future in mind!

Then... Determine your path to success

How will you get to your future?

Four-year university?

Community or technical college?

Apprenticeships?

Something else?

Do your research:

What do you need to do in high school to get on the path to your future?

As you plan your high school career, here are some things to keep in mind:

Four-year universities often have additional requirements BEYOND your high school's graduation requirements – know what they are and plan to take those requirements in your high school schedule.

Following are the requirements for graduation from a Tacoma Public School. This is to help you plan your future, use the programs of study guide for your interest area, and the graduation requirements to plan your four years in high school. For those planning to attend a four-year university, the additional Washington State requirements are also listed for you. If you plan to attend college in another state, make sure you know what the requirements are so you are prepared for entry.



Preparing for My Future

MIDDLE SCHOOL

Did you take courses in middle school that meet a high school graduation requirement (Algebra, World Language, DoIT, DoMedia, etc.)? Record the completed course on the page 15 checklist to show your progress. Congratulations! You are well on your way to **graduate**.

SEMESTER 1

SEMESTER 2

GRADE
9

GRADE		GRADE
English 9		
Math (Algebra 1 or Geometry 1)		
Science & Sustainability		
Digitools/elective		
World Language/ASL/elective		
Physical Education		
PROGRAM OF STUDY COURSE/ELECTIVE		

GRADE		GRADE
English 9		
Math (Algebra 2 or Geometry 2)		
Science & Sustainability		
Health 1 or Family Health		
World Language/ASL/elective		
PROGRAM OF STUDY COURSE/ELECTIVE/FINE ARTS		

GRADE
10

GRADE		GRADE
English 10		
Math (Geometry or 3rd Year Math)		
Biology		
World History*		
World Language/ASL/elective		
Health 2/PE		
PROGRAM OF STUDY COURSE/ELECTIVE		

GRADE		GRADE
English 10		
Math (Geometry or 3rd Year Math)		
Biology		
World History*		
World Language/ASL/elective		
Health 2/PE		
PROGRAM OF STUDY COURSE/ELECTIVE		

GRADE
11

GRADE		GRADE
English		
Math (3rd Year Math/Advanced Math)		
Chemistry		
US History		
World Language/ASL/elective		
PROGRAM OF STUDY COURSE/ELECTIVE		

GRADE		GRADE
English		
Math (3rd Year Math/Advanced Math)		
Chemistry		
US History		
World Language/ASL/elective		
PROGRAM OF STUDY COURSE/ELECTIVE		

GRADE
12

GRADE		GRADE
English		
Math (Meaningful Math/Advanced Math)		
Physics		
Civics		
PROGRAM OF STUDY COURSE/ELECTIVE		
PROGRAM OF STUDY COURSE/ELECTIVE		

GRADE		GRADE
English		
Math (Meaningful Math/Advanced Math)		
Physics		
World Issues		
PROGRAM OF STUDY COURSE/ELECTIVE		
PROGRAM OF STUDY COURSE/ELECTIVE		

Course Descriptions

Business and Marketing

Accounting 1/Accounting 2 (BAC401-BAC402) – This course introduces students to the recording and interpretation of business transactions. Students learn business vocabulary, keeping systematic records and accounting practices related to sole proprietorships and service businesses. Journals and ledgers are developed and financial statements are prepared. Through this class, students learn about accounting as a career. Dual Credit: may earn college credit. (Prerequisite for BAC401: BDI401/Prerequisite for BAC402: BAC401)

ACCOUNTING 3/ACCOUNTING 4 (BAC403-BAC404) – The focus of this class is keeping accounting records for a corporation, including uncollectible accounts, business assets and depreciation, inventory, notes and interest, accrued revenue and expenses, and financial statements. Partnership accounting, internet and international sales are introduced. Students apply the eight step accounting cycle with integration of manual and automated concepts. Dual Credit: may earn college credit (Prerequisite for BAC403: BAC402/Prerequisite for BAC404: BAC403)

Business & Marketing 1 (BMC401) – Students learn skills and concepts such as the four P's of marketing, channels of distribution, sales, customer service, advertising and promotion. Practice communications and human-relations skills. Student leadership development and employment skills are integrated into this class. Dual Credit: may earn college credit

Advertising & Sales 2 (BMC402) – Students learn the skills and concepts related to marketing. Learn about career opportunities in the field of marketing. Specific topics include selling skills, advertising, and promotion. Student leadership development and employment skills are integrated into this class. Dual Credit: may earn college credit. Prerequisite: Business & Marketing 1 (BMC401).

CIVICS (BUSINESS LAW 1)/CIVICS (BUSINESS LAW 2) (BBL401-BBL402) – This course emphasizes theoretical principles of both criminal and civil jurisprudence. Areas of study include the executive, legislative and judicial branches of the federal government; organization and functions of state, county and city governments; an introduction to law and the legal system; individual rights and liberties; and consumer laws. Prerequisite: Digitools (BDI401).

