



**IDAHO
TECHNICAL
CAREER ACADEMY**

Course Catalog

2023-2024



Table of Contents

2023-2024 COURSE OFFERINGS	3
CORE CLASSES	3
CAREER & TECHNICAL COURSES	4
HIGH SCHOOL GRADUATION REQUIREMENTS	5
COURSE DESCRIPTIONS.....	17
ENGLISH	17
MATHEMATICS.....	18
SCIENCE	19
HISTORY AND SOCIAL SCIENCES.....	20
ADDITIONAL REQUIREMENTS	21
BUSINESS: DIGITAL COMMUNICATIONS.....	22
BUSINESS: BUSINESS MANAGEMENT	23
HEALTHCARE: MEDICAL ASSISTANT and/or PHARMACY TECHNICIAN	24
AGRICULTURE: PLANT & SOIL and/or ANIMAL SCIENCE	25
OTHER ELECTIVES	26

Idaho Technical Career Academy (ITCA), as a public charter school, is open to all students. ITCA does not discriminate against any student on any basis prohibited by federal or state constitutions or any federal, state, or local law. All students, regardless of ability or disability, will receive an equal opportunity to enroll in and participate at ITCA.

PLEASE NOTE

- IDLA courses are available to ITCA students. Your ITCA counselor will assist your student with enrolling with IDLA. IDLA course descriptions are available on the IDLA website. <https://www.idahodigitallearning.org/>
- Not all courses will be offered every year. This catalog reflects 2023 - 2024 courses.
- High School student athletes who are planning to attend a NCAA school need to check with the High School Counselor

2023-2024 COURSE OFFERINGS

CORE CLASSES

ENGLISH
ENG108 SUMMIT ENGLISH 9
ENG208 SUMMIT ENGLISH 10
ENG303 SUMMIT AMERICAN LITERATURE
ENG403 SUMMIT BRITISH AND WORLD LITERATURE

MATHEMATICS
MTH148 SUMMIT INTEGRATED MATH I
MTH248 SUMMIT INTEGRATED MATH II
MTH348 SUMMIT INTEGRATED MATH III
MTH307 SUMMIT PRACTICAL MATH

SCIENCE
SCI102AE3 SUMMIT PHYSICAL SCIENCE
SCI203 SUMMIT BIOLOGY (DC)
SCI303AE3 SUMMIT CHEMISTRY (DC)
SCI030 FORENSIC SCIENCE
SCI020 ASTRONOMY
SCI330 ANATOMY AND PHYSIOLOGY (DC)

HISTORY AND SOCIAL SCIENCES
HST103 WORLD HISTORY
HST303 SUMMIT US HISTORY
HST403 SUMMIT US GOVERNMENT AND POLITICS
HST413DE3 US AND GLOBAL ECONOMICS

ADDITIONAL REQUIREMENTS
OTH050 ACHIEVING YOUR CAREER AND COLLEGE GOALS
TCH112 MICROSOFT WORD
OTH094-DYN HEALTH SCIENCE II
BUS410 INTRO TO BUSINESS COMMUNICATIONS
CS SENIOR PROJECT

OTHER ELECTIVES
TCH100 MICROSOFT POWERPOINT
TCH122 MICROSOFT EXCEL (DC)
ENG030 SUMMIT CREATIVE WRITING
BUS210 ACCOUNTING 1 WITH QUICKBOOKS
TCH047A WEB DESIGN 1
COM210 INTRODUCTION TO DIGITAL MEDIA
HLT330 MEDICAL OFFICE PROCEDURES AND ADMIN
HLT471 ELECTROCARDIOGRAPHY
BUS045E2-PBL ENTREPRENEURSHIP 1
WBL511 INTERNSHIP 1
WBL531A WORK EXPERIENCE 1

CAREER & TECHNICAL COURSES

DIGITAL COMMUNICATION PATHWAY
YEAR ONE
TCH028 PBL DIGITAL ARTS I
TCH441 ADOBE PHOTOSHOP
YEAR TWO
TCH421 ADOBE ILLUSTRATOR
TCH431 ADOBE INDESIGN

HEALTHCARE PATHWAY
YEAR ONE
OTH094 HEALTH SCIENCES II
HLT213 MEDICAL TERMINOLOGY
SCI330 ANATOMY AND PHYSIOLOGY (DC)
YEAR TWO
HLT431A/B PHARMACY TECHNICIAN and/or
HLT420A/B CLINICAL MEDICAL ASSISTING

