



NSSEO

Building a Promising Future for Students

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# ACADEMIC HANDBOOK

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High School Courses

General Education

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This document is intended to aid administrators in selecting courses appropriate for students.

All policies, procedures and courses described in this document are subject to change without notice.



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As our educational systems continue to grow and evolve in response to the needs of students and expectations for our students as they graduate from school, it is imperative that as an organization we implement quality practices that provide the educational opportunities, services and supports that best equip our students for the futures. NSSEO has embraced the importance of life-long learning by developing organizational goals and measurable objectives that blend required changes with high standards and expectations established for ourselves, our staff and our students.

We believe that the strong partnerships between our schools/programs, families and communities will continue to enhance opportunities that result in greater student success. While we continue to face significant funding challenges, it is equally important that we continue to embrace a philosophy that unites stakeholders around a common purpose reflected in our mission statement – to build a promising future for our students

The NSSEO special education cooperative is a legal district founded over 43 years ago with a commitment to serve students with disabilities and their families. This year we have again set strong, measurable goals for our organization around the following four areas that also reflect the priority areas of our eight member districts:

- *Student achievement – Increase student growth in academics, social-emotional learning and independence*
- *Continuous improvement – Engage in a systemic process to enhance NSSEO programs and services*
- *Collaborative partnerships – Influencing change at the local, state and federal levels through partnerships to improve student outcomes*
- *Fiscal responsibility – Support organizational goals through a fiscally responsible allocation of resources*

This is a critical time in education to rise to the expectations and challenges by answering the question of why we do what we do convincingly. Carol Ann Tomlinson, a strong educational researcher and presenter has said, “*Excellence in education is when we do everything that we can to make sure they become everything that they can.*” We will continue to strive for excellence at NSSEO, reflective of the important role we all play in assisting all students to become everything that they can possibly be.

**Judy Hackett, Ed.D.**

*Superintendent*



## OVERARCHING GOAL

*Provide visionary leadership that focuses on improved outcomes for students with special needs* recognizes the individual needs of each child and the belief that all children can learn and be contributing members of society.

## MISSION

NSSEO seeks to build and strengthen home/school/community partnerships to enable students with special needs to become participating members of society.

## VISION

*“Building a promising future for students”* supports the following Board goals and we incorporate them into our program goals:

- **Student Achievement:** Increase student growth/progress in the areas of academics, social/emotional learning and independence
- **Continuous Improvement:** Engage in a systemic process to enhance programs and services
- **Collaborative Partnerships:** Influence change at the local, state, and federal levels through partnerships to improve student outcomes
- **Fiscal Responsibility:** Support organizational goals through a fiscally responsible allocation of resources

## WE VALUE

- **Partnerships:** School, family and community focused on continuous improvement
- **Leadership:** Looking beyond what is, to what is possible
- **Collaboration:** Working together to share knowledge
- **Lifelong learning:** Engaged professional learning communities
- **Communication:** Active process

## WE BELIEVE

- All students can learn with appropriately defined learning objectives
- Curricula and instructional strategies reflective of best practice research that meet the diversity of individual student needs
- Learning is a shared responsibility among students, families, staff and community
- A positive, safe learning environment encourages and supports student and staff wellness, safety, diversity, creativity, and collaboration
- Clearly defined goals shared by all stakeholders.