Digitools (BDI401) – One-semester exploratory course introduces students to the world of communication technology. Learn the basics of digital communication, photography, career exploration, web2.0 tools, gaming, and more. Students use critical thinking skills to solve a variety of problems.



Financial Algebra 1/Applied Financial Algebra 2 (BFA401-BFA 402) – This class is not an equivalent to Algebra 1. It is a 3rd year math option. Financial Algebra includes the decision making process, financial aspects of career planning, financial management, income analysis, budgeting techniques, savings and investment strategies in order to meet short-and long-term goals, evaluation of services offered by financial institutions, managing credit cards and debt, risk analysis, fraud, and financial loss. Students may earn dual credit for this course. Prerequisite: Applied Algebra 1 and 2 (AMA401 and AMA402) or Algebra 1, 2, and Sophomore, Junior, or Senior Standing.

Junior English Survey 1 (Business English 1)/Junior English Survey 2 (Business English 2) (BBE101-BBE102) – This class facilitates reading, writing, reports, and communication skills in an applied setting. It is designed to provide a more comprehensive, usable, and workplace oriented blend of thinking, speaking, listening, and composition skills. It helps students transfer improved reading, writing, listening, speaking, problem solving, visual and both verbal and non-verbal communication skills to their career and personal lives. This class contains the academic foundations while containing activities related to work both during and beyond high school. Prerequisite: Digitools (BDI401).

Microsoft Office 1-Microsoft Office 4 (BCA401-BCA404) – The Microsoft Office course program offers students the unique opportunity to earn nationally recognized certifications using the office suite of software products, including Word, Excel, PowerPoint, Access, and Outlook. Using individualized instruction, students gain the technical skills necessary in today's ever changing workplace. Currently the exams are free for students to attempt. Prerequisite to BCA401: BDI401.

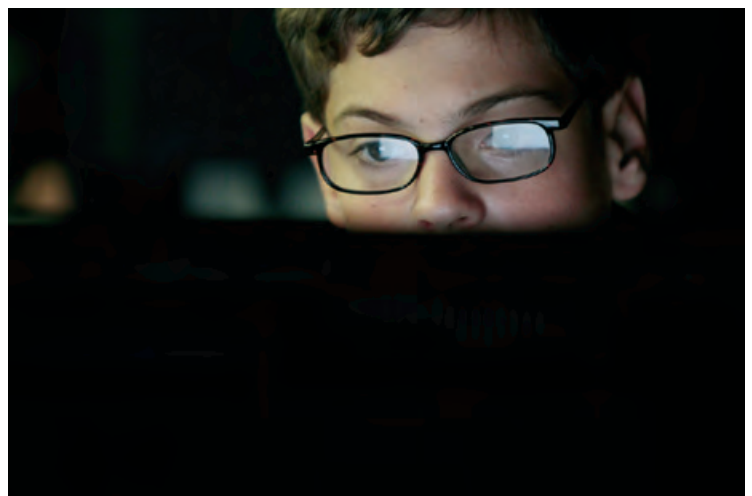
Office Skills Internship (BOP420) – Students enrolled in this class are assigned as school office assistants. They learn and apply skills using various office applications, telephone etiquette, customer service, and other duties as assigned by their supervisor. They are expected to demonstrate positive work attitude. Prerequisite: One year of Business Education classes.

Student Store (BRS401) – Explore the world of retailing by participating in operating the Student Store. Learn about purchasing, inventory control, advertising sales, management, customer service through the textbook, computer simulations, and actual practice. Students are expected to demonstrate leadership and employment skills throughout this class. Dual Credit: may earn college credit. Prerequisite: BMC402.

Web Design 1/Web Design 2 (BWD501-BWD502) – This course is designed to give students experience working with the elements and principles of design and apply those principles to web page creation. This class develops the fundamentals necessary for successful completion of additional classes in the CTE Business and Marketing program. Practice art fundamentals while learning technical skills including HyperText Markup Language (HTML) coding and web design software as well as Photoshop software applications. Through class activities, students explore related careers, assume leadership roles and practice skills used in the workplace. Prerequisite: BDI401. Dual Credit: may earn College Credit.

Worksite Learning 1/Worksite Learning 2 (CDO411-CDO412) – This class introduces students to the world of work through supervised activities at a work site. Students learn how to maintain employment, be successful on the job, and plan for a career. Students may earn job-training credit when they have completed the required related instruction and have documented 180 hours of coordinated work experience or career related and approved volunteer experience. The work site must be pre-approved by the Diversified Occupations instructor to assure proper placement. Students must be 16 years old to enroll in this class.