BUSINESS MANAGEMENT PATHWAY
YEAR ONE
BUS065 PBL MARKETING I
BUS030 SUMMIT PERSONAL FINANCE
YEAR TWO
BUS310 PBL INTRODUCTION TO MANAGEMENT 1
BUS300 ENTREPRENEURSHIP WITH CERT PREP

AGRICULTURE PATHWAY
YEAR ONE
COM110 INTERPERSONAL COMMUNICATIONS
AGR030 PRINC OF AGR, FOOD/NATURAL RESOURCES
YEAR TWO
AGR230A/B PRINCIPLES OF PLANT SCIENCE and/or
AGR211E3/ AGR212E2 LIVESTOCK AND POULTRY PRODUCTION 1 & 2

HIGH SCHOOL GRADUATION REQUIREMENTS

(IDAPA 08.02.03 104, 105, 106)

Content Area	State Credit Requirements
Core of Instruction	29 credits (minimum)
Electives	17 credits (minimum)
Total Credits	46 credits (minimum)
Content Area	State Credit Requirements

CORE SUBJECT AREAS	29 CREDITS
Language Arts <ul style="list-style-type: none"> • Language Arts – 8 credits • Communications – 1 credit 	9 Credits Language Arts shall consist of language study, composition, and literature and be aligned to the Idaho Content Standards for the appropriate grade level. Communications must consist of oral communication and technological application, a course in debate, or a sequence of instruction activities that meet Idaho Speech Content Standards .
Mathematics <ul style="list-style-type: none"> • Algebra 1 – 2 credits • Geometry – 2 credits • Student Choice – 2 credits 	6 Credits Secondary mathematics includes Integrated Mathematics, Applied Mathematics, Business Mathematics, Algebra, Geometry, Trigonometry, Fundamentals of Calculus, Probability and Statistics, Discrete Mathematics, and courses in mathematical problem solving and quantitative reasoning including mathematics taken through career technical education programs. Dual credit engineering and computer science courses aligned to the state standards for grades nine (9) through (12), including AP Computer Science and dual credit computer Science course may also be counted as a mathematics credit. Students who choose to take computer science and dual credit engineering courses may not concurrently count such courses as both a mathematics and science credit for the same course.
Science <ul style="list-style-type: none"> • Lab based – 2 credits • Students Choice – 4 credits 	6 Credits Instruction in the following: earth and space sciences, life sciences, computer science, biology, chemistry, environment, or approved applied sciences.
Social Studies <ul style="list-style-type: none"> • US History – 2 credits • Government – 2 credits • Economics – 1 credit 	5 Credits Courses such as geography, sociology, psychology and world history may not count towards this requirement.
Humanities <ul style="list-style-type: none"> • Student choice – 2 credits 	2 Credits May include visual art, music, theatre, dance, or world language aligned to Idaho content standards for those subjects. Other courses such as literature, history, philosophy, architecture, or comparative world religions may satisfy the humanities stands if the course is aligned to the Interdisciplinary Humanities Content Standards .
Health <ul style="list-style-type: none"> • Student choice – 1 credit 	1 Credit Course must be aligned to Idaho Content Standards and a student should receive a minimum of one (1) class period on psychomotor cardiopulmonary resuscitation (CPR) training as outlined in the American Heart Association (AHA) Guidelines for CPR to include proper utilization of an automatic external defibrillator (AED) as part of the Health/Wellness course.
ELECTIVES	17 CREDITS

ADDITIONAL REQUIREMENTS	DESCRIPTION
Advanced Opportunities	<p>Districts must offer at least one Advanced Opportunity such as Dual Credit, Advanced Placement, Tech Prep, or International Baccalaureate.</p> <p>*For more information on Advanced Opportunities, visit: http://www.sde.idaho.gov/student-engagement/advanced-ops/index.html</p>
Senior Project	<p>The senior project is a culminating project to show a student’s ability to analyze, synthesize, and evaluate information and communicate that knowledge and understanding. A student must complete a senior project by the end of grade twelve (12). Senior projects may be multi-year projects, group or individual projects, or approved pre-internship or school to work internship programs, at the discretion of the school district or charter school. The project must include elements of research, development of a thesis using experiential learning or integrated project based learning experiences and presentation of the project outcome. Additional requirements for a senior project are at the discretion of the local school district or LEA. Completion of a postsecondary certificate or degree at the time of high school graduation or an approved preinternship or internship program may be used to meet this requirement</p>
Civics Test	<p>All secondary students must demonstrate that they have met the state civics and government standard by successfully completing the civics test or alternate path. Successful completion of this requirement must be reflected on the student’s transcript.</p>