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# COURSE CATALOG

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# ENGLISH LANGUAGE ARTS AND LITERATURE PROGRAM





**ENGLISH LANGUAGE ARTS AND LITERATURE PROGRAMS**  
**High School – General Education**

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
<b>Language Arts</b>			
01010	01001A000	<p><b><u>Basic English I / English/Language Arts I</u></b>            English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.</p>	9
01020	01002A000	<p><b><u>Basic English II / English/Language Arts II</u></b>            English/Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.</p>	10
01030	01003A000	<p><b><u>Basic English III / English/Language Arts III</u></b>            English/Language Arts III (11th grade) courses continue to develop students writing skills, emphasizing clear, logical writing patterns, word choice, and usage, as students write essays and begin to learn the techniques of writing research papers. Students continue to read works of literature, which often form the backbone of the writing assignments. Literary conventions and stylistic devices may receive greater emphasis than in previous courses.</p>	11
01040	01004A000	<p><b><u>Basic English IV / English/Language Arts IV</u></b>            English/Language Arts IV (12th grade) courses blend composition and literature into a cohesive whole as students write critical and comparative analyses of selected literature, continuing to develop their language arts skills. Typically, students primarily write multi-paragraph essays, but they may also write one or more major research papers.</p>	12
01140	01009A000	<p><b><u>Language Arts Laboratory/Language Arts Laboratory</u></b>            Language Arts Laboratory courses provide instruction in basic language skills, integrating reading, writing, speaking and listening, while placing great emphasis on the progress of individual students. Course content depends upon students' abilities and may include vocabulary building, improving spelling and grammar, developing writing and composition skills, reading silently or aloud, and improving listening and comprehension abilities.</p>	9 - 12
<b>Literature / Reading</b>			
01050	01066A000	<p><b><u>Reading Skills / Strategic Reading</u></b>            Strategic Reading courses are intended to improve a student's vocabulary, critical-thinking and analysis skills, or reading rate and comprehension level. Although these courses typically emphasize works of fiction, they may also include works of nonfiction (including textbooks). Strategic Reading courses often have a time-management focus, offering strategies for note-taking or for understanding and evaluating the important points of a text.</p>	9 - 12

**ENGLISH LANGUAGE ARTS AND LITERATURE PROGRAMS**  
**High School – General Education**

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
01060	01067A000	<p><b><u>Modified Reading / Assisted Reading</u></b>            Assisted Reading courses offer students the opportunity to focus on their reading skills. Assistance is targeted to students' particular weaknesses and is designed to bring students' reading comprehension up to the desired level or to develop strategies to read more efficiently.</p>	9 – 12
01070	01068A000	<p><b><u>Adapted Reading / Corrective Reading</u></b>            Corrective Reading courses offer diagnostic and remedial activities designed to correct reading difficulties and habits that interfere with students' progress in developing reading skills and understandings. Activities are chosen to increase or improve students' reading comprehension, reading technique, and general literacy skills.</p>	9 - 12
01090	01155A000	<p><b><u>Communications / Communications</u></b>            Communications courses focus on the application of written and oral communication skills through a variety of formal and informal experiences. The courses are performance-based and emphasize effective interpersonal and team-building skills. Communications courses may also involve the study of how interpersonal communications are affected by stereotypes, nonverbal cues, vocabulary, and stylistic choices</p>	9 – 12
01100	01054A000	<p><b><u>American Literature / American Literature</u></b>            American Literature courses focus upon commonly known American authors and their work. Students improve their critical-thinking skills as they determine the underlying assumptions and values within the selected works and as they understand how the literature reflects the society of the time. Oral discussion is an integral part of literature courses, and written compositions are often required.</p>	9 – 12
01110	01058A000	<p><b><u>World Literature / World Literature</u></b>            World Literature courses use representative literature selections from ancient and / or modern times from countries around the world. Students improve their critical-thinking skills as they comprehend the diversity of literary traditions and the influences of those traditions. Oral discussion is an integral part of literature courses, and written compositions are often required.</p>	9 – 12
01120	01099A000	<p><b><u>Independent Reading / Literature (Other)</u></b>            Independent reading may serve as an opportunity for students to expand their interests in a particular genre, to explore a topic in greater detail and to develop more advanced skills.</p>	9 – 12