World Of Work 1/World Of Work 2/World Of Work 3 (CDO406-CDO408) – Students learn how to obtain employment, be successful on the job, and plan for a career. They also learn the legal, health and safety issues that affect employment. Student leadership development is integrated into class activities. Students must be at least 16 years old to enroll in this class. All students enrolled in this class may enroll in CDO411 (Worksite Learning) to earn work credit.



Course Descriptions

Health & Human Services

Advanced Sports Medicine 1/Advanced Sports Medicine 2 (RSM501-RSM502) – Advanced Sports Medicine is for students who have completed the first year curriculum in sports medicine and choose to further their knowledge and experience. This hands-on course provides additional learning and training for athletic training, preparing students to enter internship opportunities helping sports medicine doctors on the athletic fields. In addition, this course prepares student to go on to post-secondary programs in the sports medicine and medical fields.

Anatomy And Physiology 1 -2 (Applied Anatomy/Physiology 1-2) (RAP401-RAP402) – This is a natural science course for Juniors and Seniors who have already taken Basic Biology. In this class students learn the basics of human anatomy and physiology including anatomical terminology, basic biochemistry, cells and tissues, and the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems. We will also discuss common human disease processes. This course should be of interest to those students planning careers in Medicine, Education, Athletics, and Science. Prerequisite: Biology 1, 2.

Careers In Education 1-2 (ECC401-ECC402) – Careers in education gives you a chance to find out what it is like to be a teacher. Spend part of your week in the classroom. The other part of your week you work with teachers and students in other schools in the Tacoma School District. In this class you learn: what influences a child's ability to learn, learning theories that determine how teachers work with students, characteristics and needs of students across the life-span, how to create teaching materials, how to assign grades and evaluate student progress. Dual Credit: may earn college credit. Prerequisite: Human Development.

Careers In Education Internship (ECC410) – Students enrolled in the Careers in Education Co-op apply the skills and knowledge they learn in the classroom to an internship site at an elementary school. Each student works toward individual goals established between the student, school coordinator, and cooperating elementary teacher. Parent consent is required to enroll in this class. Prerequisite: Careers in Education 1 (ECC401). Times for Credit: 3.

Family Health (CSH321) – In this class thinking and problem-solving skills are used to address issues of concern to teenagers, including improving image, getting along with family, making and keeping friends, handling stress, managing personal finances, living a healthy lifestyle and planning for the future. Students practice leadership skills through class projects. This class is equivalent to Health 1.



Human Development (EHM420) – In this class learn about the stages of human development. Create activities to support children's development and the needs of aging adults. In this class you may earn your Basic Child Care Provider Training Certification (STARS) which is needed to work in most child care settings. Dual Credit: may earn college credit.

Nutrition And Wellness (EFO401) – The focus is on understanding basic concepts of food preparation such as safety and sanitation, organization and time management, reading and interpreting a recipe, use and care of equipment, fundamental nutrition guidelines, and meal planning. Credit: may earn College Credit through this class.

On Your Own (EHM428) – Learn to balance family, career, and community roles crucial to enjoying life. Learn to manage bank accounts, including credit card accounts. Develop the skills and know how to budget your life and make it work for

you. Learn cooking strategies to make simple, healthy meals on a tight budget.

Personal Choices (EHF010) – This course offers strategies for thriving throughout your teen years. Learn how to manage your life, alleviate worries about dating and dealing with family and friends. Follow your passions and find a career for you. Students have the opportunity to develop life skills needed to survive the teen years!

Relationships (EHM424) – Units of instruction include improving self-concept, handling stress and anger, communicating successfully in friendships and dating relationships that lead to marriage, planning a wedding, and adjustments in marriage. In addition, students learn about family planning, what makes a healthy family and positive parenting.

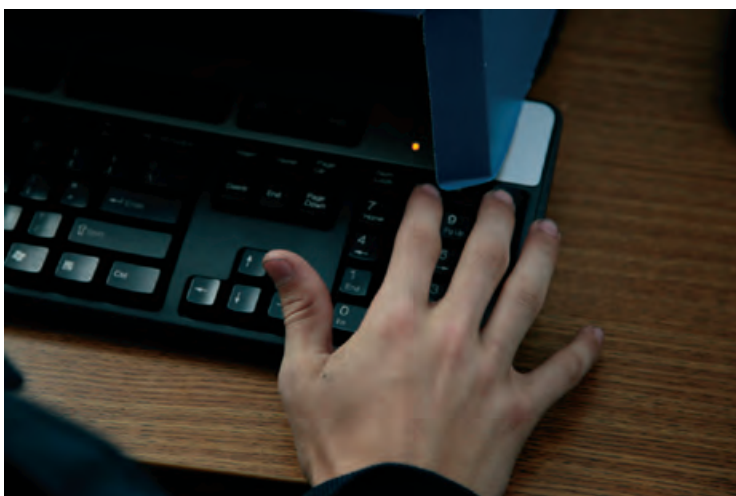
Sports Medicine 1 – Sports Medicine 2 (RSM401-RSM402) – Sports Medicine is designed to prepare students to work in consultation with and under the supervision of physicians to prevent and treat sports injuries and associated conditions. Includes instruction in the identification, evaluation, and treatment of athletic injuries and illnesses; first aid and emergency care; therapeutic exercise; anatomy and physiology; exercise physiology; personal and community health; knowledge of various sports and their biomechanical and physiological demands; and applicable professional standards and regulations.