COURSE DESCRIPTIONS

ENGLISH

ENG108 SUMMIT ENGLISH 9:

In this course, students work on their written and oral communication skills, while strengthening their ability to understand and analyze works of literature, both classic and modern. Literature: Students read short stories, poetry, drama, novels, essays, and informative articles. The course sharpens reading comprehension skills and engages readers in literary analysis as they consider important human issues and challenging ideas. Students also learn to read for information in nonfiction texts. Language Skills: Students learn to express their ideas effectively. They sharpen their composition skills through focus on writing good paragraphs and essays in a variety of genres, such as persuasive and research essays. Students plan, organize and revise written works in response to feedback on drafts. In grammar, usage, and mechanics lessons, students expand their understanding of parts of speech, phrases and clauses, sentence analysis and structure, agreement, punctuation, and other conventions. Vocabulary lessons build knowledge of Greek and Latin words that form the roots of many English words. Students use word origins and derivations to determine the meaning of new words as they increase their vocabularies.

ENG208 SUMMIT ENGLISH 10:

In this course, students build on their language skills while reading classic and modern works of literature and improving their writing skills. Literature: Students read short stories, poetry, drama, and novels, sharpening their reading comprehension skills and analyzing important human issues. Language Skills: Students continue to work on their oral and written expression skills, writing a variety of essays, including persuasive and research essays. Students plan, organize and revise their essays in response to feedback. They build on their skills in grammar, usage, and mechanics by studying parts of speech, phrases and clauses, sentence analysis and structure, agreement, punctuation, and other conventions. Thematic units focus on word roots, suffixes and prefixes, context clues, and other strategies to help students strengthen their vocabularies.

ENG303 SUMMIT AMERICAN LITERATURE:

In this genre-based course, students sharpen their reading comprehension skills and analyze important themes in classic and modern works of American literature, including short stories, poetry, drama, and novels. Students refine their skills of written expression by writing memoirs, persuasive essays, research essays, workplace documentation, and more. They develop vocabulary skills and refresh their knowledge of grammar, usage, and mechanics in preparation for standardized tests. Literature: Students read short stories, poetry, drama, and novels, sharpening their reading comprehension skills, and analyzing important themes in American literature. Language Skills: Students continue to work on their oral and written expression skills, writing a variety of essays, including memoirs, persuasive and research essays, and workplace documentation. Students plan, organize and revise their essays in response to feedback.

ENG403 SUMMIT BRITISH AND WORLD LITERATURE:

This course engages students in selections from British and world literature from the ancient world through modern times. They practice analytical writing and have opportunities for creative expression. Students also practice test-taking skills for standardized assessments in critical reading and writing.

MATHEMATICS

MTH148 SUMMIT INTEGRATED MATHEMATICS I:

This first-year high school integrated math course focuses on linear and simple exponential models. The course contrasts linear behavior with exponential behavior and uses both linear and simple exponential equations as models. Students learn about and work extensively with functions—analyzing function properties and behavior, creating, and transforming functions, and applying functions to various continuous and discrete situations. The statistics in the course cover both univariate and bivariate data. For univariate data, students learn about measures of center and spread. For bivariate data, they learn about correlation and fitting data to a line. The topics in geometry include transformations, reasoning, congruence, construction, and analytic geometry.

MTH248 SUMMIT INTEGRATED MATH II:

Integrated Mathematics II, a second-year high school math course, introduces students to polynomials, including the factoring of polynomials, before moving onto quadratics equations and quadratic functions. Students expand on their knowledge of sequences in learning about series. The course also covers probability, including conditional probability. There are many geometry topics in the course, including transversals, quadrilaterals, similarity, volume, and circles. Students solve problems using right triangle trigonometry and special right triangles and use the tools of analytic geometry to describe circles and parabolas in the coordinate plane.