# MATHEMATICS PROGRAM





## MATHEMATICS PROGRAMS

### High School – General Education

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
02010	02002A000	<b><u>Basic Math / General Math</u></b> General Math courses reinforce and expand students' foundational math skills, such as arithmetic operations using rational numbers; area, perimeter, and volume of geometric figures, congruence and similarity, angle relationships, the Pythagorean theorem, the rectangular coordinate system, sets and logic, ratio and proportion, estimation, formulas, solving and graphing simple equations and inequalities.	9 - 12
02012	02001A000	<b><u>Informal Mathematics / Informal Mathematics</u></b> Informal Mathematics courses emphasize the teaching of mathematics as problem solving, communication, and reasoning, and highlight the connections among mathematical topics and between mathematics and other disciplines. These courses approach the teaching of general math, pre-algebra, and pre-geometry topics by applying numbers, and algebraic and geometric concepts and relationships to real world problems.	9 - 12
02020	02051A000	<b><u>Pre-Algebra / Pre-Algebra</u></b> Pre-Algebra courses increase students' foundational math skills and prepare them for Algebra I by covering a variety of topics, such as properties of rational numbers (i.e., number theory), ratio, proportion, estimation, exponents and radicals, the rectangular coordinate system, sets and logic, formulas, and solving first-degree equations and inequalities.	9 - 12
02030	02061A000	<b><u>Integrated Math / Integrated Math—Multi-Year Equivalent</u></b> Integrated Math courses emphasize the teaching of mathematics as problem solving, communication, and reasoning, and emphasize the connections among mathematical topics and between mathematics and other disciplines. The multi-period sequence of Integrated Math replaces the traditional Algebra I, Geometry, Algebra II sequence of courses, and usually covers the following topics during a three- or four-year sequence: algebra, functions, geometry from both a synthetic and an algebraic perspective, trigonometry, statistics and probability, discrete mathematics, the conceptual underpinnings of calculus, and mathematical structure.	9 - 12
02031 = I 02032 = II 02033 = III			
02040	02071A000	<b><u>Basic Geometry / Informal Geometry</u></b> Informal Geometry courses emphasize a practical approach to the study of geometry and deemphasize an abstract, formal approach. Topics typically include properties of and work with plane and solid figures; inductive methods of reasoning and use of logic; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles.	9 - 12
02050	02151A000	<b><u>General Math / General Applied Math</u></b> General Applied Math courses reinforce general math skills, extend these skills to include some pre-algebra and algebra topics, and use these skills in a variety of practical, consumer, business, and occupational applications. Course topics typically include rational numbers, measurement, basic statistics, ratio and proportion, basic geometry, formulas, and simple equations.	9 - 12
02060	02152A000	<b><u>Vocational Math / Occupationally Applied Math</u></b> Occupationally Applied Math courses reinforce general math skills, extend these skills to include some pre-algebra and algebra topics, and use these skills primarily in occupational applications. Course topics typically include rational numbers, measurement, basic statistics, ratio and proportion, basic geometry, formulas, and simple equations.	9 - 12
02070	02157A000	<b><u>Consumer Math / Consumer Math</u></b> Consumer Math courses reinforce general math topics (such as arithmetic using rational numbers, measurement, ratio and proportion, and basic statistics) and apply these skills to consumer problems and situations. Applications typically include budgeting, taxation, credit, banking services, insurance, buying and selling products and services, home and/or car ownership and rental, managing personal income, and investment.	9 - 12