Technology and Industry

Applied Algebra 1/Applied Algebra 2 (AMA401-AMA402) – Applied Algebra combines classroom experience with hands-on lab activities to contextualize algebraic applications for relevant problem solving. The course curriculum is aligned with the Washington State Math Standards and prepare students for the Algebra end-of-course assessment. This course is equivalent to Algebra 1 and Algebra 2.

Applied Geometry 1/Applied Geometry 2 (AMG401-AMG402) – Applied Geometry combines classroom experience with hands-on lab activities to contextualize algebraic applications for relevant problem solving. The course curriculum is aligned with the Washington State Geometry Math Standards and prepares students for the Geometry end-of-course assessment. This course is equivalent to Geometry 1 and Geometry 2.

Engineering Design 1/Engineering Design 2 (IDT401-IDT402) – This course introduces students to careers in engineering, architecture, or manufacturing. Students study the fundamental principles of design technology. They learn to use basic drawing equipment and make common types of drawings. Students have the opportunity to experience basic



Course Descriptions

computer-aided drafting. As they participate in class activities, students practice the skills needed for drafting technology careers. Dual Credit: may earn College Credit.

Engineering Design 3/Engineering Design Advanced (IDT403 & IDR410) – This course allows students who have mastered the skills in Engineering Design 2 to create a product utilizing computer-driven machinery. Teamwork and collaboration are essential employment skills practiced in this class. Students conduct detailed research about the career applications of Engineering Design such as architectural, engineering, robotics and science. Dual Credit: may earn College Credit. Prerequisite: Engineering Design 2 (IDT402).

Intro To Marine Engineering 1 (IMT321) – Learn concepts in logistics, occupations, basic seamanship and specific terminology, land and sea safety procedures, knowledge of equipment and tools used in the marine trades, as well as initial competency in design reading. Students learn soldering,

electricity, electrolysis and gain knowledge about internal combustion engines and power trains.

Marine Technology 1/Marine Technology 2 (IMT421-IMT422) – Marine Technology is a laboratory environment introducing students to marine transportation systems and careers related to the marine industry. Students take the Washington Boater Basics course, visit local marine businesses, and learn vocabulary and skills necessary to operate marine vessels. Earn your oilers documents, the next step to a high paying career.

Principles Of Technology 1/Principles Of Technology 2 (ITE100-ITE101) – This is a course in applied physics for students interested in a career related to engineering, automotive, construction or manufacturing. Application of mathematics and scientific principles in the laboratory are an essential component of this course. get hands-on experience as they develop science and mathematics skills and learn the

way these skills relate to specific occupations.

Wood Technology 1/Wood Technology 2 (IWT401-IWT402) – Learn how to plan and construct products made of wood such as bookcases, cabinets and boxes. Learn to use hand and power tools, shop safety, methods of construction, and finishing techniques. Students learn how to select materials, plan, design, fabricate and finish a project. Learn about careers related to wood technology and practice teamwork and leadership skills. Dual Credit: may earn College Credit.

Wood Technology Advanced (IWT410) – Students completing this course successfully demonstrate safe and competent operations of hand and power tools, project planning techniques, construction and assembly of wood projects, knowledge of skill standards for occupations in industry and knowledge of basic building construction procedures. Dual Credit: may earn College Credits. Prerequisite: Wood Technology 2 (IWT402).

Tacoma School District complies with all federal and state laws and regulations and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, or ancestry, the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability, age, familial or marital status, honorably discharged veteran or military status. This applies to all educational programs and extra-curricular activities. Inquiries regarding the application of the above by and to staff should be directed to Assistant Superintendent, Human Resources, telephone 253-571-1252. Inquiries regarding the application of the above to students and the application of Title IX should be directed to Jennifer Kubista, director of Student Life, telephone 253-571-1123. Inquiries regarding the application of Section 504 of the Rehabilitation Act (concerning students with disabilities who are not eligible for special education) should be directed to Jennifer Traufler, executive director, Student Services, telephone 253-571-1224. Inquiries regarding accommodations for disabled employees and the public should be directed to Leslie Nohr, Disability Accommodations Office, telephone 253-571-1021. These individuals may be contacted by mail at P.O. Box 1357, Tacoma, WA 98401-1357.

Career and Technical Education

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Career and Technical Education