MTH348 SUMMIT INTEGRATED MATH III:

In this third-year high school math course, students expand on previous high school math topics including systems of equations and inequalities, polynomials, trigonometry, statistics, and functions. The introduction of complex numbers leads to new adventures in factoring polynomials, solving polynomial equations, and graphing polynomials. Students work with radical and rational expressions and equations and extend their knowledge of exponential functions to inverses and logarithmic functions. In geometry, they learn about the unit circle and use trigonometric functions to model periodic processes. Other geometric topics include three-dimensional visualization, design and optimization, and real-world modeling. Students are introduced to piecewise and logistic functions and perform quadratic and exponential regressions. Finally, students use statistical and probability tools, such as the standard normal distribution, to understand data, and use simulations, experiments, and surveys to make inferences. Students take diagnostic tests at regular intervals to assess their current knowledge of fundamental content.

MTH307 SUMMIT PRACTICAL MATH:

In this course, students use math to solve real-world problems and real-world problems to solidify their understanding of key mathematical topics. Data analysis, math modeling, and personal finance are key themes in this course. Specific topics of study include statistics, probability, and graphs of statistical data, regression, finance, and budgeting. In addition, students learn how to use several mathematical models involving algebra and geometry to solve problems. Proficiency is measured through frequent online and offline assessments, as well as class participation. Units focused on projects also allow students to apply and extend their math skills in real-world cases.

SCIENCE

SCI102 SUMMIT PHYSICAL SCIENCE:

Students explore the relationship between matter and energy by investigating force and motion, the structure of atoms, the structure and properties of matter, chemical reactions, and the interactions of energy and matter. Students develop skills in measuring, solving problems, using laboratory apparatuses, following safety procedures, and adhering to experimental procedures. Students focus on inquiry-based learning with laboratory investigations and experiences.

SCI203 SUMMIT BIOLOGY:

In this course, students focus on the chemistry of living things: the cell, genetics, evolution, the structure and function of living things, and ecology. The program consists of online lessons, including extensive animations, an associated reference book, collaborative activities, virtual laboratories, and hands-on laboratory experiments students can conduct at home. ***Available for Dual Credit (CWI)**

SCI303 SUMMIT CHEMISTRY:

This course gives students a solid basis to move on to future studies. The course provides an in-depth survey of all key areas, including atomic structure, chemical bonding and reactions, solutions, stoichiometry, thermochemistry, organic chemistry, and nuclear chemistry. The course includes direct online instruction, laboratories, and related assessments, used with a problem-solving book. ***Available for Dual Credit (CWI)**

SCI030 SUMMIT FORENSIC SCIENCE:

This course surveys key topics in forensic science, including the application of the scientific process to forensic analysis, procedures and principles of crime scene investigation, physical and trace evidence, and the law and courtroom procedures from the perspective of the forensic scientist. Through online lessons, virtual and hands-on labs, and analysis of fictional crime scenarios, students learn about forensic tools, technical resources, forming and testing hypotheses, proper data collection, and responsible conclusions. Offered 1st semester only.

SCI020 ASTRONOMY:

Follow your enthusiasm for space by introducing yourself to the study of astronomy. This course will include topics such as astronomy's history and development, basic scientific laws of motion and gravity, the concepts of modern astronomy, and the methods used by astronomers to learn more about the universe. Further knowledge is gained through the study of galaxies, stars, and the origin of the universe. Offered 2nd semester only.

SCI330 ANATOMY AND PHYSIOLOGY:

Starting with the relationship between anatomy and physiology, students will then learn about cell structure and their processes. Learners will also discover the functions and purposes of the skeletal, muscular, nervous, and cardiovascular systems, as well as diseases that affect those systems. Students will learn about the structure, function, and interrelation between the lymphatic, immune, respiratory, digestive, urinary, and the endocrine systems. The reproductive system is also discussed along with hereditary traits and genetics. Finally, students will explore the importance of accurate patient documentation as well as technology used in the industry. Two Semesters. ***Available for Dual Credit (CWI)**

HISTORY AND SOCIAL SCIENCES

HST103 WORLD HISTORY A/B (Humanities):

In this comprehensive survey of world history from prehistoric to modern times, students focus in-depth on the developments and events that have shaped civilization across time. The course is organized chronologically and, within broad eras, regionally. Lessons address developments in religion, philosophy, the arts, science and technology, and political history. The course also introduces geography concepts and skills within the context of the historical narrative. Online lessons and assessments complement *World History: Our Human Story*, a textbook written and published by K¹². Students are challenged to consider topics in-depth as they analyze primary sources and maps, create timelines, and complete other projects—practicing historical thinking and writing skills as they explore the broad themes and big ideas of human history.