## MATHEMATICS PROGRAMS

### High School – General Education

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
02080	02072A000	<p><b><u>Geometry / Geometry</u></b>            Geometry courses, emphasizing an abstract, formal approach to the study of geometry, typically include topics such as properties of plane and solid figures; deductive methods of reasoning and use of logic; geometry as an axiomatic system including the study of postulates, theorems, and formal proofs; concepts of congruence, similarity, parallelism, perpendicularity, and proportion; and rules of angle measurement in triangles.</p>	9 – 12
02091	02053A000	<p><b><u>Algebra I – Part 1 / Algebra I – Part 1</u></b>            The first part in a multi-part sequence of Algebra I. This course generally covers the same topics as the first semester of Algebra I, including the study of properties of rational numbers (i.e., number theory), ratio, proportion, and estimation, exponents and radicals, the rectangular coordinate system, sets and logic, formulas, and solving first degree equations and inequalities.</p>	9 – 12
02092	02054A000	<p><b><u>Algebra – Part 2 / Algebra I – Part 2</u></b>            The second part in a multi-part sequence of Algebra I. This course generally covers the same topics as the second semester of Algebra I, including the study of properties of the real number system and operations, evaluating rational algebraic expressions, solving and graphing first degree equations and inequalities, translating word problems into equations, operations with and factoring of polynomials, and solving simple quadratics.</p>	9 – 12
02100	02056A000	<p><b><u>Algebra II / Algebra II</u></b>            Algebra II course topics typically include field properties and theorems; set theory; operations with rational and irrational expressions; factoring of rational expressions; in-depth study of linear equations and inequalities; quadratic equations; solving systems of linear and quadratic equations; graphing of constant, linear, and quadratic equations; properties of higher degree equations; and operations with rational and irrational exponents.</p>	9 – 12
02110	02052A000	<p><b><u>Algebra I / Algebra I</u></b>            Algebra I courses include the study of properties and operations of the real number system; evaluating rational algebraic expressions; solving and graphing first degree equations and inequalities; translating word problems into equations; operations with and factoring of polynomials; and solving simple quadratic equations.</p>	9 - 12
02130	02055A000	<p><b><u>Transition Algebra / Transition Algebra</u></b>            Transition Algebra courses review and extend algebra and geometry concepts for students who have already taken Algebra I and Geometry. Transition Algebra courses include a review of such topics as properties and operations of real numbers; evaluation of rational algebraic expressions; solutions and graphs of first degree equations and inequalities; translation of word problems into equations; operations with and factoring of polynomials; simple quadratics; properties of plane and solid figures; rules of congruence and similarity; coordinate geometry including lines, segments, and circles in the coordinate plane; and angle measurement in triangles including trigonometric ratios.</p>	9 - 12

# LIFE AND PHYSICAL SCIENCES PROGRAM



**LIFE AND PHYSICAL SCIENCES PROGRAMS**  
**High School – General Education**

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
03010	03201A000	<p><b><u>General Science / Integrated Science</u></b>            The specific content of Integrated Science courses varies, but they draw upon the principles of several scientific specialties—earth science, physical science, biology, chemistry, and physics—and organize the material around thematic units. Common themes covered include systems, models, energy, patterns, change, and constancy. These courses use appropriate aspects from each specialty to investigate applications of the theme.</p>	9 – 12
03020	03202A000	<p><b><u>Basic Science / Unified Science</u></b>            Unified Science courses combine more than one branch of science into a cohesive study or may integrate science with another discipline. General scientific concepts are explored, as are the principles underlying the scientific method and experimentation techniques.</p>	9 – 12
03030	03062A000	<p><b><u>Basic Biology / Conceptual Biology</u></b>            These courses provide students with a basic understanding of living things. Topics covered may include ecology and environmental problems such as overpopulation and pollution as well as cells, types of organisms, evolutionary behavior, and inheritance.</p>	9 – 12
03040	03105A000	<p><b><u>Basic Chemistry / Conceptual Chemistry</u></b>            Conceptual Chemistry courses are practical, non-quantitative chemistry courses designed for students who desire an understanding of chemical concepts and applications.</p>	9 – 12
03050	03161A000	<p><b><u>Basic Physics / Conceptual Physics</u></b>            Conceptual Physics courses introduce students to the use of chemicals, characteristic properties of materials, and simple mechanics to better describe the world and nonliving matter. The courses emphasize precise measurements and descriptive analysis of experimental results. Topics covered may include energy and motion, electricity, magnetism, heat, the structure of matter, and how matter reacts to materials and forces.</p>	9 – 12
03080	03101A000	<p><b><u>Chemistry / Chemistry</u></b>            Chemistry courses involve studying the composition, properties, and reactions of substances. These courses typically explore such concepts as the behaviors of solids, liquids, and gases; acid/base and oxidation/reduction reactions; and atomic structure. Chemical formulas and equations and nuclear reactions are also studied.</p>	9 - 12
03090	03051A000	<p><b><u>Biology / Biology</u></b>            Biology courses are designed to provide information regarding the fundamental concepts of life and life processes. These courses include (but are not restricted to) such topics as cell structure and function, general plant and animal physiology, genetics, and taxonomy.</p>	9 - 12
03100	03151A000	<p><b><u>Physics / Physics</u></b>            Physics courses involve the study of the forces and laws of nature affecting matter, such as equilibrium, motion, momentum, and the relationships between matter and energy. The study of physics includes examination of sound, light, and magnetic and electric phenomena.</p>	9 - 12