HST303 U.S. HISTORY:

This course is a full-year survey that provides students with a view of American history from the first migrations of nomadic people to North America to recent events. Readings are drawn from K12's *The American Odyssey: A History of the United States*. Online lessons help students organize their study, explore topics, review in preparation for assessments, and practice skills of historical thinking and analysis. Activities include analyzing primary sources and maps, creating timelines, completing projects and written assignments, and conducting independent research.

HST403 U.S. GOVERNMENT AND POLITICS:

This course studies the history, organization, and functions of the United States government. Beginning with the Declaration of Independence and continuing through to the present day, students explore the relationship between individual Americans and our governing bodies. Students take a close look at the political culture of our country and gain insight into the challenges faced by citizens, elected government officials, political activists, and others. Students also learn about the roles of political parties, interest groups, the media, and the Supreme Court, and discuss their own views on current political issues.

HST413 U.S. AND GLOBAL ECONOMICS:

This course in economic principles uses real-world simulations to teach the issues faced by producers, consumers, investors, and taxpayers in the U.S. and around the world. Topics include markets; supply and demand; theories of early economic thinkers; theories of value; money; the role of banks, investment houses, and the Federal Reserve; and other fundamental features of capitalism. A survey of current issues in American and global markets rounds out the course.

ADDITIONAL REQUIREMENTS

OTH050 ACHIEVING YOUR CAREER AND COLLEGE GOALS:

Students explore their options for life after high school and implement plans to achieve their goals. They identify their aptitudes, skills, and preferences, and explore a wide range of potential careers. They investigate the training and education required for the career of their choice and create a plan to be sure that their work in high school is preparing them for the next step. They also receive practical experience in essential skills such as searching and applying for college, securing financial aid, writing a resume and cover letter, and interviewing for a job. Students also explore the pathways offered by ITCA.

TCH110 MICROSOFT WORD:

Word with Exam Prep is MSi curriculum that prepares students for the Microsoft Office Specialist Exam. This course teaches learners how to use the Word Application Interface and familiarize themselves with Word options. It covers topics such as navigating and customizing the ribbon, editing documents, formatting text, managing comments, and tracking changes to create professional documents.

OTH094 HEALTH SCIENCE II:

Challenging. Variable. Rewarding. These three words can be used to describe many careers in the health sciences. In this course, you will learn more about what it takes to be a successful health science professional, including how to communicate with patients. You'll explore the rights and responsibilities of both patients and health science professionals in patient care and learn more about how to promote wellness among patients and health care staffs. Finally, you'll learn more about safety in health science settings and the challenges and procedures of emergency care, infection control, and blood-borne pathogens. This course satisfies the Health graduation requirement.

BUS410 INTRO TO BUSINESS COMMUNICATIONS:

No matter what career you're planning to pursue, excellent professional communication will be key to your success. Upgrade your abilities in speaking, listening, writing, using and reading body language, and communicating in teams and groups. Discover how to plan, create, and deliver business presentations and communicate through graphics. In no time, you'll be communicating with confidence, stand out from your peers, and impress your employer. This course satisfies the communication graduation requirement.

SENIOR PROJECT:

Required to include an oral presentation and written report. The semester course will be taken during the student's 12th grade year. An oral presentation will be graded on content, aesthetics, mechanics, organization, and overall presentation.

BUSINESS: DIGITAL COMMUNICATIONS

TCH028 PBL DIGITAL ARTS I:

In this exploratory course, students learn the elements and comprehensive understanding of this fast-growing field. Students learn principles of design as well as foundational concepts of visual communication. While surveying a variety of media and art, students use image editing, animation, and digital drawing to put into practice the art principles they've learned. They explore career opportunities in the design, production, display, and presentation of digital artwork. They respond to the artwork of others and learn how to combine artistic elements to create finished pieces that effectively communicate their ideas.

TCH441 ADOBE PHOTOSHOP:

This course provides a solid foundation for students to learn cutting-edge technology for sophisticated digital editing. Students' progress from basic to advanced Photoshop techniques and learn not only the how, but also the why behind each Photoshop tool to help students excel at design as well as master the software. At the end of this course, students are prepared to excel on the Adobe Certified Associate certification exam.