# SOCIAL SCIENCE AND HISTORY PROGRAM



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**SOCIAL SCIENCES AND HISTORY PROGRAMS**  
**High School – General Education**

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
04010	04001A000	<p><b><u>Basic World Geography / World Geography</u></b>            World Geography courses provide students with an overview of world geography, but may vary widely in the topics they cover. Topics typically include the physical environment; the political landscape; the relationship between people and the land; economic production and development; and the movement of people, goods, and ideas.</p>	9 – 12
04020	04109A000	<p><b><u>Basic U. S. History / Particular Topics in U.S. History</u></b>            These courses examine a particular topic in U.S. History, such as particular time periods in the history of the United States, or they may focus on the history of particular U.S. regions rather than provide an overview of the subject.</p>	9 – 12
04030	04305A000	<p><b><u>Basic Social Studies / Social Studies</u></b>            Social Studies courses enable students to study a group of related subjects addressing the elements and structures of human society that may include economics, geography, history, citizenship, and other social studies-related disciplines.</p>	9 – 12
04060	04052A000	<p><b><u>World History / World History and Geography</u></b>            In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.</p>	9 - 12
04070	04101A000	<p><b><u>U.S. History / U.S. History - Comprehensive</u></b>            U.S. History—Comprehensive courses provide students with an overview of the history of the United States, examining time periods from discovery or colonialism through World War II or after. These courses typically include a historical overview of political, military, scientific, and social developments. Course content may include a history of the North American peoples before European settlement.</p>	9 – 12
04080	04260A000	<p><b><u>Social Science / Social Science</u></b>            Social Science courses provide students with an introduction to the various disciplines in the social sciences, including anthropology, economics, geography, history, political science, psychology, and sociology. Typically, these courses emphasize the methodologies of the social sciences and the differences among the various disciplines.</p>	9 - 12
04090	04002A000	<p><b><u>Human Geography / Particular Topics in Geography</u></b>            Particular Topics in Geography courses examine a particular topic in geography, such as physical or cultural geography, or the geography of a particular area or region, rather than provide an overview of the field.</p>	9 – 12



# FINE AND PERFORMING ARTS PROGRAM





**FINE AND PERFORMING ARTS PROGRAMS**  
**High School – General Education**

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
05010	05201A000	<p><b><u>Fine Arts / Integrated Fine Arts</u></b>            Integrated Fine Arts courses explore self-expression across the fine arts: any subset or all of the visual arts, music, drama, theater, and literature may be included in the curriculum for these courses. Students both study and critique the works of others and participate in or produce art themselves. These courses often include comparative study of various art forms over time (i.e., the interrelationship of literature, music, and the performing arts of a particular time period and culture).</p>	9 - 12
05020	05154A000	<p><b><u>Creative Arts – Comprehensive / Creative Arts – Comprehensive</u></b>            Creative Art—Comprehensive courses provide students with the knowledge and opportunity to explore an art form and to create individual works of art. These courses may also provide a discussion and exploration of career opportunities in the art world. Initial courses cover the language, materials, and processes of a particular art form and the design elements and principles supporting a work of art. As students advance and become more adept, the instruction regarding the creative process becomes more refined, and students are encouraged to develop their own artistic styles. Although Creative Art courses focus on creation, they may also include the study of major artists, art movements, and styles.</p>	9 - 12
05030	05155A000	<p><b><u>Creative Arts – Drawing/Painting / Creative Arts – Drawing/Painting</u></b>            Creative Art—Drawing/Painting courses cover the same topics as Creative Art—Comprehensive courses, but focus on drawing and painting. In keeping with this attention on two-dimensional work, students typically work with several media (such as pen-and-ink, pencil, chalk, watercolor, tempera, oils, acrylics, and so on), but some courses may focus on only one medium.</p>	9 - 12
05050	05165A000	<p><b><u>Creative Arts – Crafts / Crafts</u></b>            Crafts courses teach the same lessons as Creative Art—Comprehensive courses, but do so with a focus on crafts. These courses may survey a wide range of crafts, or they may focus on only one type of craft; possibilities include calligraphy, quilting, silk-screening, cake-decorating, tole-painting, mask-making, knitting, crocheting, paper-making, and so on.</p>	9 - 12
05060	05199A000	<p><b><u>Creative Arts – Visual Arts / Visual Arts</u></b>            These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace</p>	9 - 12