TCH421 ADOBE ILLUSTRATOR:

This course provides students in-depth exploration in all areas of Adobe Illustrator. Beginning with fundamental concepts and progressing to the software's full set of features, this course allows students to build a portfolio by completing projects that explore and express their unique creative talents. At the end of this course, students are prepared to excel on the Adobe Certified Associate certification exam. Digital Arts I and Photoshop are prerequisites.

TCH431 ADOBE INDESIGN:

This course provides students with an in-depth exploration of Adobe InDesign, the industry standard for page layout software. This course covers fundamental concepts, starting with the workspace, and proceeds logically and intuitively to more advanced topics. Students learn how to work in InDesign using either Mac or PC platforms, and the course includes extensive coverage of Creative Cloud features. At the end of this course, students are prepared to excel on the Adobe Certified Associate certification exam. Digital Arts I, Photoshop, and Illustrator are prerequisites.

BUSINESS: BUSINESS MANAGEMENT

BUS065 PBL MARKETING I:

Students find out what it takes to market a product or service in today's fast-paced business environment. They learn the fundamentals of marketing using real-world business examples. They learn about buyer behavior, marketing research principles, demand analysis, distribution, financing, pricing, and product management.

BUS030 SUMMIT PERSONAL FINANCE:

In this introductory finance course, students learn basic principles of economics and best practices for managing their own finances. Students learn core skills in creating budgets, developing long-term financial plans to meet their goals, and making responsible choices about income and expenses. They gain a deeper understanding of capitalism and other systems, so they can better understand their role in the economy of society. Students are inspired by the experiences of finance professionals and stories of everyday people and the choices they make to manage their money.

BUS310-PBL INTRODUCTION TO MANAGEMENT 1:

This course is a Project Based Learning course (PBL). From the shift managers at small businesses to the CEOs of large companies, effective management is key to any organization's success. Explore foundational management concepts such as leadership, managing teams, entrepreneurship, global business, finance, and technology and innovation. Engage in a capstone that pulls all of the concepts you've learned together, allowing you to see how management ideas can be applied to a business case study. Get started with learning the fundamentals of successful management.

BUS300 ENTREPRENEURSHIP:

Entrepreneurship with Exam Prep is MSi curriculum that helps students obtain the first certification product in the Certiport Business Fundamentals Certification Program. In this course, students will gain a foundational understanding of entrepreneurship, small business ownership, and financial literacy. Students will learn how to identify potential business opportunities, design and create a business plan, analyze a company's financial state, and develop marketing and sales strategies. They will also learn the elements of production and distribution and how to identify, access, and use intellectual property.

HEALTHCARE: MEDICAL ASSISTANT and/or PHARMACY TECHNICIAN

OTH094 HEALTH SCIENCE II:

Challenging. Variable. Rewarding. These three words can be used to describe many careers in the health sciences. In this course, you will learn more about what it takes to be a successful health science professional, including how to communicate with patients. You'll explore the rights and responsibilities of both patients and health science professionals in patient care and learn more about how to promote wellness among patients and health care staffs. Finally, you'll learn more about safety in health science settings and the challenges and procedures of emergency care, infection control, and blood-borne pathogens. This course satisfies the Health graduation requirement.

HLT213 MEDICAL TERMINOLOGY:

This course is an introduction to medical terminology and covers word roots, suffixes, and prefixes as it relates to various medical specialties, structures of the body, medical procedures and diseases. Students also receive practical experience in procedures performed in medical specialty facilities. Health Science is a prerequisite.

HLT420 CLINICAL MEDICAL ASSISTING:

Clinical Medical Assisting is a comprehensive course with insight and focus on patient care in the healthcare facility, providing foundational knowledge required of an allied healthcare professional. Video-based lessons include fundamentals of clinical medical assisting with emphasis on infection control, vital signs, the clinical laboratory, general and specialty physical examinations, urinalysis, microbiology, immunology, nutrition, cardiopulmonary diagnostic testing, pharmacology, medication administration, phlebotomy, hematology, surgical procedure assisting and emergency preparedness. Topics related to diversity, patient interaction, documentation and communication will be addressed. Throughout each lesson, the role of the clinical medical assistant will be presented and explained as applicable to patient education and legal & ethical issues. Two Semesters. Prerequisite: Medical Terminology and Anatomy and Physiology.