# PHYSICAL, HEALTH, AND SAFETY EDUCATION PROGRAM



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**PHYSICAL / HEALTH / SAFETY EDUCATION PROGRAMS**  
**High School – General Education**

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
08010	08005A000	<b><u>Basic Fitness / Fitness/Conditioning Activities</u></b> Fitness/Conditioning Activities courses emphasize conditioning activities that help develop muscular strength, flexibility, and cardiovascular fitness.	9 - 12
08020	08007A000	<b><u>Adapted P. E. / Adapted Physical Education</u></b> These courses provide physical education activities (sports, fitness, and conditioning) adapted for students with special needs.	9 - 12
08030	08009A000	<b><u>Weight Training / Weight Training</u></b> Weight Training courses help students develop knowledge and skills with free weights and universal stations while emphasizing safety and proper body positioning; they may include other components such as anatomy and conditioning.	9 - 12
08040	08016A000	<b><u>Adventure P. E. / Lifetime Fitness Education</u></b> These courses emphasize acquiring knowledge and skills regarding lifetime physical fitness; content may include related topics such as nutrition, stress management, and consumer issues. Students may develop and implement a personal fitness plan.	9 - 12
08050	08051A000	<b><u>Health / Health Education</u></b> Topics covered within Health Education courses may vary widely, but typically include personal health (nutrition, mental health and stress management, drug/alcohol abuse prevention, disease prevention, and first aid) and consumer health issues. The courses may also include brief studies of environmental health, personal development, and/or community resources.	9 - 12
08060	08151A000	<b><u>Pedestrian Safety / Drivers' Education—Classroom Only</u></b> Drivers' Education—Classroom Only courses provide students with the knowledge to become safe drivers on America's roadways. Topics in these courses include legal obligations and responsibility, rules of the road and traffic procedures, safe driving strategies and practices, and the physical and mental factors affecting the driver's capability (including alcohol and other drugs).	10 - 12
08070	08152A000	<b><u>Driver's Ed BTW / Drivers' Education—Classroom and Laboratory</u></b> Drivers' Education—Classroom and Laboratory courses provide students with the knowledge and experience to become safe drivers on America's roadways. Topics in these courses cover legal obligations and responsibility, rules of the road and traffic procedures, safe driving strategies and practices, and the physical and mental factors affecting the driver's capability (including alcohol and other drugs). Experience in driving a vehicle is an essential component of these courses.	10 - 12



# COMPUTER AND INFORMATION SCIENCES PROGRAM



Northwest Suburban Special Education Organization  
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**COMPUTER AND INFORMATION SCIENCES PROGRAMS**  
**High School – General Education**

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
10010	10998A000	<p><b><u>General Computer Science / Computer and Information Sciences—Workplace Experience</u></b></p> <p>Computer and Information Sciences—Workplace Experience courses provide students with work experience in fields related to computer and/or information sciences. Goals are typically set cooperatively by the student, teacher, and employer (although students are not necessarily paid). These courses may include classroom activities as well, involving further study of the field or discussion regarding experiences that students encounter in the workplace.</p>	9 - 12
10020	10003A000	<p><b><u>Basic Computers / Computer and Information Technology</u></b></p> <p>Computer and information technology courses teach students to operate and use computer and information technology emphasizing their role as tools to communicate more effectively, conduct research more efficiently, and increase productivity. Course content includes the legal and ethical issues involved in computer technology use.</p>	9 - 12
10030	10005A001	<p><b><u>Information Processing I / Information Processing I</u></b></p> <p>Information Processing I is a skill-level course that includes the concepts and terminology related to the people, equipment, and procedures of information processing as well as skill development in the use of information processing equipment. Students will operate computer equipment to prepare memos, letters, reports, and forms. Students will create rough drafts, correct copy, process incoming and outgoing telephone calls and mail, and transmit and receive messages electronically. Students will create, input, and update databases and spreadsheets. Students will create data directories; copy, rename, move, and delete files, and perform backup procedures. In addition, students will prepare files to merge, as well as create mailing labels and envelopes from merge files. Students will learn to locate and retrieve information from hard copy and electronic sources, and prepare masters for a presentations using presentation software. Students will apply proper grammar, punctuation, spelling and proofreading practices. Accuracy will be emphasized. Workplace skills as well as communication skills (thinking, listening, composing, revising, editing, and speaking) will be taught and integrated throughout this course.</p>	9 - 12
10040	10002A000	<p><b><u>STEM I / Computing Systems</u></b></p> <p>Computing Systems courses offer a broad exploration of the use of computers in a variety of fields. These courses have a considerable range of content, but typically include the introduction of robotics and control systems, computer-assisted design, computer-aided manufacturing systems, and other computer technologies as they relate to industry applications.</p>	9 - 12



# LIFE SKILLS ENRICHMENT PROGRAM







## LIFE SKILLS ENRICHMENT PROGRAMS High School – General Education

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
22010	22004A000	<p><b><u>Work Experience &amp; Career Exploration / Work Experience &amp; Career Exploration Program</u></b></p> <p>Dropout Prevention Program courses vary widely, but typically are targeted at students who have been identified as being at risk of dropping out of or failing in school. Course content may include study skills and individual tutorials; job preparation, readiness, application, or interview skills; communication skills; personal assessment and awareness activities; speaker presentations; and small group seminars.</p>	9 – 12
22020	22151A000	<p><b><u>Basic Career Skills / Career Exploration</u></b></p> <p>Career Exploration courses help students identify and evaluate personal goals, priorities, aptitudes, and interests with the goal of helping them make informed decisions about their careers. These courses expose students to various sources of information on career and training options and may also assist them in developing job search and employability skills.</p>	9 – 12
22030	22152A000	<p><b><u>Employability Skills / Employability Skills</u></b></p> <p>Employability Skills courses help students match their interests and aptitudes to career options with a focus on using employment information effectively, acquiring and improving job-seeking and interview skills, composing job applications and resumes, and learning the skills needed to remain in and advance within the workplace. Course content may also include consumer education and personal money management topics.</p>	9 – 12
22040	22206A000	<p><b><u>Functional Life Skills / Life Skills</u></b></p> <p>Life Skills courses provide students with information about a wide range of subjects to assist them in becoming wise consumers and productive adults. These courses often emphasize such topics as goal-setting, decision-making, and setting priorities; money and time management; relationships; and the development of the self. Practical exercises regarding selecting and furnishing houses, meeting transportation needs, preparing food, selecting clothing, and building a wardrobe are often integral to these classes. In addition, specific topics such as insurance, taxation, and consumer protection may also be covered.</p>	9 – 12
22050	22207A000	<p><b><u>Self-Development / Self Management</u></b></p> <p>Self-Management courses introduce students to the skills and strategies helpful in becoming more focused, productive individuals. These courses typically emphasize goal-setting; decision-making; managing time, energy, and stress; and identifying alternatives and coping strategies. They may also allow students to explore various career and lifestyle choices.</p>	9 – 12
22060	22209A000	<p><b><u>Self-Care / Personal Development</u></b></p> <p>Similar to Family Living courses, but more focused on the individual, Personal Development courses emphasize strengthening self-esteem, recognizing and resisting negative peer pressure, and developing coping skills for dealing with changes within one's self and within others. These courses may also have a substance-abuse prevention component.</p>	9 – 12
22070	22210A000	<p><b><u>Basic Consumer Education / Consumer Economics/Personal Finance</u></b></p> <p>Consumer Economics/Personal Finance courses provide students with an understanding of the concepts and principles involved in managing one's personal finances. Topics may include savings and investing, credit, insurance, taxes and social security, spending patterns and budget planning, contracts, and consumer protection. These courses may also provide an overview of the American economy.</p>	9 – 12