HLT431 PHARMACY TECHNICIAN:

This Pharmacy Technician course is designed to educate and train the student in the diverse field of Pharmacy Technology. The student will be provided didactic coursework in the areas of prescription processing, pharmacy nomenclature, biopharmaceutics and drug activity, dosage calculations, and common mathematical formulas and conversions. Consideration of drug routes and formulations includes tablets and capsules, liquid prescriptions, parenteral and enteral, and insulin and syringes. To better understand the business side of the pharmacy world, students will learn about HIPAA, drug regulation and control, inventory management, financial considerations, legal and ethical issues, sterile and non-sterile compounding, and units of measurement. Throughout the course, the student will perform realistic pharmacy simulations that duplicate tasks performed in the work environment. Two Semesters. Seniors ONLY Prerequisite: Medical Terminology and Anatomy and Physiology.

AGRICULTURE: PLANT & SOIL and/or ANIMAL SCIENCE

COM110 INTERPERSONAL COMMUNICATIONS:

This course is a Project Based Learning course (PBL) and is designed as an exploration of interpersonal communication. Students study the concepts of communication, intercultural communication, building a personal brand, how to communicate effectively, and more. Student's complete projects to develop a deeper understanding of the roles these career functions play. This course satisfies the communication graduation requirement.

AGR030 PRINCIPLES OF AGRICULTURE FOOD AND NATURAL RESOURCES:

Food has to travel from the farm to the table, and in Agriculture and Natural Resources, you will learn about all of the steps in that journey, beginning with the history of agriculture through animal husbandry, plant science, and managing our use of natural resources. In this course, you will receive a broad understanding of the subject matter, preparing you for future hands-on learning, participation in Future Farmers of America, and supervised agricultural experiences. No prerequisites.

AGR230 PRINCIPLES OF PLANT SCIENCE:

This is a one-year course designed to explore the plant and soil science industry. Topics covered include, but not be limited to, agriculture careers, plant evaluation, fertilizers and soil amendments, scientific classification of plants, plant anatomy, plant processes, plant propagation, pesticides and herbicides, plant pests, soil conservation, and crop production in the United States.

AGR211 LIVESTOCK AND POULTRY PRODUCTION 1:

This course covers basic animal science and livestock industry information as well as current issues in animal agriculture. The course includes information students need to know about livestock and poultry animals for classroom study and beyond. The course will provide students with a solid understanding of the anatomy, physiology, nutrition, feeding, and reproduction of multiple livestock and poultry breeds. No prerequisites.

AGR212 LIVESTOCK AND POULTRY PRODUCTION 2:

This capstone course covers basic animal science and livestock industry information as well as current issues in animal agriculture. The course includes information students need to know about livestock and poultry animals for classroom study and beyond. The course will provide students with a solid understanding of the anatomy, physiology, nutrition, feeding, and reproduction of multiple livestock and poultry breeds. Prerequisite Livestock 1

OTHER ELECTIVES

TCH100 MICROSOFT POWERPOINT:

PowerPoint with Exam Prep is MSi curriculum that prepares students for the Microsoft Office Specialist Exam. This course introduces users to PowerPoint 2019 and covers: managing presentations, slides, text, shapes, and images, tables, charts, and SmartArt, 3D models and media, and transitions and animations. Students will learn basic terminology, modify slide masters and layouts, add/remove properties, set up slide shows and print options, use zoom techniques, add headers and footers, apply formatting and styles, insert hyperlinks and sections, resize and crop images, create shapes, insert audio/video clips, and set transition/animation effects and motion paths.

TCH321 MICROSOFT EXCEL:

Excel Expert with Exam Prep is MSi curriculum that prepares students for the Microsoft Office Specialist Exam. This course is designed to help students gain an in-depth understanding of workbooks, data manipulation, logical operations, functions, PivotTables, and PivotCharts. Students will learn how to copy macros between workbooks, enable macros in a workbook, protect worksheets and cell ranges, configure formula calculation options, use the Fill feature, create custom number formats, manage comments, use language-specific features, manage data validation tools, remove duplicate values, create, and modify charts, use lookup references, and consolidate data. At the end of the course, students will be able to create and modify Pivot Tables, understand slicer features, and create and manipulate Pivot Charts ***Available for Dual Credit (CWI)** Prerequisite is an A or B in Microsoft Word and the MOS Word certification.

ENG030 SUMMIT CREATIVE WRITING:

In this course, students explore a range of creative writing genres, including fiction, poetry, creative nonfiction, drama, and multimedia writing. They study examples of classic and contemporary selections, apply what they learn to their own writing, and develop proficiency in the writing process. They learn to evaluate the writings of others and apply evaluation criteria to their own work. By the end of the course, students will have created a well-developed portfolio of finished written works. This course satisfies 1 humanities credits.

BUS211DE1 Accounting with QuickBooks (MSi)

This course provides an in-depth look at QuickBooks Online Plus, its features and benefits, and how to set up and manage a company in its environment. Topics include licensing requirements, company information, project and class tracking, automation, list management, the Chart of Accounts, recurring transactions, journal entries, and connecting QuickBooks with apps. Additionally, students will learn how to set up and manage customers, products, services, and sales settings. Finally, students will learn about vendor records, expense settings, money-in and money-out transactions, bank accounts, transaction rules, and basic reports and views. With this course, participants will be able to confidently set up and manage a company using QuickBooks Online Plus. This curriculum prepares students for the certification product in the Intuit QuickBooks Certified User Online Certification.

TCH047 WEB DESIGN:

Web Design is a CodeHS course that teaches students how to build their own web pages. Students will learn the languages HTML and CSS and will create their own live homepages to serve as portfolios of their creations. By the end of this course, students will be able to explain how web pages are developed and viewed on the Internet, analyze and fix errors in existing websites, and create their very own multi page websites. Students will learn the foundations of user interface design, rapid prototyping and user testing, and will work together to create professional, mobile responsive websites.

COM210 INTRODUCTION TO DIGITAL MEDIA:

Discover your talent for building digital media applications using text, graphics, animations, sounds, videos, and more! Learn about the elements that make impressive media, such as typography, color theory, design, and manipulation. Explore careers to apply your digital media skills and find your place in this fast-paced and exciting field!

HLT330 MEDICAL OFFICE PROCEDURES AND ADMIN:

This course will introduce students to the health care industry, its environment along with the day to day skill set, and knowledge required to fulfill a position as a Medical Administrative Assistant. Modules include Professional Behavior, Communication, Law and Ethics, Law and Medicine, Daily Operations, Telephone Techniques, Appointment Scheduling, Correspondence, Computers, HIPPA, Regulations, Records Management, Information Management, Basics of Coding, Health Insurance Basics, Professional Fees, Accounting and Bookkeeping, Banking and Financial Management, Practice Management, Marketing and Customer Service.

HLT471 ELECTROCARDIOGRAPHY:

Electrocardiography is a comprehensive course with insight and focus on diagnostic cardiac testing in the healthcare facility, providing foundational knowledge required of an allied healthcare professional. Video-based lessons include the fundamentals of electrocardiogram performance, Holter monitor application and assistance with stress testing. An emphasis is placed on cardiac arrhythmias. Patient care, preparation and monitoring are addressed along with standard precautions and the Occupational Safety and Health Administration (OSHA).

BUS045 PBL ENTREPRENEURSHIP I:

Students learn the basics of planning and launching their own successful business. Whether they want to start their own money-making business or create a non-profit to help others, this course helps students develop the core skills they need to be successful. They learn how to come up with new business ideas, attract investors, market their business, and manage expenses. Students hear inspirational stories of entrepreneurs who have turned their ideas into reality, and then they plan and execute their own business.

WBL511 INTERNSHIP 1:

Available equally for all 11th and 12th grade ITCA students. An internship is a well-defined, short-term workplace learning experience to help students prepare for a chosen career. An internship has intentional learning goals, supervision, and evaluation. Interns apply their classroom learning to real world experiences to enhance their education and add value to the employer. Typically, students participate in projects and/or work alongside professionals in their career field for a total of 30 hours or more per semester.

WBL531 WORK EXPERIENCE 1:

Work-based learning opportunities are available equally for all 11th and 12th grade ITCA students. A Work-Based Learning experience (WBL) is a well-defined, workplace learning experience for students working during their high school years. WBL has intentional learning goals, supervision, and evaluation. Students apply their classroom learning to real world experiences to enhance their education and add value to the employer or to their small business. Typically, students work an average of 3 hours a week or 30 hours or more per semester.