## LIFE SKILLS ENRICHMENT PROGRAMS High School – General Education

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
22080	22251A000	<p><b><u>Daily Living Skills / Community Living</u></b></p> <p>Community Living courses place a special emphasis on the student's relationship to the surrounding community. Instruction varies with the students and their needs; however, these courses provide the skills necessary for independent functioning within the surrounding environment. Course topics may also include available community resources and how to access them, emergency skills, and independent living strategies.</p>	9 – 12
22090	22253A000	<p><b><u>Social Development / Social Development Instruction</u></b></p> <p>Social Development Instruction courses teach students the social skills needed for independent functioning within the community. Topics may include self-control, self-expression, obeying rules, decision-making, appropriate situational behavior, interacting with others, and maintaining relationships. Students may develop independence, self-confidence, and self-reliance.</p>	9 – 12
22110	22202A000	<p><b><u>Nutrition and Food Preparation / Food and Nutrition</u></b></p> <p>Food and Nutrition courses provide students with an understanding of food's role in society, instruction in how to plan and prepare meals, experience in the proper use of equipment and utensils, and background on the nutritional needs and requirements for healthy living. Some classes place a heavier emphasis on the nutritional components of a balanced diet, while others concentrate on specific types of food preparation. Although these courses may present career opportunities in the food service industry, their emphasis is not career-related.</p>	9 – 12
22120	22153A001	<p><b><u>Cooperative Education / Cooperative Education</u></b></p> <p>Cooperative Education is a capstone course designed to assist students in the development of effective skills and attitudes through practical, advanced instruction in school and on the job through cooperative education. Students are released from school for their paid cooperative education work experience and participate in 200 minutes per week of related classroom instruction. Classroom instruction focuses on providing students with job survival skills and career exploration skills related to the job and improving students' abilities to interact positively with others. For skills related to the job, refer to the skill development course sequences, the task list or related occupational skill standards of the desired occupational program. The course content includes the following broad areas of emphasis: further career education opportunities, planning for the future, job-seeking skills, personal development, human relationships, legal protection and responsibilities, economics and the job, organizations, and job termination. A qualified career and technical education coordinator is responsible for supervision. Written training agreements and individual student training plans are developed and agreed upon by the employer, student and coordinator. The coordinator, student, and employer assume compliance with federal, state, and local laws and regulations.</p>	9 - 12
22121	22153A000	<p><b><u>Diversified Occupations / Diversified Occupations</u></b></p> <p>Diversified Occupations courses help students enter the workforce through career exploration, job search and application, and the development of positive work attitudes and work-related skills. These courses typically cover such topics as career planning and selection, money management, communication skills, interpersonal business relationships and behaviors, and personal responsibility. Employment may be a required component of these courses, or students may be required to enroll concurrently in a work experience course.</p>	9 - 12

**LIFE SKILLS ENRICHMENT PROGRAMS**  
**High School – General Education**

NSSEO Course Number	ISBE Course Code	NSSEO Course Description / ISBE Title	Grade Level
22130	22003A000	<p><b><u>Study Skills / Study Skills</u></b></p> <p>Study Skills courses prepare students for success in high school and/or for postsecondary education. Course topics may vary according to the students involved, but typically include reading improvement skills, such as scanning, note-taking, and outlining; library and research skills; listening and note-taking; vocabulary skills; and test-taking skills. The courses may also include exercises designed to generate organized, logical thinking and writing.</p>	9 – 12
22140	22207A001	<p><b><u>Family and Career Relationships</u></b></p> <p>This course is designed to focus on the knowledge, attitudes, and behaviors needed to participate in positive, caring, and respectful relationships in the family, community, and workplace. This project-based course uses communication, leadership and management methods to develop knowledge and behaviors necessary for individuals to become independent, contributing, and responsible participants in family, community, and career settings. Emphasis is placed on the development of techniques and strategies to assist individuals in responding to situations presented in family relationships and the workplace. The course content includes: managing responsibilities, satisfactions and stresses of work and family life; analyzing personal standards, needs, aptitudes and goals; roles and responsibilities of living independently and as a family member; demonstrating goal-setting and decision-making skills; identifying and utilizing community resources; and developing effective relationships to promote communication with others. The course provides students content to identify resources that will assist them in managing life situations.</p>	9 - 12



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Building a Promising Future for Students